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Requesting a Due Date Extension in PRIMA (Firm)

Average **0.0**

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Note: Your reviewer may need to update the commencement, exit conference, and closing meeting dates in PRIMA to avoid overdue notices.

To request an extension of your firm's peer review due date, perform the following steps:

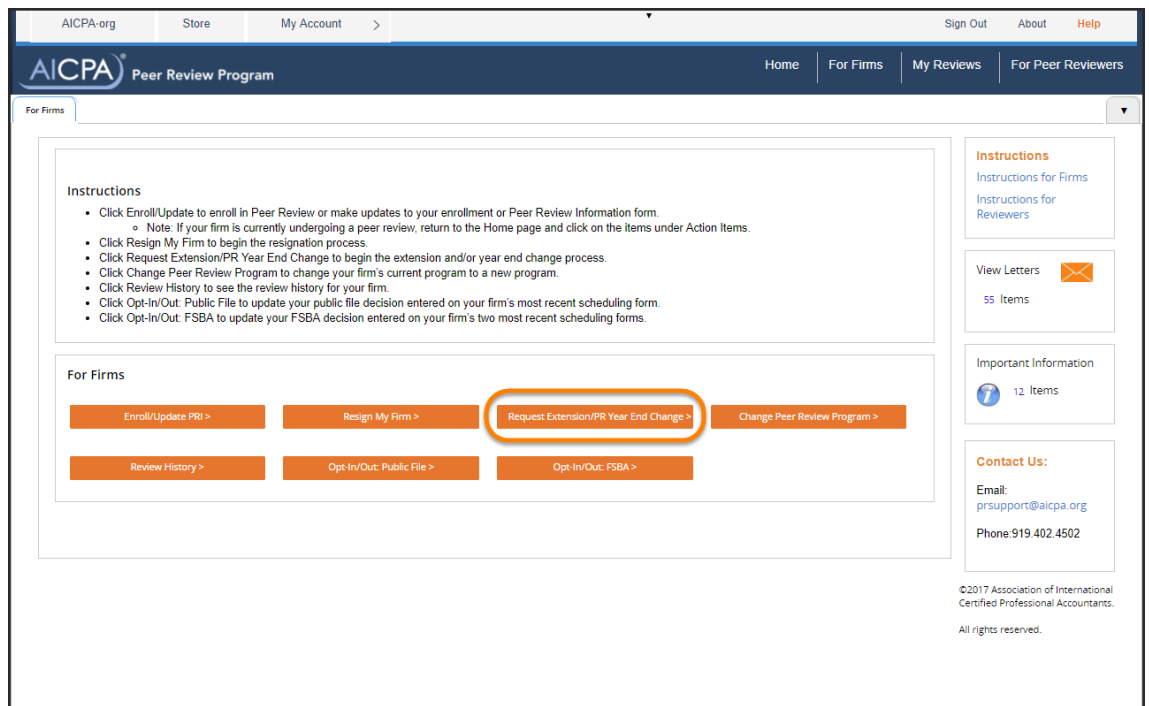
1. Click **For Firms**.

The screenshot shows the AICPA Peer Review Program interface. The top navigation bar includes links for Home, **For Firms** (circled in orange), My Reviews, and For Peer Reviewers. The main content area is divided into several sections:

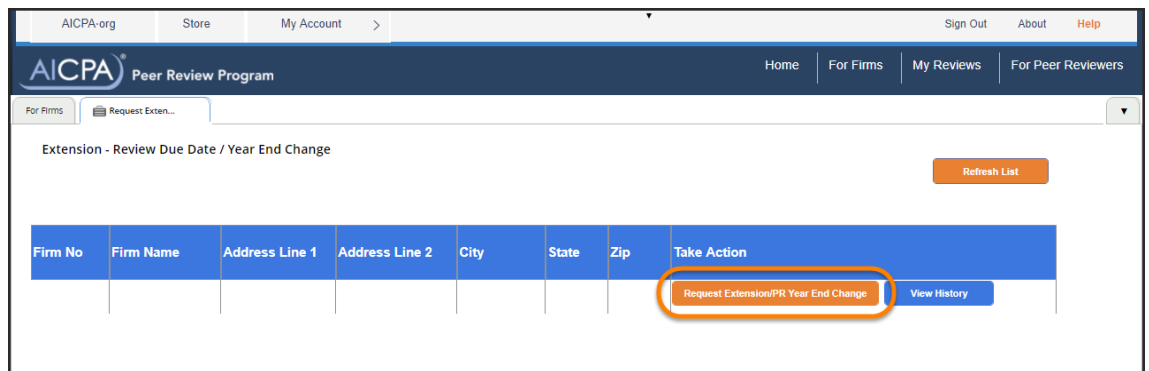
- Announcements:** A message stating that the Peer Review Information System Manager (PRISM) has been replaced by the Peer Review Integrated Management Application (PRIMA).
- Action Items:** A table with columns: Case ID, Review Number, Firm Number, Firm Name, Task Description, Status, Received Date, and Comments. Below the table, it states "Currently there are no action items."
- My Firm's Open Reviews:** A table with columns: Case ID, Review Number, Firm Number, Firm Name, Task Description, Status, Assigned To, and Review Type. Below the table, it states "Your firm is not currently undergoing a peer review."

On the right side, there are additional sections: Instructions for Firms and Reviewers, View Letters (43 items), Important Information (12 items), and Contact Us (Email: prsupport@aicpa.org, Phone: 919.402.4502).

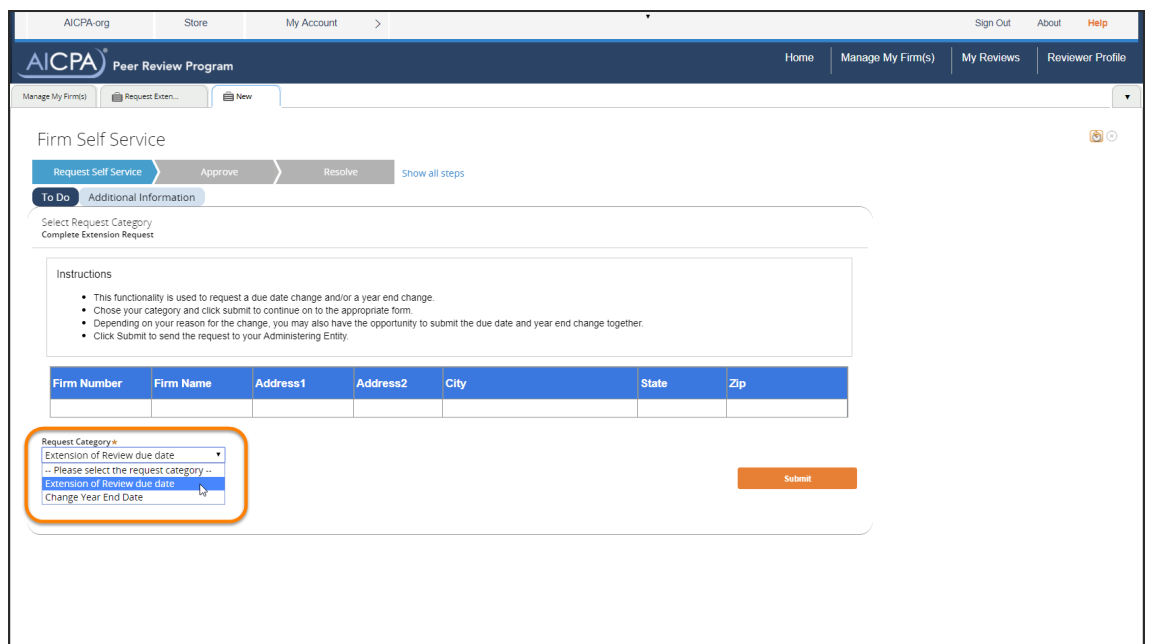
2. Click **Request Extension/PR Year End Change**.



3. Locate the appropriate firm and click **Request Extension/PR Year End Change**.



4. Under **Request Category**, select **Extension of Review due date**.



5. Click **Submit**.

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For Firms [Request Exten...](#) [New](#)

Firm Self Service

[Request Self Service](#) [Approve](#) [Resolve](#) [Show all steps](#)

To Do [Additional Information](#)

Select Request Category
Complete Extension Request

Instructions

- This functionality is used to request a due date change and/or a year end change.
- Choose your category and click submit to continue on to the appropriate form.
- Depending on your reason for the change, you may also have the opportunity to submit the due date and year end change together.
- Click Submit to send the request to your Administering Entity.

| Firm Number | Firm Name | Address1 | Address2 | City | State | Zip |
|-------------|-----------|----------|----------|------|-------|-----|
| | | | | | | |

Request Category*
Extension of Review due date

[Help](#) [Submit](#)

6. Under **Requested New Review Due Date**, select a new due date.

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Firm Self Service

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Assignment [Additional Information](#)

Review Due Date Extension

Due Date of Next Peer Review
01/31/2018

Requested New Review Due Date *

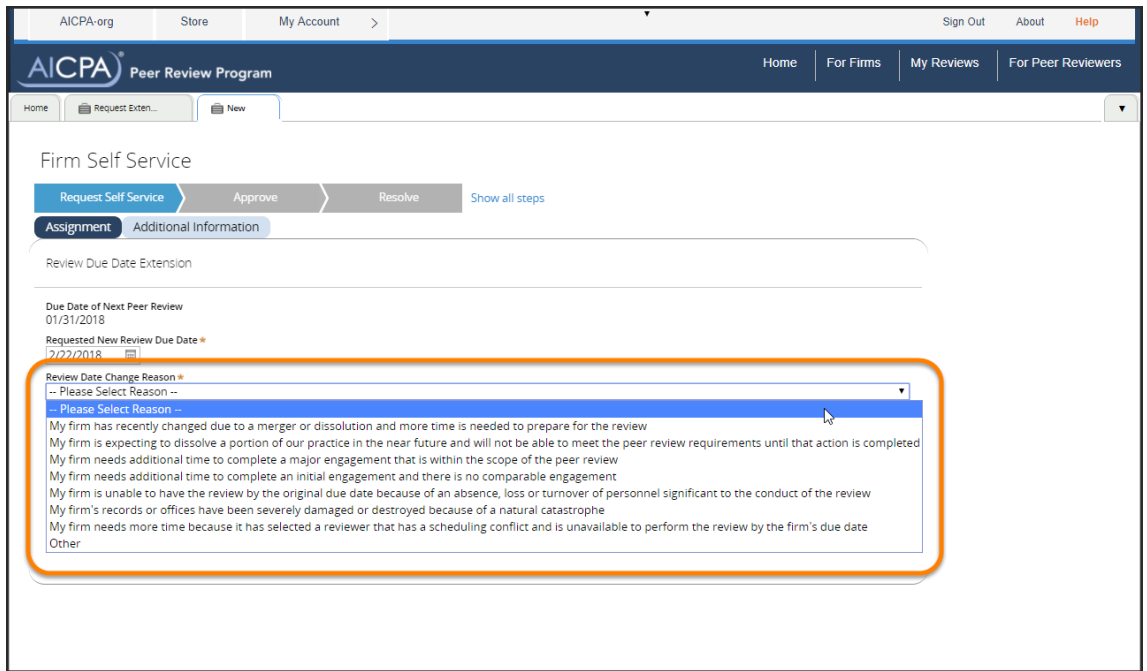
February 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

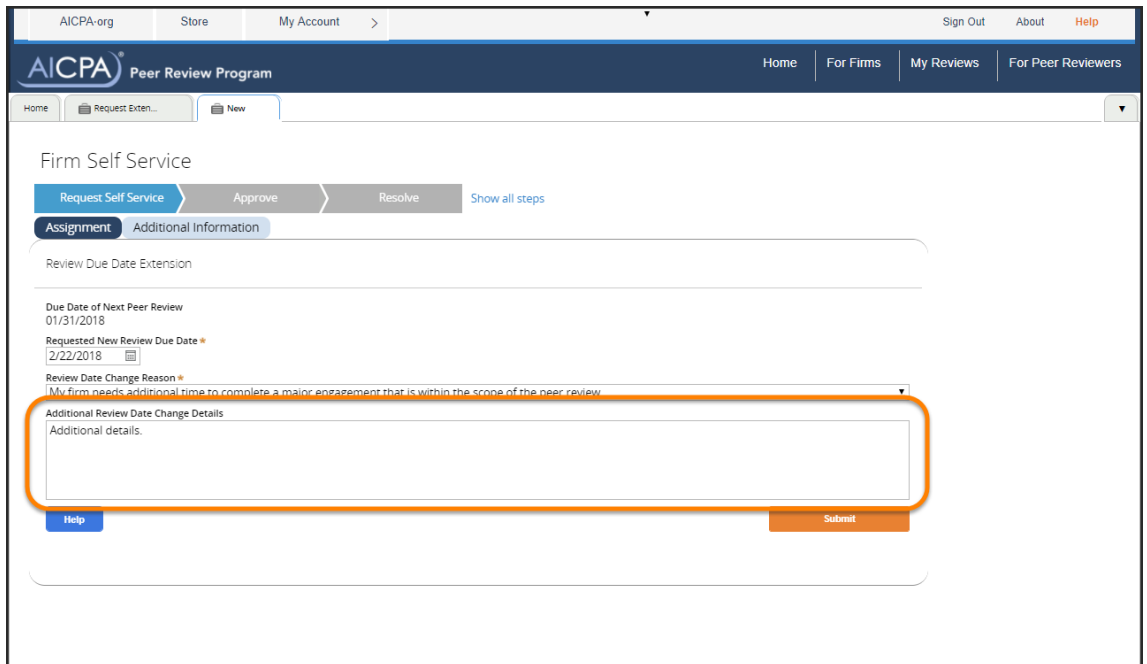
[Today](#) [Close](#)

[Submit](#)

7. Under **Review Date Change Reason**, select a reason.



8. Enter **Additional Review Date Change Details**.



9. Click **Submit**.

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AICPA Peer Review Program Home For Firms My Reviews For Peer Reviewers

Home Request Exten... New

Firm Self Service

Request Self Service Approve Resolve Show all steps

Assignment Additional Information

Review Due Date Extension

Due Date of Next Peer Review
01/31/2018

Requested New Review Due Date *
2/22/2018

Review Date Change Reason *
My firm needs additional time to complete a major engagement that is within the scope of the peer review

Additional Review Date Change Details
Additional details.

Help Submit

The request will be sent to the Administering Entity for approval.

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