

Steps to submit CPD accreditation request (ad-hoc)

Go to the FAAA website <https://portal.faaa.au/login> and complete either 1,2 or 3 below:

1: If you have never used the FAAA portal and don't have a member number*, you need to set up a new personal account to gain access to FAAA portal - sign up as highlighted below and enter your First Name, Last Name and Email (*please note: members and non-members are both assigned an ID number which is entered into the FAAA portal under member number). Once you have set up your account, go to step 3.

2: If you already know what your member/non-member number is, but you haven't used the FAAA portal yet, you can enter the number into the FAAA portal and select password reset. If you are unable to reset your password, please contact cpd@faaa.au. Once your online access is active, go to step 3.

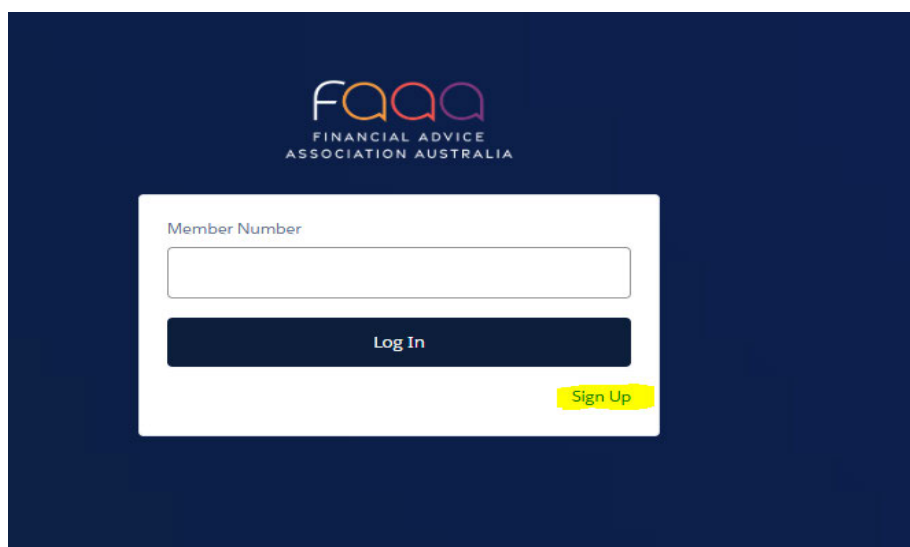
3: If you already know your member/non-member number and already use the FAAA portal, then log in and go to 'Business services' tab (see page 4 for details).

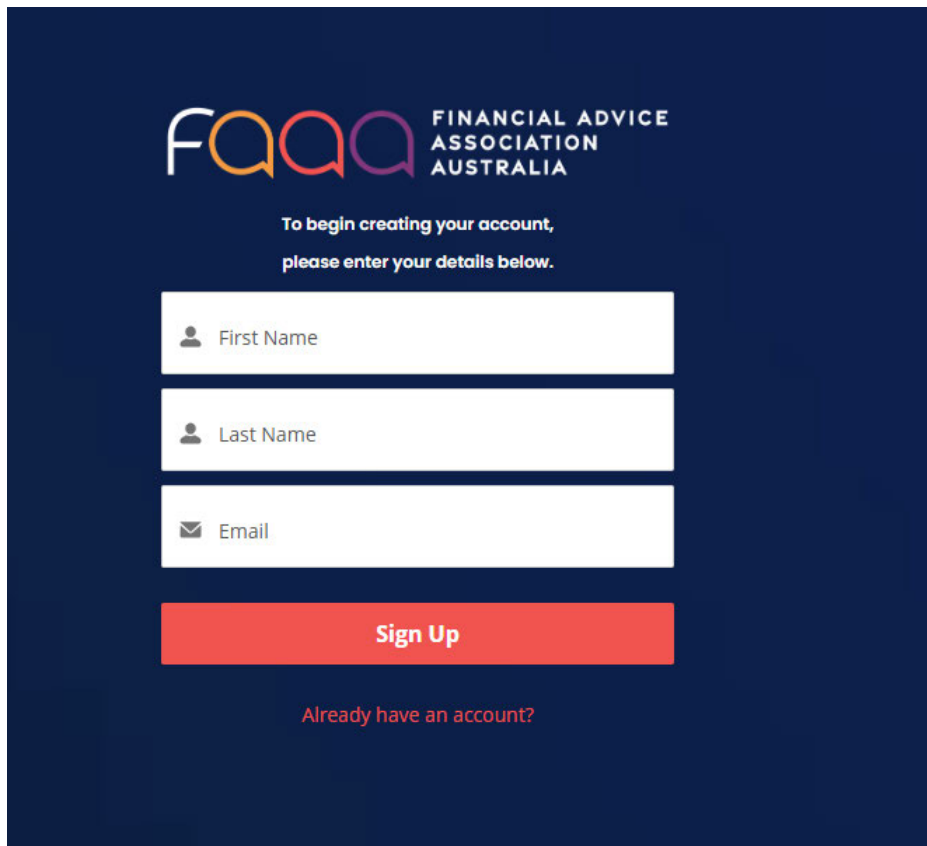
Please contact cpd@faaa.au if you experience any issues with your online permissions or access.

Costs: Please note an ad-hoc request for CPD accreditation has the following up front initial cost: \$495 plus gst for up to 2 hours of accredited CPD. (Please note: If there are additional hours of accredited CPD required above 2 hours, you will be invoiced separately at \$296 per accredited CPD hour).

How to get access the FAAA portal to submit a request for CPD accreditation

If you already have login access, proceed with logging in (you don't need to sign up again)





The image shows a dark blue background with the FAAA logo at the top left. The logo consists of the letters 'FAAA' in a stylized font with orange and purple accents, followed by the text 'FINANCIAL ADVICE ASSOCIATION AUSTRALIA'. Below the logo, there is a white text prompt: 'To begin creating your account, please enter your details below.' This is followed by three white input fields: 'First Name', 'Last Name', and 'Email', each with a small icon (person, person, and envelope respectively). Below these fields is a red 'Sign Up' button. At the bottom, there is a red link that says 'Already have an account?'.

FAAA FINANCIAL ADVICE ASSOCIATION AUSTRALIA

To begin creating your account,
please enter your details below.

First Name

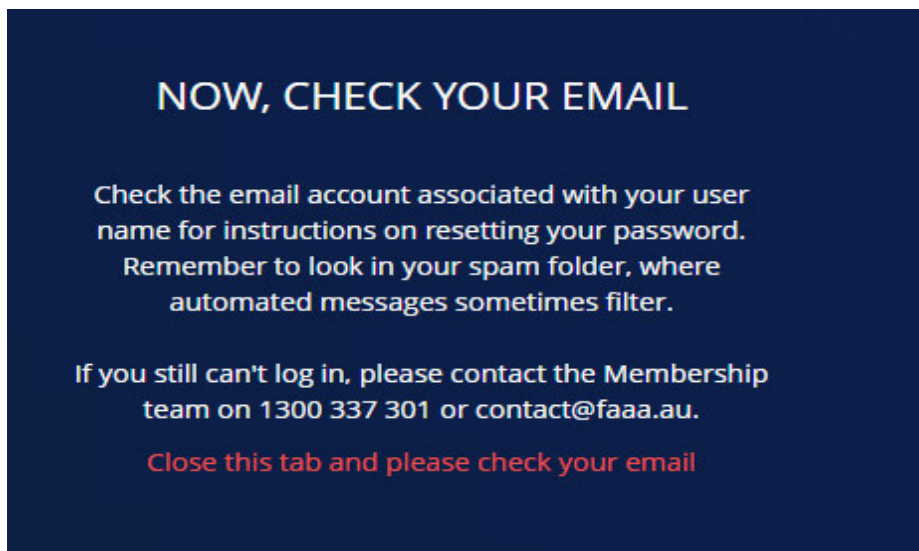
Last Name

Email

Sign Up

[Already have an account?](#)

You will receive an email with a link and your 6 digit login. Click on the link and create a new password.



The image shows a dark blue background with white text. At the top, it says 'NOW, CHECK YOUR EMAIL'. Below this, it says 'Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter.' Then it says 'If you still can't log in, please contact the Membership team on 1300 337 301 or contact@faaa.au.' At the bottom, there is a red link that says 'Close this tab and please check your email'.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password.
Remember to look in your spam folder, where automated messages sometimes filter.

If you still can't log in, please contact the Membership team on 1300 337 301 or contact@faaa.au.

[Close this tab and please check your email](#)



Change Your Password

Enter a new password for [redacted]@faaa.au.

Make sure to include at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

* New Password


 [redacted] 



Change Password

Password was last changed on 5/2/2025, 11:15 pm.

You will be redirected to the FAAA member portal. Ignore any requests to complete FAAA Membership, and go straight to the 'Business Services' tab, and then select 'CPD Materials' from the dropdown and click 'Submit New CPD Material'.

Welcome to the FAAA Member Portal


**FINANCIAL ADVICE
ASSOCIATION
AUSTRALIA**



FAAA CPD S...

Home
Account ▾
Business Services ▾
Contact Us

CPD Materials

BECOME A MEMBER!

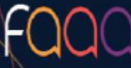
*Are you a practising financial planner/advisor (registered on the FAR)?



☐ Yes

☐ No

Next

Welcome to the FAAA Member Portal


**FINANCIAL ADVICE
ASSOCIATION
AUSTRALIA**



FAAA CPD S...

Home
Account ▾
Business Services ▾
Contact Us

Submit New CPD Material

Please note that the current turn around for accreditation of CPD materials is up to 10 business days.

▾ My CPD Material

You will be asked to fill in your organisation details - Full Legal Name as you want to appear in the invoice, ABN, Contact Number and Business Address. Please complete all the required fields and click Continue at the bottom of the screen.

CPD Material

* Organisation (full legal name)

Complete this field.

ABN/ACN (if applicable)

* Business Phone

Website

Business Address

* Address

Search for Address...

Street

City

State/Province

Postal Code

Country

Australia

Continue

Please proceed through all the steps and complete the request for CPD accreditation.