PICPA ABU DHABI MEMBER PORTAL

Member guide

Your dashboard, learning, payments and profile in one place

For **PICPA Abu Dhabi members** · picpaabudhabi.com · Portal version 1.9.8 · November 2026
Screens show sample members, not real data.

OVERVIEW

What you can do in the portal

✓ You can

- Dashboard: membership status, training credits, events and announcements
- My Learning: trainings, recordings, certificates and your transcript
- My Account: pay fees, receipts and renewal reminders
- My Profile: your details, documents and work profile
- Events: register, or pre-register before registration opens
- My Achievements: your PICPA Badges and your own credentials
- My studies and My sports: what you are reviewing for, and the sports you play

Handled by others

- Other members' details and documents
- Approving members or payments (PICPA officers do this)

In this guide

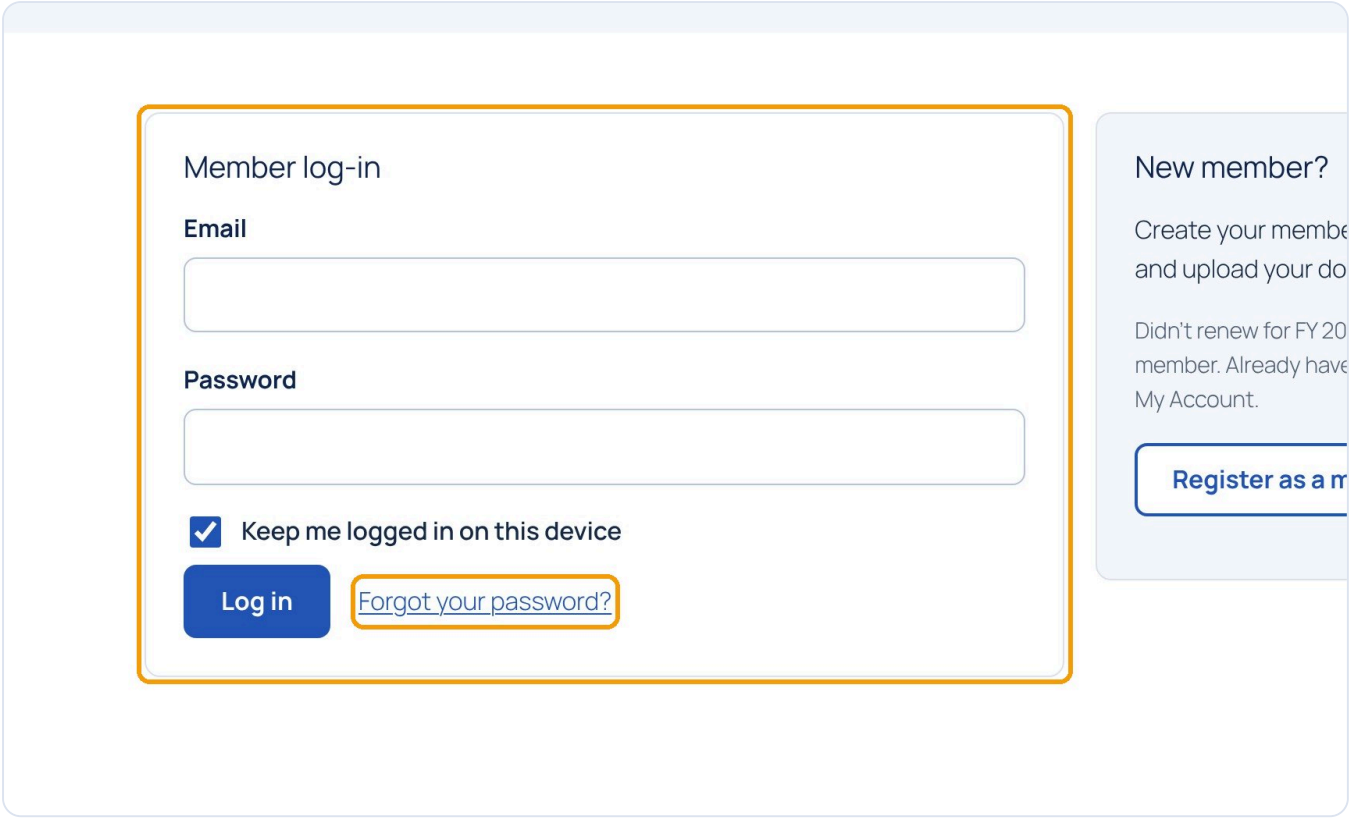
1. Log in
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3. My Learning
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Your log-in: members log in on the Member Portal page, **picpaabudhabi.com/member-portal**, with their email and password. Never share your password; PICPA officers will never ask for it.

An orange outline marks where to click or what to check.

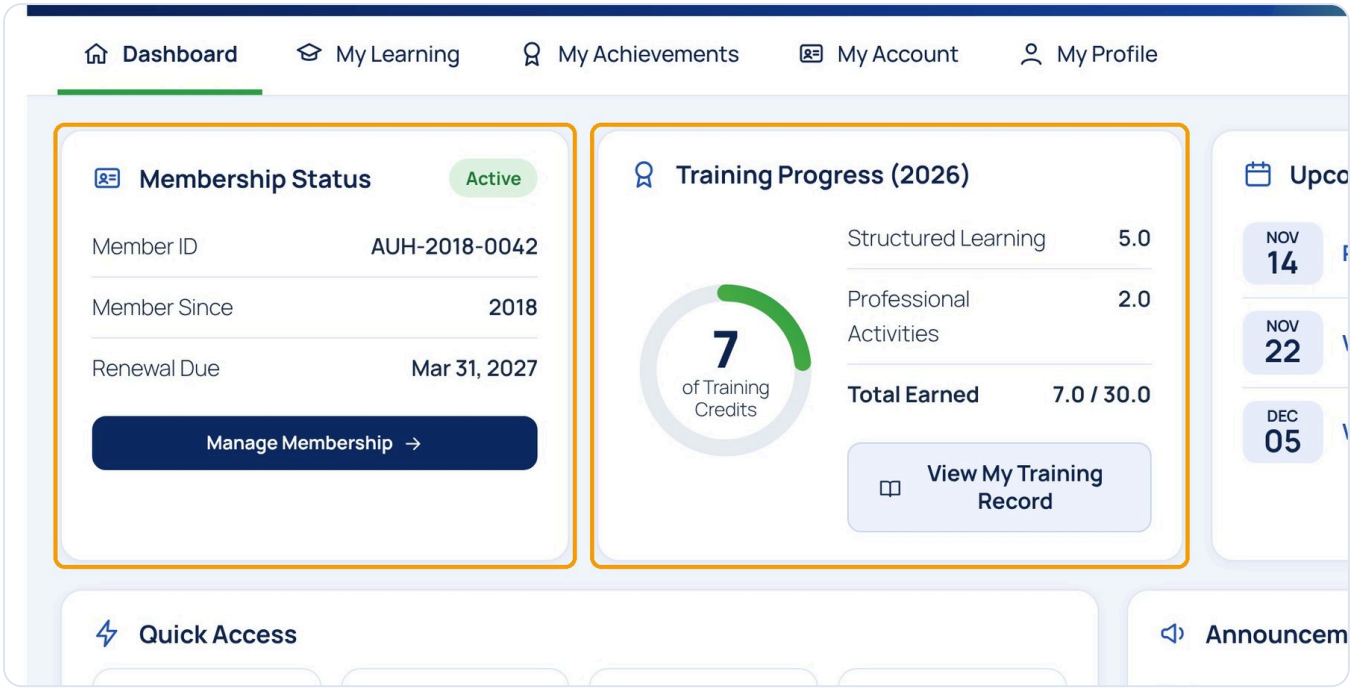
1 Log in

1. Go to **picpaabudhabi.com/member-portal**, or click **Member Portal** in the website menu.
2. Enter the email you registered with and your password, and click **Log in**.
3. New members imported by PICPA receive a welcome email with a link to set their password. If you lose it, click **Forgot your password?** and we email you a new link.
4. If you ever land on the WordPress log-in page, log in there with the same email and password. You do not need a WordPress.com account.



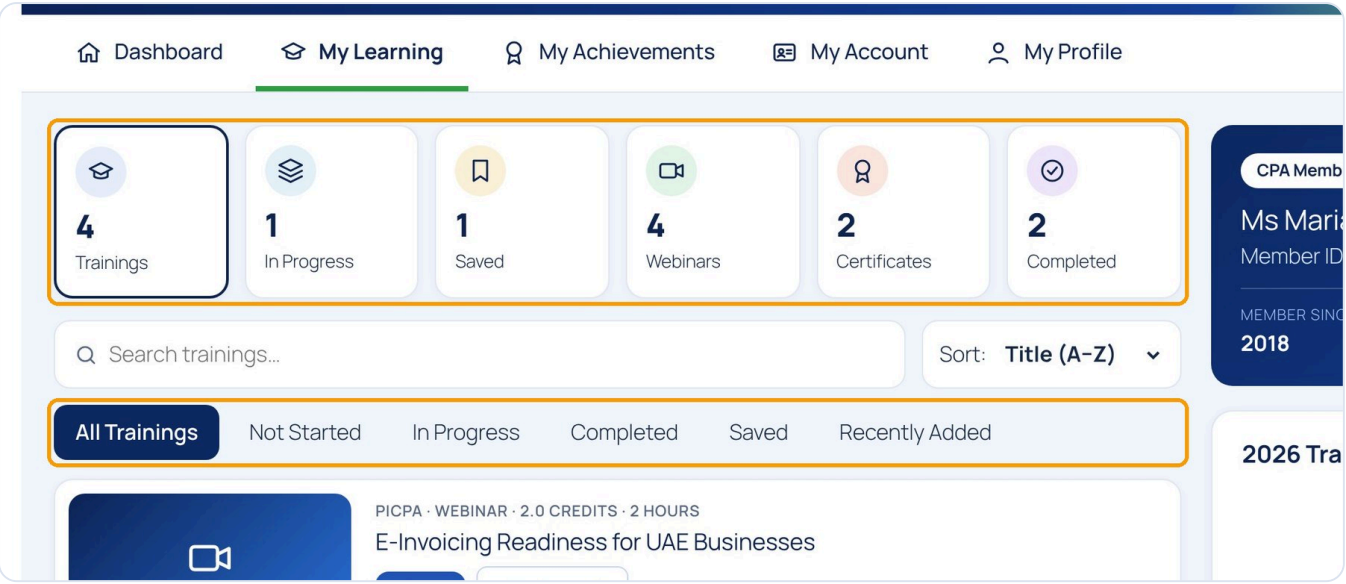
2 Your dashboard

1. **Membership Status**: your member ID, the year you joined and your renewal date. If your application is pending or needs action, the next step is shown here.
2. **Training Progress**: credits earned this year against the target of 30.
3. **Upcoming Events**, **Announcements** and **Quick Access** links, plus the training you are currently working on.



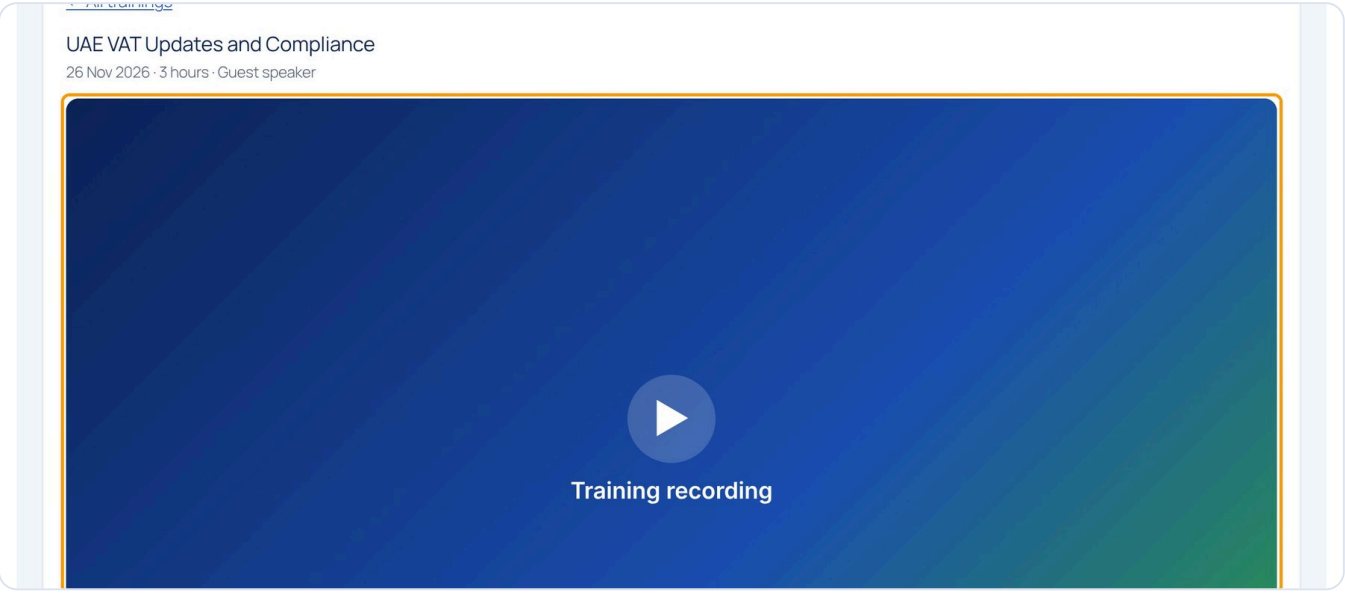
3 My Learning

1. The boxes at the top count your trainings, webinars, certificates and completed trainings. Click one to filter.
2. Search by title, sort, or use the filters: **Not Started**, **In Progress**, **Completed**, **Saved** and **Recently Added**.
3. Click **Save** on a training to find it later under Saved.



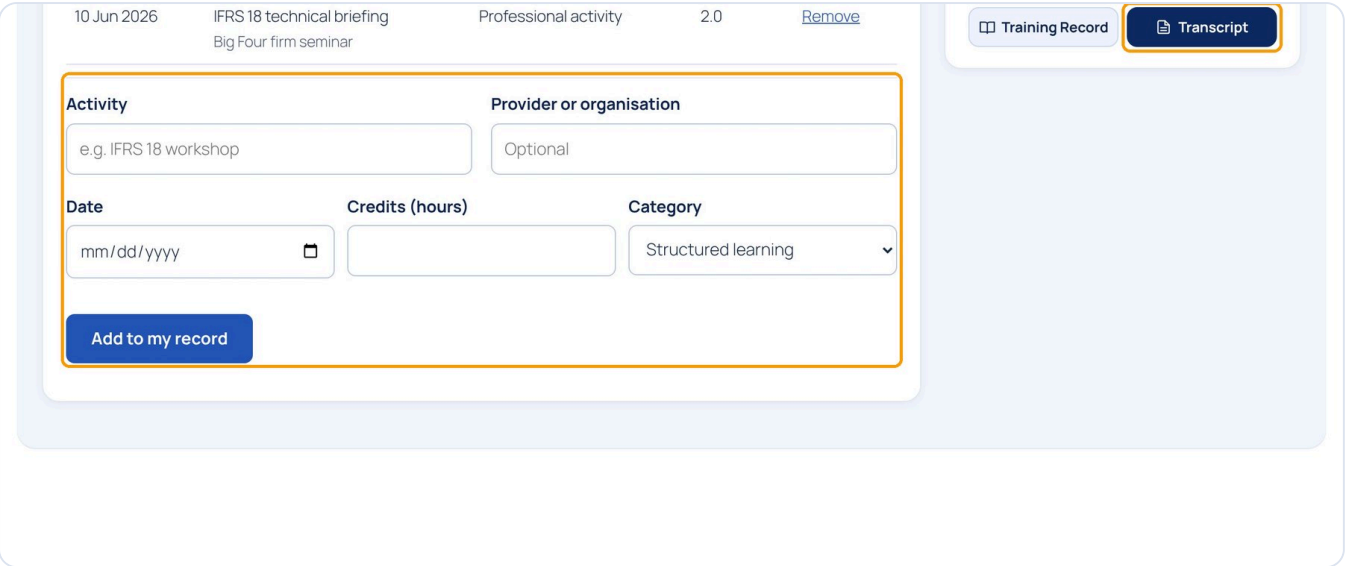
4 Watch and earn a certificate

1. Click **Start** or **Continue** on a training to open it, and watch the recording inside the portal.
2. Answer the questions below it. If you pass, download your **Certificate of Completion**; it is also emailed to you.
3. If you attended live, your **Certificate of Attendance** appears here automatically.



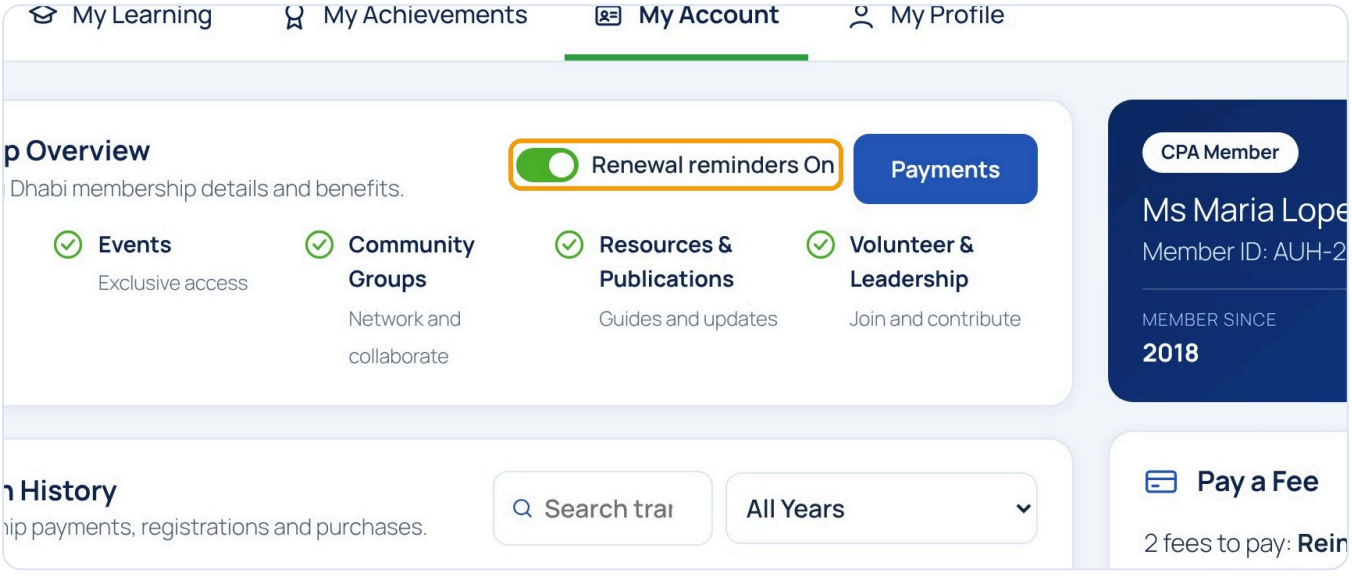
5 Training record and transcript

1. Open **Training Record** from My Learning or your dashboard.
2. Under **Other learning and professional activities**, enter the activity, provider, category, hours and date, and click **Add to my record**. It counts towards your yearly credits and is marked self-reported.
3. Click **Transcript** to download a PDF of all your learning by year, for your own CPD records.



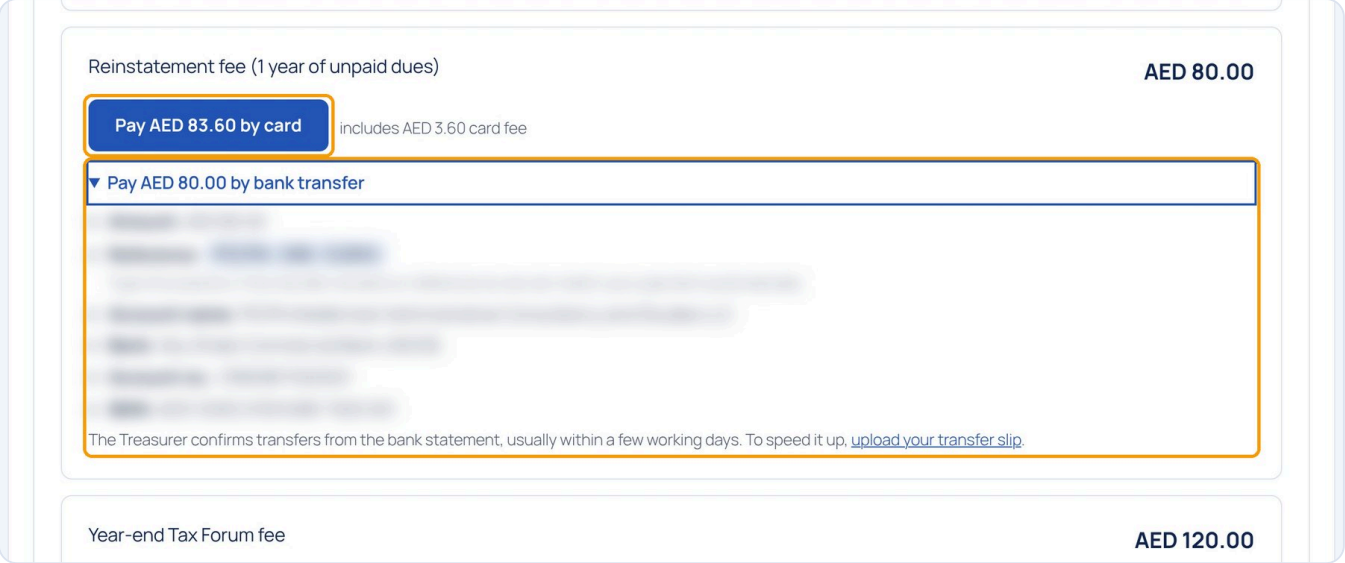
6 My Account

1. **Membership Overview** lists your benefits. The **Renewal reminders** switch controls the emails sent 30 and 7 days before your renewal date.
2. **Account Settings** shows your log-in email and contact details. Click **Edit** or **Change email or password** to update them.



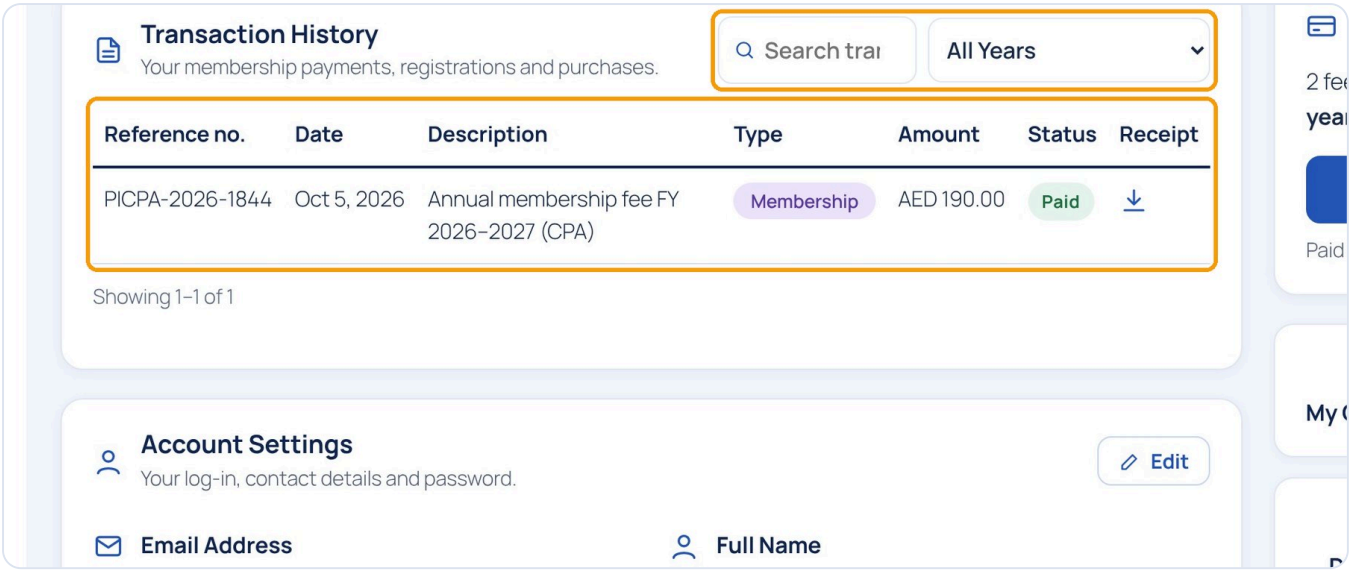
7 Pay a fee

1. Open **My Account → Payments**. Only fees that apply to you are shown, each with its amount; you never type the amount.
2. **Pay AED ... by card**: the button shows the total including Stripe's processing fee (2.9% + AED 1, plus VAT), worked out so the full fee reaches PICPA Abu Dhabi. For example, the AED 190 CPA fee is AED 197.06 by card. Pay securely with Stripe; your payment is confirmed automatically.
3. **Bank transfer**: transfer to the PICPA ADCB account shown and type your reference (for example `PICPA-147-S300`) in the remarks. Treasury matches it from the bank statement.
4. Paid another way? Use **Upload your proof** to send your slip for checking.



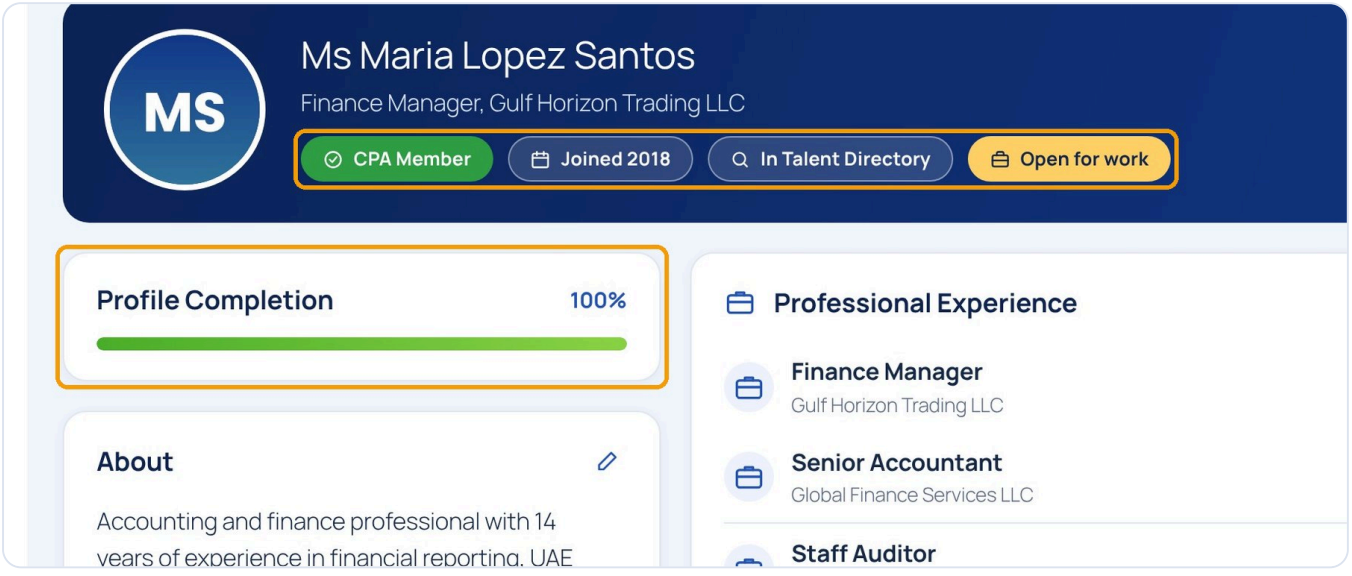
8 Transactions and receipts

1. **Transaction History** shows each payment's reference number, date, description, type, amount and status.
2. When the status is **Paid**, click the download arrow for a PDF receipt. **Verifying** means Treasury is still checking it.
3. Search or filter by year. All receipts and your transcript are also under **Downloads**.



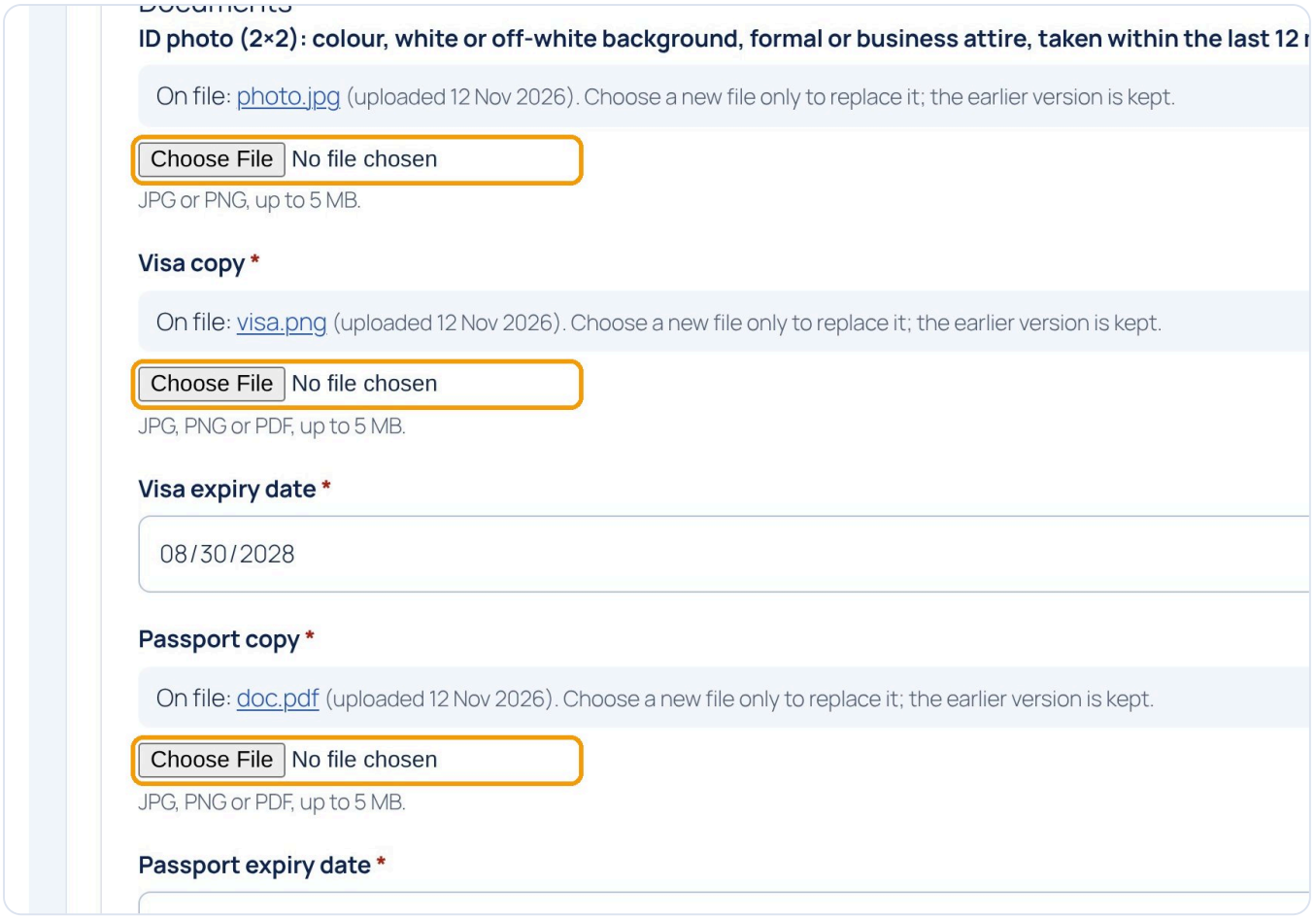
9 My Profile

1. The badges under your name show **CPA Member** or **Associate Member**, the year you joined, and, when they apply, **In Talent Directory** and **Open for work**.
2. Your profile shows how complete it is. Click the pencil icon on any card to edit that section.
3. Your **designation** (CPA or Associate) is set when your membership is approved; contact the Members admin to change it.



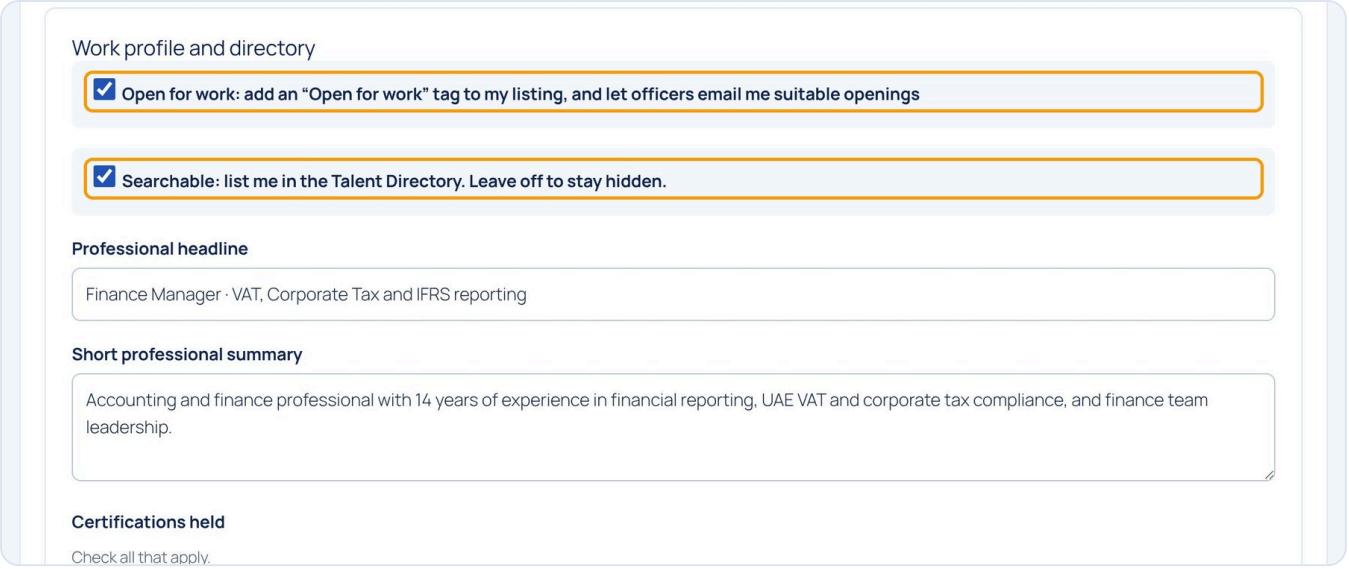
10 Update details and documents

1. Change any field and click **Save my information**. The PICPA team is notified of changes.
2. Upload or replace your **photo**, **passport**, **visa** and, for CPAs, **PRC ID**, with their expiry dates. You get a reminder before they expire.
3. Documents are private: only you and the PICPA Abu Dhabi team can open them.



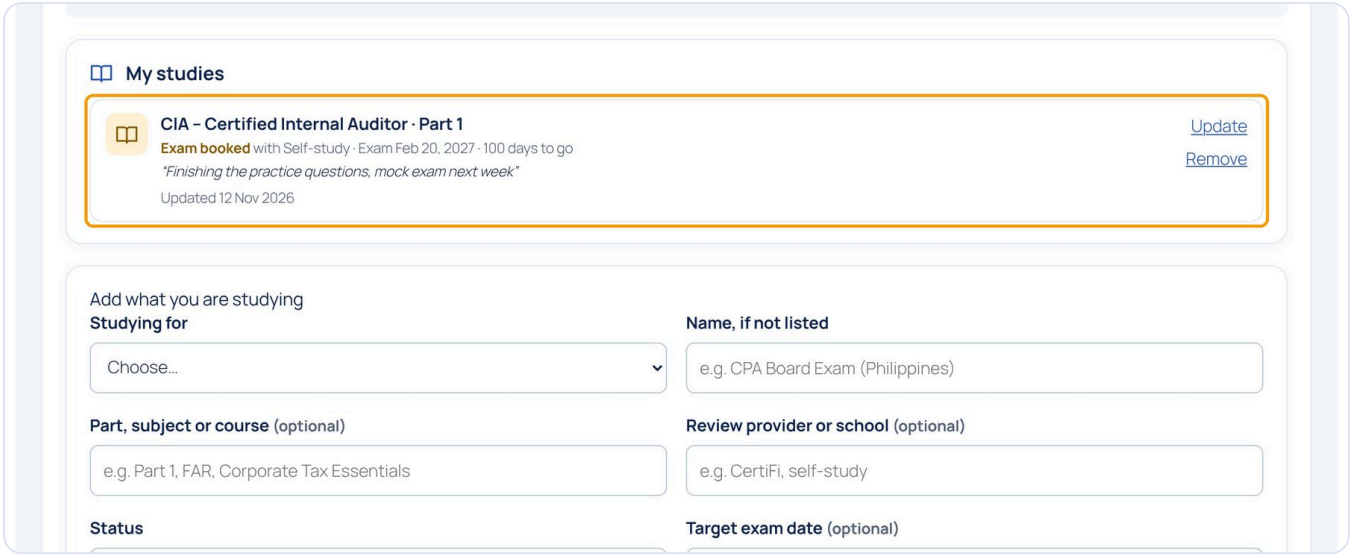
11 Work profile and Talent Directory

1. Open **Work profile and directory** from My Profile. Add your headline, summary, experience and skills.
2. Turn on **Searchable** to be listed in the Talent Directory; you are asked to agree before you are listed. Turn it off and you disappear straight away.
3. Turn on **Open for work** to add an **Open for work** tag to your listing. On its own, without Searchable, you stay hidden but officers can email you suitable openings.
4. Employers never see your email or phone. They send opportunities through PICPA, and we email them to you.



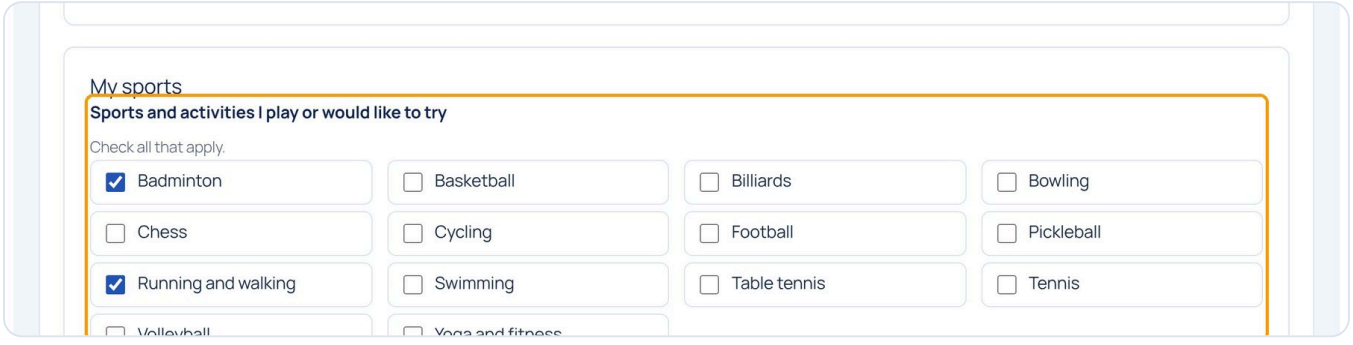
12 My studies

1. Open **My Profile → My studies**. Choose what you are studying for (CMA, CIA, CPA, ACCA, CFA and more) or type it.
2. Add the part or subject, your review provider (for example CertiFi or self-study), the **status** (Reviewing, Exam booked, Waiting for results, Passed, On hold) and your **target exam date**; a countdown shows how many days are left.
3. Paste the link to your course to get a **Continue learning** button. Your studies show on your profile and in My Learning, and to the PICPA officers only, never in the public Talent Directory.
4. When you pass, mark it **Passed** and add the credential under **My Achievements**.



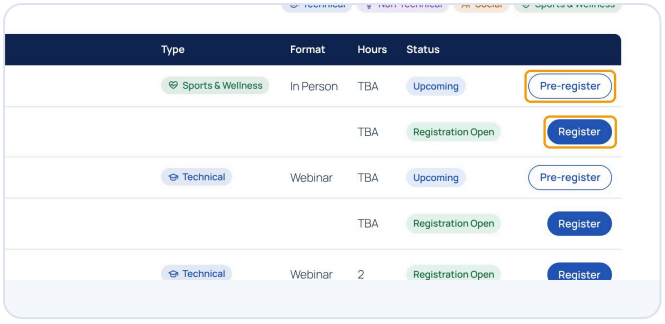
13 My sports

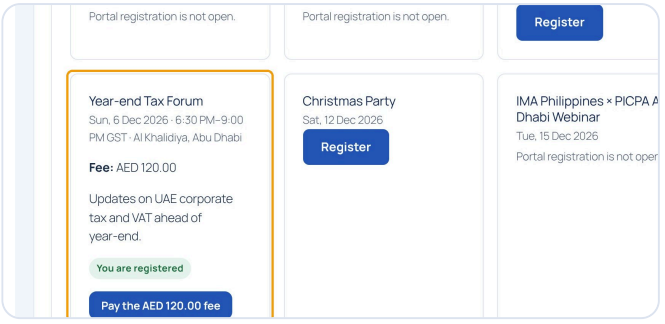
1. Open **My Profile → My sports** and tick the sports you play or would like to try, from badminton and pickleball to running and walking.
2. Choose how you play (just for fun, casual or competitive) and when you are usually free.
3. Tick **Officers may call or WhatsApp me** if you are happy to be contacted. Upcoming sports events that match your choices are tagged **Matches your sports**.



14 Register or pre-register

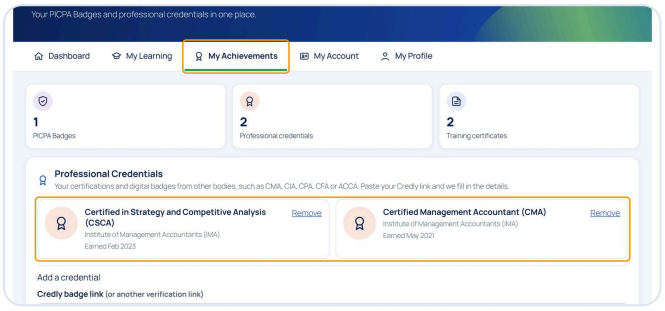
1. Open **Events** on picpaabudhabi.com. Switch between **List** and **Calendar** view.
2. Click **Register** on an event that is open. If it has a fee, pay by card or bank transfer to confirm your seat.
3. Click **Pre-register** on an upcoming event, and we email you once registration opens.
4. Your registrations are listed under **Events** in your portal. Friends who are not members can register for events open to the public.

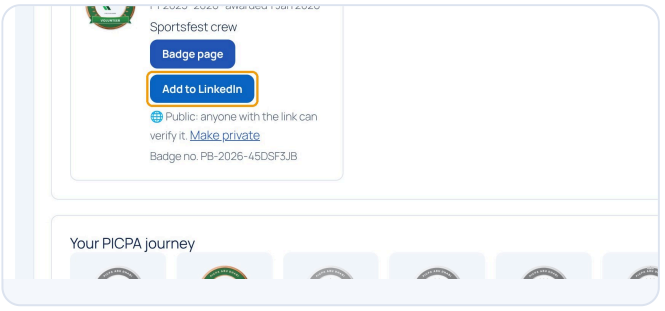




15 My Achievements

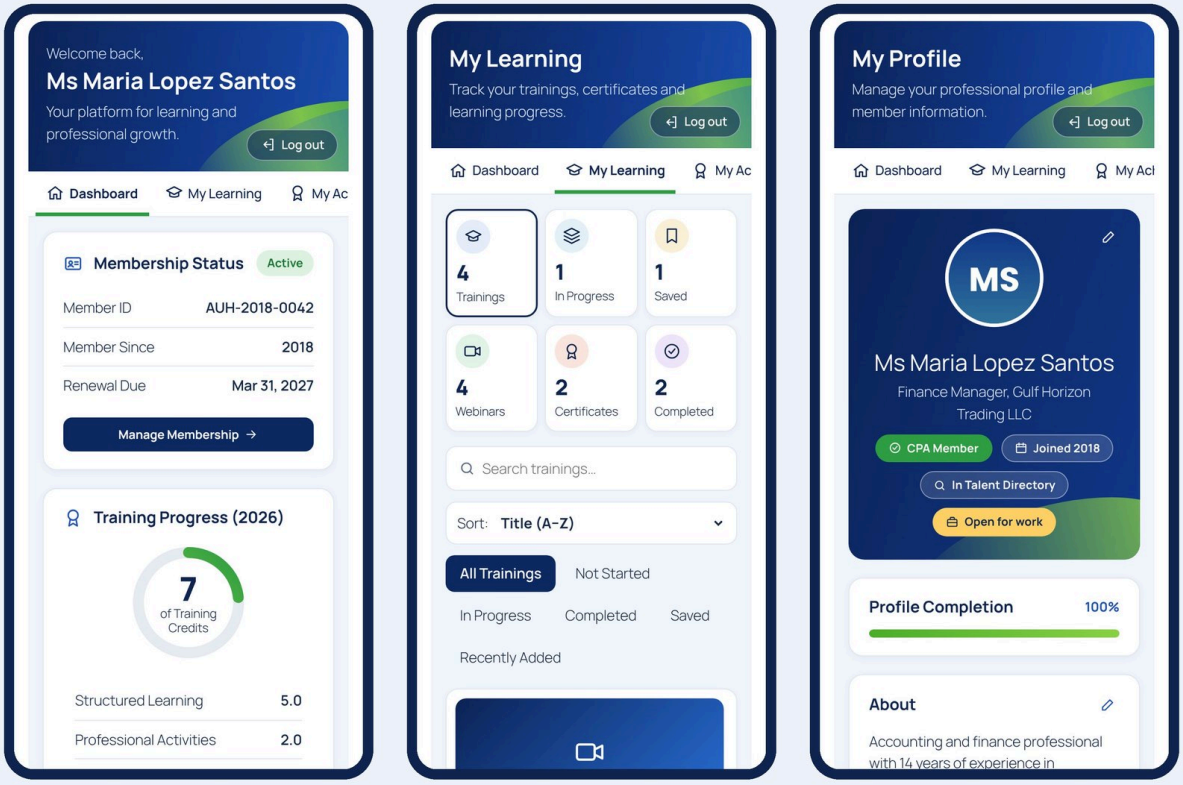
1. Open the **My Achievements** tab, third in the menu. Under **Professional Credentials**, paste a public **Credly** badge link and click add; the name, issuer and dates are filled in for you.
2. For other credentials, choose one from the list (CMA, CSCA, CIA, FMVA and more) or type its name, with the issuer and dates.
3. Your **PICPA Badges** are below. Each links to its own verified page; click **Add to LinkedIn**, or set a badge to private.
4. Other designations you tick in your profile, such as CMA or FMVA, show after your name on your member card.





16 On your phone

1. The portal works in any phone browser. Add it to your home screen for quick access.
2. Click **Log out** at the top right when you finish on a shared computer.



Good practice and help

- Keep your documents current: renew your visa and passport copies when they change.
- Type your bank reference exactly, so your payment is confirmed quickly.
- Download your transcript each year for your own CPD records.
- Check announcements on your dashboard for events and renewals.
- Keep My studies up to date, so officers can share review groups and offers.

Need help? Use the **Help Center** link on your dashboard or contact PICPA Abu Dhabi. Log in any time at **picpaabudhabi.com/member-portal**; if you forget your password, use **Forgot your password?**