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. From the AICPA homepage, please sign in. Then, click on "Interest Areas", then "Peer Review" from the interest areas.

2. 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:

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

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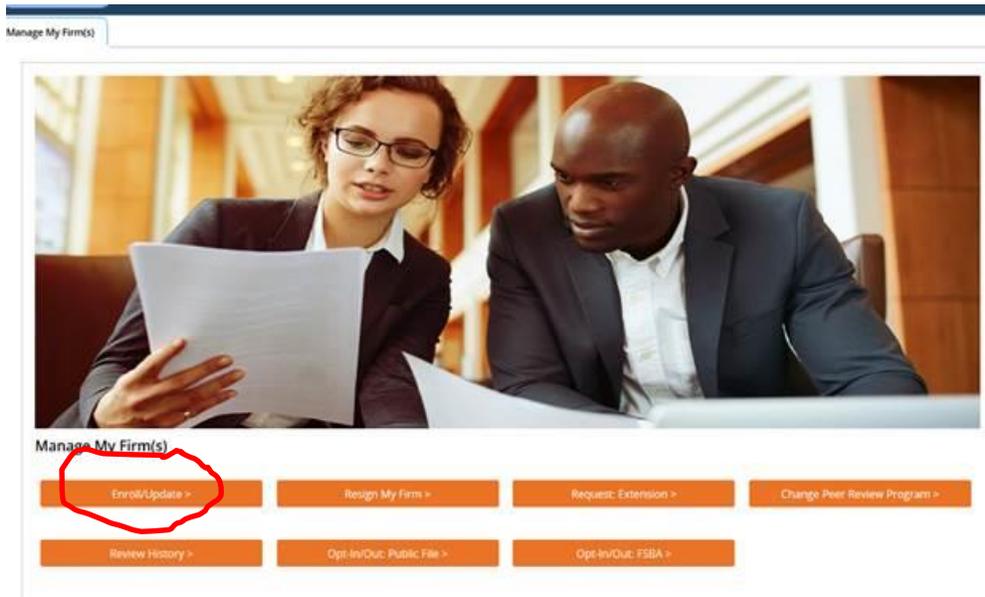
5. You will then update your firm information and submit to your peer review administering entity (AE) for approval. After approval, you will access "Manage My Firm" again and follow the steps to access the orange tab "Resign my Firm".