

Paying fees to ACCA and making a CPD declaration



Payment of fees and making an annual CPD declaration are requirements of your ongoing ACCA membership, so here's a quick guide on how to do this.

WHEN SHOULD I PAY THE ANNUAL SUBSCRIPTION/ SUBMIT MY CPD DECLARATION?

Your annual subscription payment and your CPD declaration should be received by ACCA on or before 1 January each year.

HOW DO I MAKE A PAYMENT OR SUBMIT A CPD DECLARATION?

The simplest and quickest way to do this is online through *myACCA* – your personal, secure e-business account.

| MAKING A PAYMENT | MAKING A CPD DECLARATION |
|--|--|
| Log in to <i>myACCA</i> | |
| Select 'administer your account and pay your fees' Choose 'account/payments/benevolent' Enter the amount Click 'submit' Select payment method Enter payment details Review and complete your payment | Go to 'annual CPD declaration' Select the CPD year required from the drop down menu Complete the CPD declaration Click 'submit' |

HERE TO HELP

Online payments

The simplest and quickest way to make a payment to ACCA is online via *myACCA*. A full list of available payment methods can be found on ACCA's website at www.accaglobal.com/payments

Need to know more on CPD?

- CPD resources

Visit *My Development* at ACCA's website for access to our wide range of e-learning opportunities, events and CPD-related articles and information.

- CPD requirement

Our *Quick Guide to CPD* gives you an overview of ACCA's CPD requirement and our online coaching tool, the *CPD i-guide* has been designed specifically to support you to ensure you meet the CPD requirement, particularly if you are considering submitting an Option B declaration indicating that you have not done so. It also helps you confirm that the CPD undertaken is relevant to you.

- Evidence

You don't have to submit CPD evidence along with your declaration. But please make sure you keep it for at least three years as your records could be requested for a CPD evidence review.

Forgotten your *myACCA* password?

- You will need your password to access *myACCA*. If you have forgotten this:
 - visit the forgotten password section at [myACCA](#)
 - answer the personal information questions
 - a new password will be emailed within two hours.

Can't pay or submit online?

- If you can't pay or submit your CPD declaration online you can complete and return the remittance advice and CPD declaration which accompanied your membership renewal pack by post.
- If you want to be able to confirm that ACCA has received your payment and/or CPD declaration, please make sure to send them by a form of recorded delivery and allow five working days for processing. You can check the status of your records by logging in to *myACCA*.

Need a receipt?

- Please contact *ACCA Connect* at the details below.

Speak to an adviser?

- If you need to discuss your payment or your CPD declaration, *ACCA Connect* advisers are conveniently available 24 hours a day, 7 days a week and 365 days of the year on +44 (0)141 582 2000, or you can email members@accaglobal.com