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## Opting in or out of the Public File (Firm)

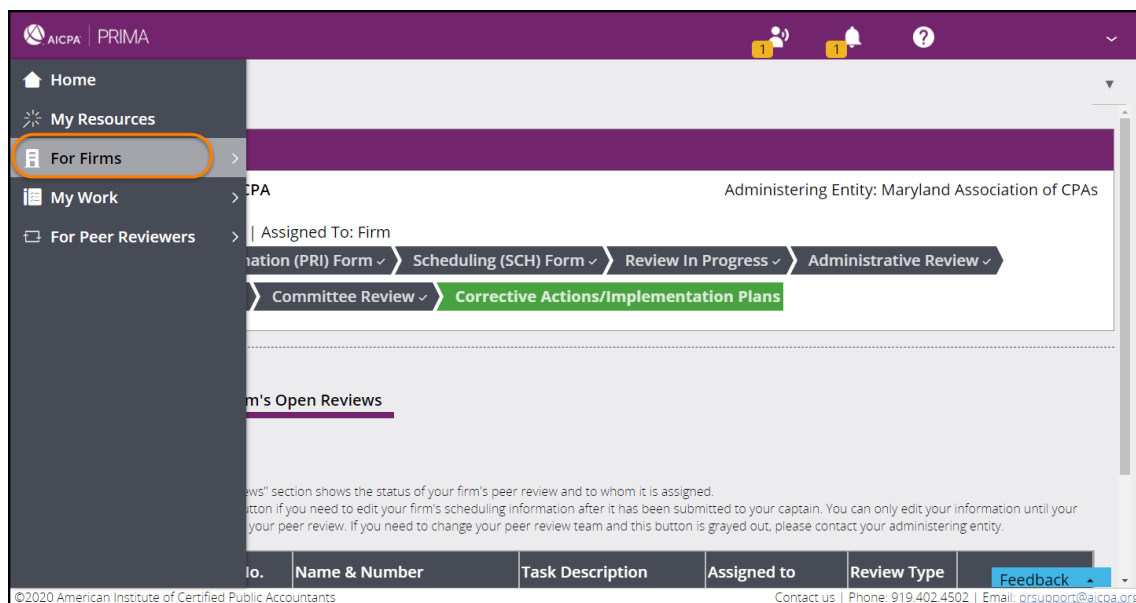
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If you would like to make your firm's peer review results available to the public in an online search, choose this option to make the documents publicly available.

To opt in or out of the Public File, perform the following steps:

1. Click **For Firms**.



2. Click **Opt-In/Out: Public File**.

The screenshot shows the AICPA PRIMA dashboard. The left sidebar contains a menu with the following items: Home, My Resources, For Firms (expanded), Enroll/Update PRI, Resign My Firm, Request Extension/PR Year End Change, Change Peer Review Program, Review History, **Opt-In/Out: Public File** (highlighted with an orange circle), Opt-In/Out: FSBA, Opt-In/Out: Sharing PR Info, and Request COA/IMP Due Date Extension. The main content area shows the 'Assigned To: Firm' section with a progress bar indicating the current step is 'Corrective Actions/Implementation Plans'. Below this, the 'Firm's Open Reviews' section is visible, along with a table header for reviews.

3. Locate the appropriate firm and click **Opt-In / Opt-Out**.

The screenshot shows the 'Opt-In / Opt-Out - Public File Access' page. It features a table with the following columns: Firm No, Firm Name, Address Line 1, Address Line 2, City, State, Zip, and Take Action. The 'Take Action' column contains two buttons: 'Opt-In / Opt-Out' (highlighted with an orange circle) and 'View History'. A 'Refresh List' button is located in the top right corner of the table area.

4. Click **Change**.

**Firm Self Service**

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

Assignment Additional Information

Opt-In/Opt-Out - Voluntary Public Access

Firm Number	Firm Name	Address1	Address2	City	State	Zip
				Baltimore	MD	

Voluntary Public Access Status: Opt-in Change

Review Number

Submit

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5. Click **Submit**.

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

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If your firm is a member of PCPS or in one of the AICPA's Audit Quality Centers, your firm's peer review documents will appear in the Public File as a condition of membership and you will not have the option to opt out.

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