

## Firm Instructions – Resigning from Peer Review

**Important Note:** PRIMA is a case-based system that allows only one party control at a time. Typically, cases involve two or three parties (i.e., enrolled firm, peer reviewer and administering entity). Parties can only take action on cases under their control (those under “My Work” or “My Team Reviews” on the Home tab.

Once a party completes an action and submits the case to another, the original party will no longer be able to view the case on their PRIMA homepage. Instead, they must wait for the new party to complete the next step.

Think of a circle of people bouncing a ball back-and-forth. Once you bounce the ball to another party, you cannot take any action until the ball is bounced back to you.

1. You must first be logged into the AICPA website at [www.aicpa.org](http://www.aicpa.org). From the AICPA homepage, please sign in. Then, click on “Interest Areas”, then “Peer Review” from the interest areas.



- This will take you to the AICPA peer review homepage (below). In the middle of the page on the left-hand side, click on the link “Access PRIMA” and login to PRIMA again using your AICPA user name and password:

**Peer Review**

- Reviewer Alert
- Resources
- Reviewer Training
- Community
- Membership
- Store

**Peer Review**

Welcome to Peer Review! We are dedicated to enhancing the quality and attestation services performed by AICPA members in public accounting.

**For Reviewers**

Update your resume, download checklists, find reviewer training courses and more!

**For CPA Firms**

Enroll in Peer Review, find a reviewer and answers to your questions.

Search Within the Peer Review Interest Area [See results](#)

**Quick Links**

- Peer Review FAQs
- Issue Advisory Hotline
- How To Become A Peer Reviewer
- Find Enrolled Firm & Peer Reviewer
- See Terminated Firms
- Team & Review Captain Checklists
- Peer Review Program Manual
- Peer Review Exposure Drafts

**PRIMA Has Replaced PRISM**

We have replaced the Peer Review Information System Manager (PRISM) with an all-electronic, interactive system called the Peer Review Integrated Management Application (PRIMA).

[Access PRIMA](#)

- From your PRIMA homepage, click on “Manage My Firm” from the top tool bar, right-hand side:

AICPA Peer Review Program

Home **Manage My Firm(s)** My Reviews Reviewer Profile

Manage My Firm(s)

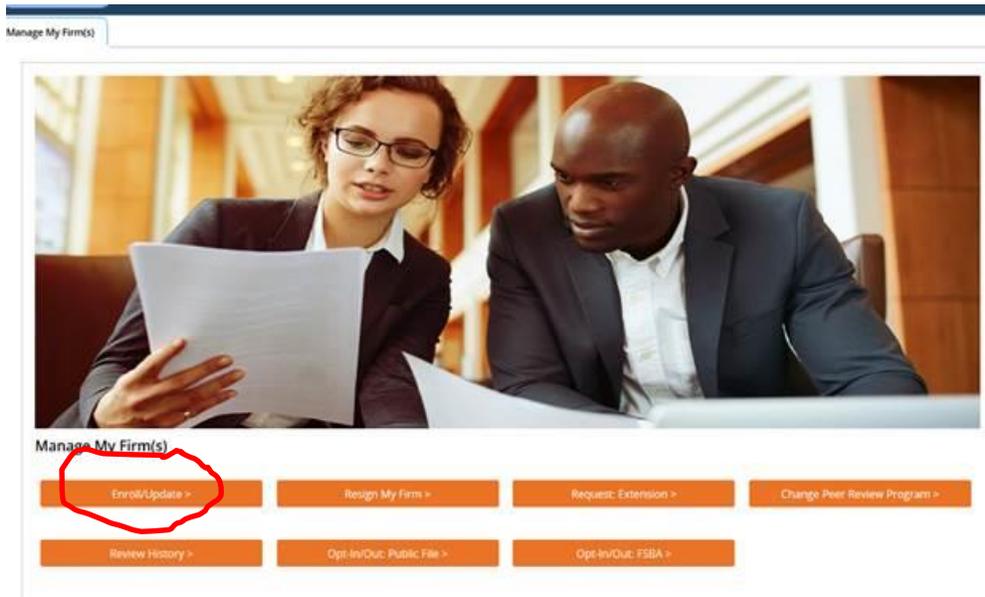
**Announcements**

[Read All](#)

**Recent Work**

Firm Self Service	FSS-179506
Review	RWW-314918
Review	RWW-264358
Scheduling	SCH-316822

4. You will then click on the orange tab, "Enroll/Update". Please update the firm's enrollment information which will allow for resignation from the program.



5. You will then update your firm information and submit to your peer review administering entity (AE) for approval. After approval, you will access "Manage My Firm" again and follow the steps to access the orange tab "Resign my Firm".