



🔍 Extensions for Corrective Actions

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## Requesting Extension for Corrective Action (Firm)

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To request an extension on a corrective action through the corrective action case in PRIMA, perform the following steps:

1. Under **Action Items**, click the corrective action (COA) **Case ID**.

The screenshot displays the AICPA PRIMA web application interface. At the top, there is a navigation bar with 'AICPA.org', 'Store', 'My Account', and 'Sign Out', 'About', 'Help'. Below this is a purple header with 'AICPA' and navigation links for 'Home', 'For Firms', 'My Reviews', and 'For Peer Reviewers'. The main content area is divided into several sections: 'Home', 'Reviewers', 'View Letters' (0 items), 'Important Information' (0 items), and 'Contact Us: PRIMA Help' (Email: prsupport@aicpa.org, Phone: 919.402.4502). The 'Action Items' section is highlighted, showing a table with the following data:

Case ID	Review Number	Firm Number/Member Number	Firm Name/Member Name	Task Description	Status	Received Date	My Role
COA-123456	543216	90001234567	Accounting Way	Complete Corrective Action	Pending-CA Assigned	12/20/2019	Firm

Below the table, there is a section for 'My Firm's Open Reviews' and 'My Associated Firm(s)'. At the bottom, there are 'Instructions' and a copyright notice: '©2020 American Institute of Certified Public Accountants. All rights reserved.'

2. View the **Instructions** and **Review Details**.

AICPA.org Store My Account > Sign Out About Help

Home COA-123456

Perform AE Review TR Review Assign to RAB Awaiting Committee Decision Enter Committee Decision Resolve - Complete

Show all steps

To Do Additional Information

Perform Followup  
Complete Corrective Action

**Instructions**

- For the Action to Take, please select Complete, Request Waiver, or Request Replacement from the drop-down below. Waivers and Replacements are rare and will only be approved for appropriate scenarios under guidance. Please see Chapter 6, Section 3300 Report Acceptance Body (RAB) Handbook of the AICPA Peer Review Program Manual for further information on when they are appropriate.
- If you select an Action to Take and it is not approved, your administering entity will request that you make revisions within PRIMA.
- After you select the Action to Take, please upload your supporting documents.
- If revisions are requested, review the revision notes at the top of the screen and make changes as needed. If you have any questions, call your administering entity.

**Review Details**

Review Number 543216	Review Type System Review	Team Type FCF
Firm Name Accounting Way	State NY	Firm Number 90001234567
RAB Code TeleRAB	Meeting Date 12/17/2019	Review Status Pending-Corrective-Actions

3. Click **Request Extension**.

AICPA.org Store My Account > Sign Out About Help

Home COA-123456

Action To Be Taken \* Complete

Comments

**Request Extension**

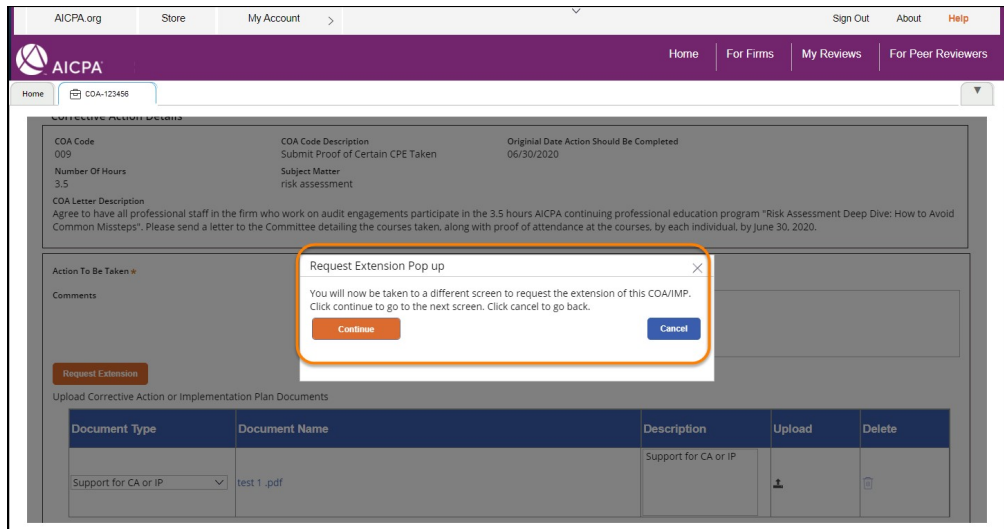
Upload Corrective Action or Implementation Plan Documents

Document Type	Document Name	Description	Upload	Delete
No content available				

Add document

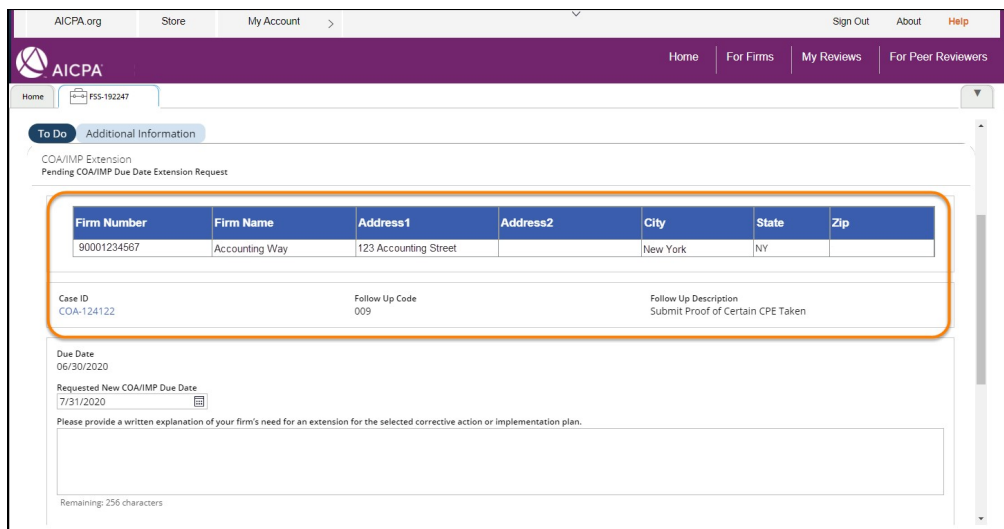
Help Submit

4. A pop-up confirmation message will be displayed, asking you to confirm the extension request. Click **Continue** to move forward.

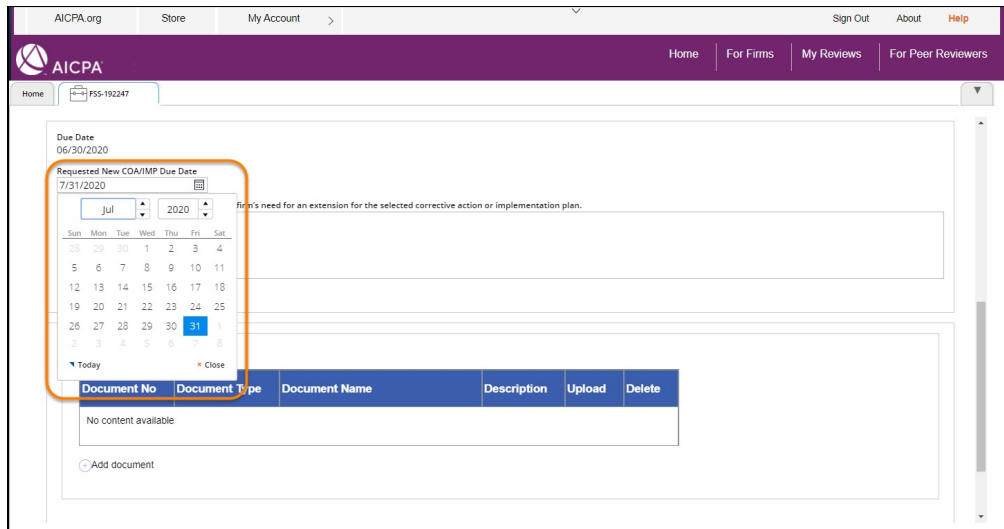


5. You will be taken to a new screen to process your Firm Self Service request for the extension.

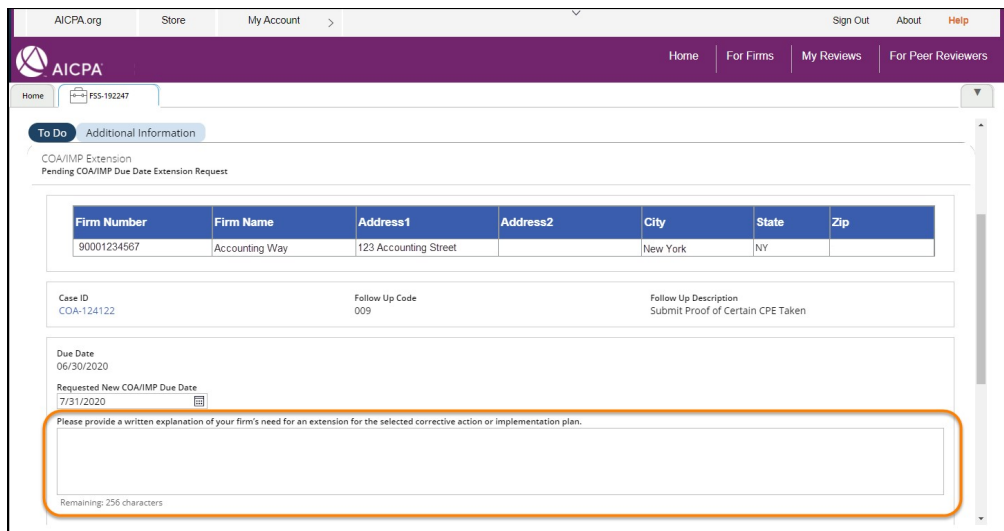
Under the **Pending COA/IMP Due Date Extension Request** section, you can view your firm information and the associated corrective action details.



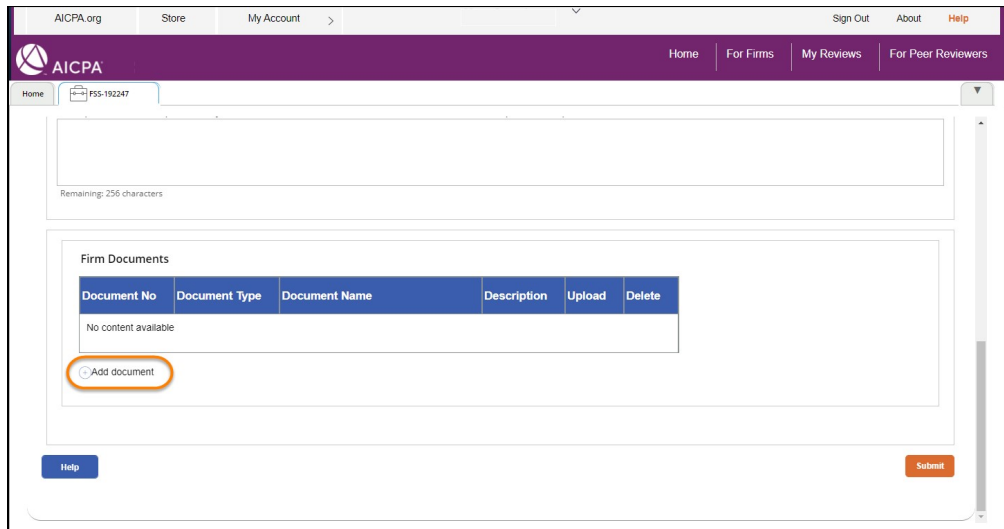
6. Under the **Requested New COA/IMP Due Date** section, enter in or use the calendar icon to select the requested due date.



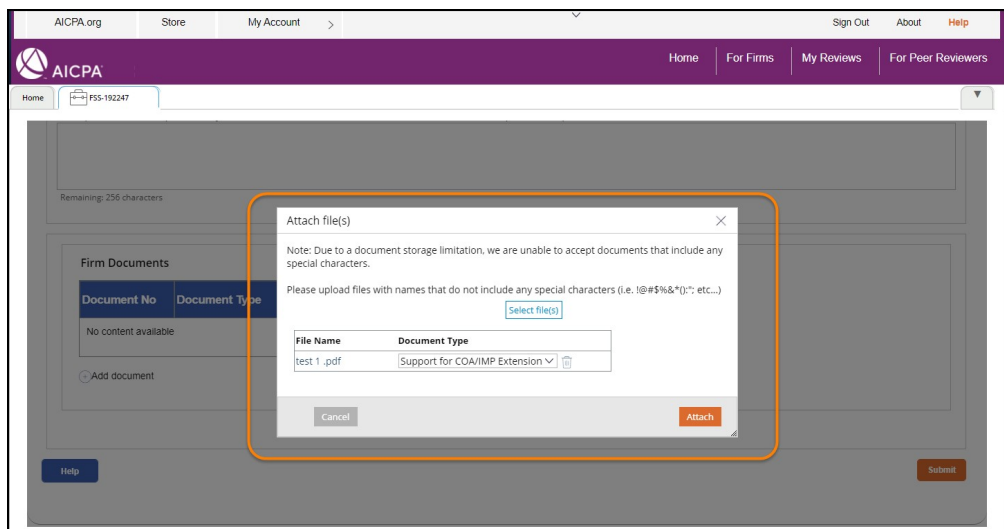
7. Provide a **written explanation** in the comments box for the requested due date.



8. Click the **Plus (+)** icon under **Firm Documents** to upload any applicable documentation for your request. This step is optional.



9. Upload your file by clicking **Select File** and then click **Attach**. See [Uploading Documents in PRIMA](#) for detailed instructions on how to upload documents.



10. Once complete, click **Submit** to send the request to your administering entity.

Home P55-192247 Remaining: 256 characters

**Firm Documents**

Document No	Document Type	Document Name	Description	Upload	Delete
1	Support for COA/IMP Extension	test 1 .pdf	Support for COA/IMP Extension		

### Next Steps:

- Your extension request will go to your administering entity for approval. It may also need to go to a Report Acceptance Body (RAB) for approval.
- Your request may be approved as requested or it may be altered (a shorter or longer extension granted).
- You will be notified by an Important Information email from PRIMA when a letter is issued to your Letters area of PRIMA.
- Any approved changes in due date will flow through to your corrective action case.

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