

KPC Reference Guide

Follow these simple steps to register and assign your key contacts:

Step 1: Get Started with Your Email and Zip Code

- Visit the Key Contact Portal.
- Enter **your email address** and **zip code** to begin.
- Important: Use the *same* email and zip code every time you return to update or manage your relationships.



The screenshot shows the FICPA Action Center registration page. At the top, the FICPA logo (Florida Institute of Certified Public Accountants) is displayed. Below it is a blue header with the text "ACTION CENTER". The main content area is titled "Enter Your Info" and contains two input fields: "Email *" and "ZIP Code *". A blue "Continue" button is positioned below the fields. In the bottom right corner, there is a logo for "Powered by votervoice" and links for "Cookie Preferences" and "Privacy Policy".

Step 2: Sign Up for Alerts

- Fill out your contact details, including your name, email, and phone number.
- Opt in to receive **alerts and updates** from the FICPA when action is needed on key issues affecting the CPA profession.
- This will be the **primary way FICPA communicates** with you, so please make sure all your information is accurate and up to date.



Florida Institute of Certified Public Accountants

ACTION CENTER

Enter Your Info

Your Information

Prefix * First Name * Last Name *

Yes, sign me up to receive text alerts

By providing your mobile number, you agree to receive periodic call to action text messages from Florida Institute of Certified Public Accountants. Message and data rates may apply. Reply HELP for help. Reply STOP to unsubscribe. Message frequency varies. [Privacy Policy](#)

Mobile Number

Home Information

Street Address *

Tallahassee FL

Yes, sign me up to receive email updates and action alerts from Florida Institute of Certified Public Accountants

Remember me

[Continue](#)



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Step 3: Assign Your Key Contact Relationships

- Start typing the **name of the public official** with whom you have a relationship.
- Select the appropriate **relationship type** from the dropdown.
- Add any **notes** that would be helpful for FICPA to understand the connection.
- Click "**Assign**" to save the relationship.
- To add more relationships, simply repeat this step.



Florida Institute of Certified Public Accountants

ACTION CENTER

Relationships [Not Brayden?](#)

New Relationship

Official Name

Relationship

Notes

[Assign](#)



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Finishing Up

Once you've entered all your relationships, there's nothing more you need to do—just **close the site**. Your information is automatically saved.