

How to access PRIMA Help

Step 1: Log into PRIMA

Step 2: Click on the **Help** button in the upper right-hand corner.

AICPA.org Store My Account > Sign Out About **Help**

Home For Firms My Reviews For Peer Reviewers

Home

Announcements [Read All](#)

UPDATE YOUR REVIEWER RESUME: Over the weekend, a scheduling check will be added to ensure each reviewer has a current CPA license at the time scheduling checks are run. **If you have not updated your resume since December 9, 2017, this new check will result in a scheduling error on each review until you update your resume.**

Access the Knowledge Base for PRIMA instructions on completing tasks within the peer review process. To access the Knowledge Base, click "Help" on the gray navigation bar in the top right corner of your screen.

Instructions

- Items ready for you to work on will be located under the Action Items.
- Click on the link in the Case ID column to open case and complete task.
- Click on paper clip icon, located in the Comments column, to see revisions that have been requested.

Action Items [See All](#) << < Page 1 of 2 > >> [Refresh List](#)

Case ID	Review Number	Firm Number	Firm Name	Task Description	Status	Received Date	Comments
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Instructions
[Instructions for Firms](#)
[Instructions for Reviewers](#)

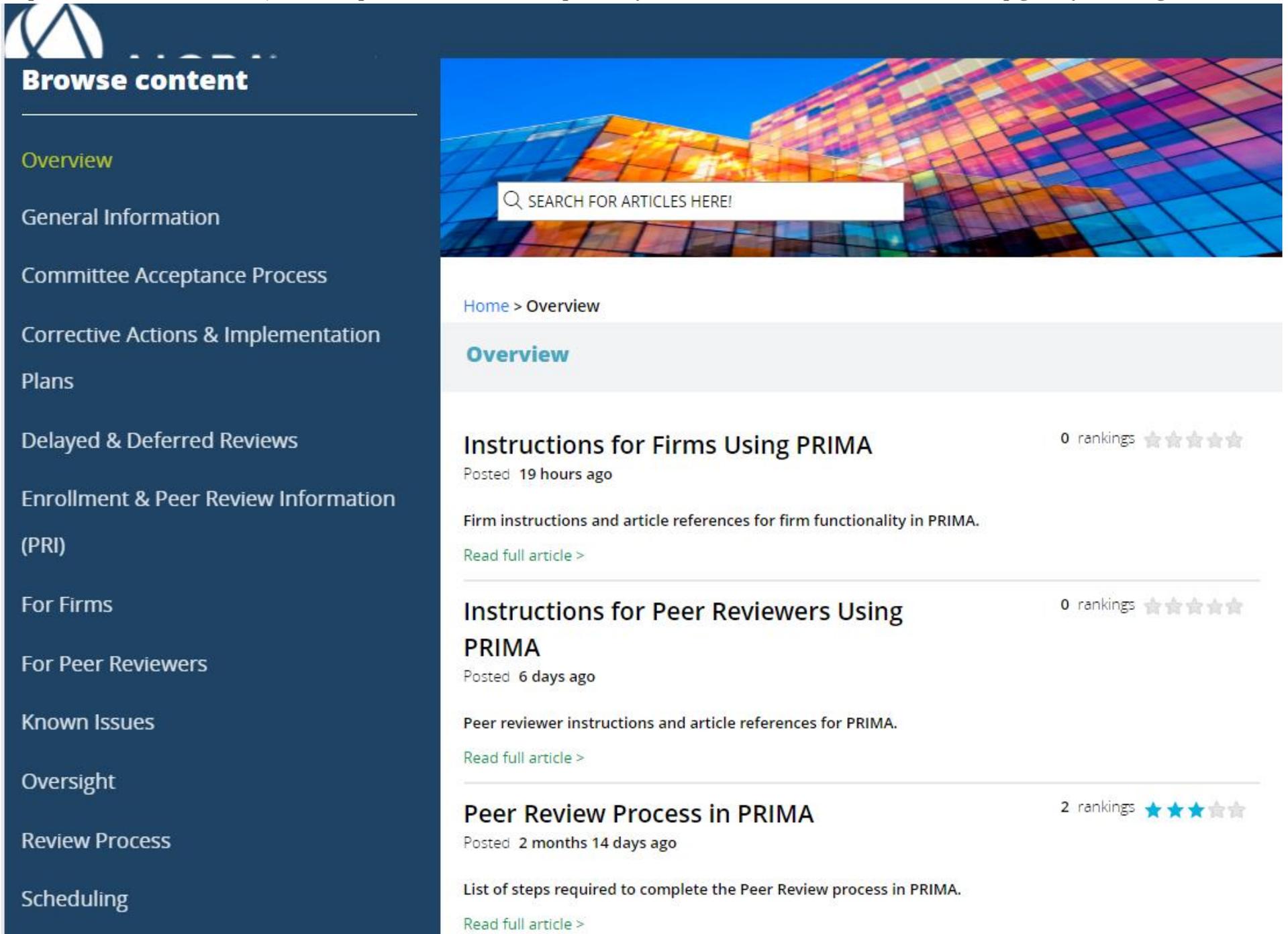
View Letters
✉ Items

Important Information
📘 0 Items

Contact Us:
PRIMA Instructions & Videos
Email: prsupport@aicpa.org

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Step 3: You will notice new tab/window open. This is PRIMA Help where you can search for tutorials & videos to help guide you through PRIMA.



The image shows a screenshot of the PRIMA Help website. On the left is a dark blue sidebar with a white logo at the top and a list of navigation links. The main content area has a colorful, abstract background image of a building facade. A search bar is overlaid on the image with the text 'SEARCH FOR ARTICLES HERE!'. Below the search bar, the breadcrumb 'Home > Overview' is visible. The 'Overview' section is highlighted in a light grey bar. Three articles are listed, each with a title, a 'Posted' date, a description, a 'Read full article >' link, and a rating section with stars and the number of rankings.

Browse content

- Overview
- General Information
- Committee Acceptance Process
- Corrective Actions & Implementation Plans
- Delayed & Deferred Reviews
- Enrollment & Peer Review Information (PRI)
- For Firms
- For Peer Reviewers
- Known Issues
- Oversight
- Review Process
- Scheduling

SEARCH FOR ARTICLES HERE!

Home > Overview

Overview

Instructions for Firms Using PRIMA 0 rankings ★★★★★
Posted 19 hours ago
Firm instructions and article references for firm functionality in PRIMA.
[Read full article >](#)

Instructions for Peer Reviewers Using PRIMA 0 rankings ★★★★★
Posted 6 days ago
Peer reviewer instructions and article references for PRIMA.
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Peer Review Process in PRIMA 2 rankings ★★★★★
Posted 2 months 14 days ago
List of steps required to complete the Peer Review process in PRIMA.
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