
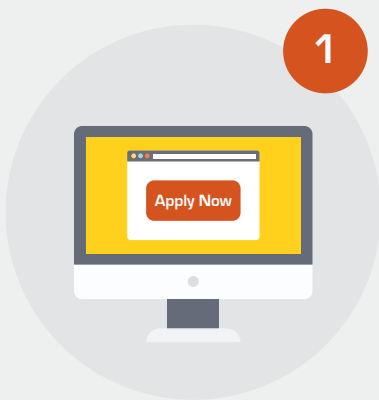


Saudi Organization for Certified Public Accountants

A Step-By-Step Application Guide

To apply for Primary Source Verification (PSV) under the Saudi Organization for Certified Public Accountants (SOCPA) - simply click [here](#) or scan the QR code  - and follow the below steps:



Click on the **'Apply Now'** button
Note: A pop-up message will appear outlining the steps you must follow and the documents you must have before starting your application



On the Login page, check the **'Applicant Login'** box and enter your email ID and password



If you are a new user, click on the **'Sign Up As New User'** tab, enter and confirm your email ID then press **'Submit'**
Note: An automated email containing your username and password will be sent to your registered address



Once you are logged into your account, select the relevant package, provide the requested details and upload the needed documents



Download the Letter of Authorization - then scan and upload a signed copy



Carefully review your details before submitting your application



Complete your payment
Note: You will receive a confirmation email including all your relevant applicant details, DataFlow Group and SOCPA reference numbers, as well as a printable payment receipt

- To track the status of your application at any time, click on the **'Check Your Status'** button
- Once the processing of your application is completed, contact **SOCPA** for further assistance
- If the provided details and documents are incomplete, your application will be marked as **'Insufficient'** and a message will be sent to your registered email ID