

CPAWSB EMPLOYER PORTAL APPLICATION FORM

To request access to the [CPAWSB Employer Portal](#), please complete this application form. Access to records will only be granted where the student/candidate has identified the employer in their MyCPA profile, and has consented to share their academic and registration information with their employer. Portal Administrators are responsible for ensuring that access to the portal is tightly controlled and given only to authorized staff within the organization. Please refer to the guide on page 2 for instructions on how to complete this form.

Completed application forms should be scanned and emailed to partnerships@cpawsb.ca.

1	CPA Employer Information
Please note all sub-offices in the organization for which access should be allowed.	
CPA Employer name	
CPA Employer location	
Other sub-offices to be included*:	
Sub-office #1	
Sub-office #2	
Sub-office #3	
Sub-office #4	

*If more than four (4) locations need to be included, please submit a complete list on a separate form with the completed application package.

2	Administrator Information	
Please note: Administrator(s) will be responsible for managing all Administrator and User access to the reports within the portal. A maximum of three (3) Administrators may be assigned per organization.		
Administrator #1 name	Email address	Phone number
Administrator #2 name	Email address	Phone number
Administrator #3 name	Email address	Phone number

3	Declaration
I confirm that our office would like to have access to the CPAWSB Employer Portal. I further acknowledge that I understand the confidentiality of the information that is available on the CPAWSB Employer Portal and will treat the information accordingly by only allowing access to authorized personnel. I confirm that the proper measures will be adopted to guarantee only authorized staff will have access to the CPAWSB Employer Portal and that steps will be taken to ensure the Administrator(s) for our organization monitor access for all Administrator and User profiles.	
Authorizing Administrator Name (Please print)	Title
Signature	Date

Protection of Privacy – The information requested on this form is collected under applicable federal and provincial legislation and the CPA Western School of Business’ policies and guidelines on data management, data access and data use. Employers’ contact information will be shared with the provincial CPA bodies to help administer the CPA program Direct any questions about data collection and use to the Director of Communications & Privacy Officer at privacy@cpawsb.ca.

CPAWSB Employer Portal Application Completion Guide

To complete the CPAWSB Employer Portal Application, please complete the following steps:

Section 1: Complete the CPA Employer Information

You will need to provide the name and location of the organization. If your organization has more than one location/branch, the location listed on the form should be that of the main office. There is space allocated on this form to provide the locations of up to four other branches. If your organization has more than four additional locations, please include a separate list of all locations when you submit this form.

Section 2: Provide the Administrator Information

This section will allow you to authorize portal access for up to three (3) Administrators. Please provide the names, email addresses and phone numbers of the individuals you wish to appoint as Administrators. These people can be any employee of the organization to whom you wish to entrust this role and its obligations.

Administrators can add, delete, or make changes to the permissions granted to Users and/or other Administrators. They are responsible for overseeing the portal access for the organization as a whole. Each organization can have between one and three Administrators.

Users have varying levels of permissions which are granted to them by the Administrator(s). They can only view the information and perform the tasks for which they have been granted access by an Administrator. Users cannot make any changes to the permissions of any other Users or Administrators. There is no set limit for how many Users an organization can have.

It is the responsibility of each organization to make sure that this information is kept current. In the event of any staff changes, the organization must update the portal accordingly so access can be denied to Users/Administrators who are no longer employed with the organization and/or to grant access to newly appointed Administrators or Users. If your organization only has one Administrator, and the contact for this role has changed, please contact CPAWSB immediately to change access.

Section 3: Complete and sign the Declaration

Please indicate the name and title of the person in your organization who is providing the authorization for portal access and ensuring that all appointed staff uphold the confidentiality of the data contained therein. Please note, a digital signature is not permitted for this application form; it must be printed and physically signed.

Please scan and email the completed form to partnerships@cpawsb.ca
