



northeastern wisconsin chapter

How to Access Your FEI CPE

Start by visiting: www.financialexecutives.org

- Log in using with your FEI username and password. If you need log-in assistance, please call FEI Membership at 877.359.1070 for personal assistance.

After logging-in, click CPE from the top menu bar. First time users will need to complete a CPE profile.

- **Click Set up CPE Profiles**, *click add another profile, complete the pop-up form and save.*
- **State of Registration:** *Select the state in which you are a CPA. If you are not a CPA but still require CPE credit leave this field blank.*
- **Date of Most Recent Renewal:** *Enter the most recent renewal or audit date. If unknown, enter a date that is **before** the date of the event. **Do not leave this field blank.***
- **Renewal Period:** *Enter number of years in renewal period. If unknown, leave blank.*
- **Required Credits:** *Enter number of required credits in renewal period. If unknown, leave blank.*

To receive CPE credit and certificate of completion

- Live events and self-study courses require an evaluation/exam to receive CPE Credit. Click the appropriate link for live events or self-study courses. Answer all questions and at the end of the evaluation or exam, click save.

Print Your Certificate

- You will be able to print a certificate immediately after saving the evaluation or exam. Click on article | event | publication to print your certificate. You may print a certificate as often as you desire. [Please retain a copy of the certificate for your personal records.](#)