



The information on this page applies to **Basic View** and **Professional View** users of the FASB Codification. AAA users should consult the FAQ located at <https://aaahq.org/FASB/Access.cfm>. AAA users can also submit login-related inquiries to <https://aaahq.org/ascLoginPassword.cfm>.

If your question is not listed here, or if you require further assistance, please contact FASB Support at [codtech@fasb.org](mailto:codtech@fasb.org). If you have a question about your subscription, please contact FASB Publications at [fasbpubs@fasb.org](mailto:fasbpubs@fasb.org).

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**I am using Basic View. Why can't I use certain features of the Codification?**

While all of the Codification content is the same in both Basic and Professional Views, most advanced features such as searching, printing, combining content, and "Go To" navigating are only available with Professional View.

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## **I am using Basic View. How can I leave feedback?**

Access <https://asc.fasb.org/generalfeedback>. Select the type of feedback, enter your comment, and click SUBMIT. If your feedback refers to a specific paragraph, include the paragraph number in your comment.

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## **Where can I find the Other Sources documents if I am using Basic View?**

[Accounting Standards Updates](#), [Proposed Accounting Standards Updates](#), [Other Exposure Documents](#), [Pre-Codification Standards](#) (Superseded Standards), and [Concepts Statements](#) are available in the STANDARDS and REFERENCE LIBRARY sections of the [www.fasb.org](http://www.fasb.org) website. Maintenance Updates are available for a limited time in the What's New section of the FASB Codification home page.

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## **What are the differences between the Basic and Professional Views of the Codification?**

**Basic View** is FREE. Users can access Basic View without creating an account or logging in.

Basic View Features include the following:

- Typically organized access to all authoritative nongovernmental U.S. GAAP, including relevant SEC content.
- Utility to identify the location of original standards. ("Cross Reference" report may be generated, but the links, in the resulting report will NOT be active.)
- "Bread Crumbs" are displayed but NOT as hyper-links.

**Professional View:** Visit the [FASB Store website](#) for pricing.

A Single User Subscription allows one primary user and up to nine additional users to register. Only one user can access the Codification at a time.

A Multiple User Subscription allows for a predetermined number of users who can simultaneously access the Codification.

Quantity discounts are available for multiple concurrent use licenses.

Professional View Features include the following:

- Browsing by Topic, Searching, and Go To navigation
- Joining and Combining Content feature for viewing user-selected excerpts
- Cross Reference report and archive to locate and access legacy standards
- Various Printing options, including *printer-friendly* utility for viewing source references
- Archive feature for accessing any previous version of the content
- Glossary term display feature for quickly viewing definitions
- What's New feature for accessing recently issued content
- What Links Here feature for identifying content related to a specific paragraph

- Email feature for sending comments to colleagues
- Personal Annotations feature for keeping notes about selected content
- Copy and Paste functionality
- Current Location & Heading Depth feature for quickly assessing where you are.

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### **How do I register for Professional View?**

1. Go the FASB Store website (<https://www.fasb.org/store>).
2. Select FASB Codification Online from the navigation menu on the left side of the screen.
3. Click SELECT beneath the description of Professional View.
4. Click ORDER beneath the description of the Single User Subscription or the Multiple User Subscription, depending on your preference.
5. Enter your email address in the Username field, select or leave selected "I am a new customer," and click SUBMIT.
6. Enter your profile information and click SAVE & CONTINUE.
7. Accept the Licensee agreement.
8. Enter and submit your credit card information.
9. Confirm your order.

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### **I forgot my password. How do I reset it?**

To reset your password:

1. Go to <https://asc.fasb.org> and click Login. On the resulting login page, click the "Forgot your password?" link.
2. When the Reset Password page opens, enter the email address you used to register, complete the reCAPTCHA, and click SUBMIT. You will receive an email from [fasbpubs@fasb.org](mailto:fasbpubs@fasb.org) containing a link to reset your password.
3. Click the Reset Password link in the email.
4. Enter and confirm your new password and click RESET PASSWORD.

If you do not receive your user ID and password, verify that you entered your email address correctly on the Reset Password page. Also, please make sure that email from [fasbpubs@fasb.org](mailto:fasbpubs@fasb.org) is not sent to the spam folder of your email application.

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### **I know my password, but I would like to change it. How do I change my password?**

Log in to the Codification and click the My Profile link at the top right-hand side of your screen. Click the red EDIT PROFILE button, change your password, and click the SAVE button. Please note that the password text box will not appear until you press the red EDIT PROFILE button.

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### **How do I change my email address/username?**

Log in to the Codification and click the My Profile link at the top right-hand side of your screen. Click the red EDIT PROFILE button, change your email address, and click the SAVE button.

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### **How do I edit my profile?**

Log in to the Codification and click the My Profile link at the top right-hand side of your screen. Click the red EDIT PROFILE button, edit your profile information, and click the SAVE button.

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### **Where can I find my account information?**

After you log in to the Codification, click the My Profile link at the top right-hand side of your screen. This will bring you to a page with three tabs: MY PROFILE, MY ANNOTATIONS, and MY ACCOUNT. Activate the MY ACCOUNT tab to view your account information.

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### **How do I find my account administrator?**

Log in to the Codification with your Professional View credentials and click the My Profile link located in the upper right-hand corner of the screen. On the resulting page, click the MY ACCOUNT tab. Your account administrator will be listed at the bottom of the Account Information page.

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### **I am receiving an error message that says, "You are already logged in from another computer. Would you like to close the other session?" What should I do?**

In the error message popup, select "Yes" to close the open session.

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### **I am receiving an error message that says, "You have already reached the maximum number of concurrent user sessions allowed by your subscription." What should I do?**

Please contact your account administrator. The administrator can drop open sessions.

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## **I closed my browser window without logging out of the Codification. What should I do?**

Please access <https://asc.fasb.org/logout> to force a logout and clear your open session. If you require further assistance, please contact FASB Support.

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## **How do I renew my subscription?**

*If you are an account administrator:*

1. Go to <https://www.fasb.org/store/mysubscriptions>.
2. Enter your username.
3. Select the "I am a returning customer" radio button.
4. Enter your password.
5. Click the SUBMIT button.
6. In the main window you should see your Current Subscription and its Renew button (Note: Renewals are available starting 90 days before the expiration date).
7. Click the Renew button beneath the appropriate subscription (Professional or Basic)
8. Follow any additional instructions and then Checkout.

Only account administrators may process renewals.

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## **How do I add a new user to my account?**

*If you are an account administrator, log in to the Codification and click the My Profile link that appears in the upper right hand corner of the screen. Click the MY ACCOUNT tab of the resulting page.*

On the MY ACCOUNT tab, click the Add User link. On the resulting Add New User page, enter the new user's email address, password, and user information. You may also grant the new user administrative privileges by placing a check in the Administrator check box.

When you are finished entering the new user's profile, click the Add User button.

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## **How do I add a user who already has a Basic View account to my Professional View account?**

*If you are the account administrator:*

1. Go to <https://www.fasb.org/store/accountreg>.
2. Enter your organization's registration key.
3. Enter the email address associated with the additional user's current Basic View account. Click Submit. The system will put up a red error message stating that your email address already exists.

4. Enter the password for the additional user's current Basic View account. Click Submit.
5. Enter, confirm, or update the profile information. Click Continue.
6. Accept the license agreement.

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### **How do I add a new email domain to my account?**

Please contact FASB support at [codtech@fasb.org](mailto:codtech@fasb.org) for assistance with adding or changing the email domain(s) associated with your account.

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### **How do I add a new license to my account?**

*If you are the account administrator:*

1. Navigate to the FASB Store at <https://www.fasb.org/store>.
2. Click the Log In link in the upper right-hand corner.
3. Log in using the same username and password you used to purchase the account, and to log in at the Codification website.
4. Select the "I am a returning customer" option and enter your password. Click SUBMIT.
5. Select My Subscriptions from the My Account menu.
6. Click the Update button for the Professional View subscription.
7. Enter the total number of licenses you would like in the New Users field. (For example, if you have one concurrent user and would like to add another one for a total of two, enter 2 in the New Users field.)
8. Click the CHECKOUT button and proceed with the purchase as normal.

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### **How do I change the account administrator?**

Please contact FASB Support at [codtech@fasb.org](mailto:codtech@fasb.org) for assistance with changing your account's administrator.

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## **How do I grant administrative privileges to another user?**

*If you are the account administrator, log in to the Codification and click the "My Profile" link that appears in the upper right-hand corner of the screen. Click the MY ACCOUNT tab of the resulting page.*

On the MY ACCOUNT tab, click the "Edit Users" link. On the resulting Edit Users page, locate the profile you wish to edit and click Edit. On the resulting Edit User Profile page, place a check in the Administrator checkbox. Click Save.

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## **How do I delete a user from my account?**

*If you are the account administrator, log in to the Codification and click the "My Profile" link that appears in the upper right-hand corner of the screen. Click the MY ACCOUNT tab of the resulting page.*

On the MY ACCOUNT tab, click the "Edit Users" link. On the resulting Edit Users page, locate the profile you wish to delete and click Remove. You will see a popup message asking you to confirm that you wish to delete the user. Click OK in the popup box.

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## **How do I edit another user's profile?**

*If you are the account administrator, log in to the Codification and click the "My Profile" link that appears in the upper right-hand corner of the screen. Click the MY ACCOUNT tab of the resulting page.*

On the MY ACCOUNT tab, click the "Edit Users" link. On the resulting Edit Users page, locate the profile you wish to edit and click the Edit button. On the resulting Edit User Profile page, edit the user's information and click Save.

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## **I am an account administrator. My account's users are seeing an error message that says, "You have already reached the maximum number of concurrent user sessions allowed by your subscription." What should I do?**

*If you are the account administrator, access <https://asc.fasb.org>. You will see a message that says, "You have reached the maximum number of concurrent user sessions allowed by your subscription." Beneath that message, you will see a list of users currently logged in. Click Log Out beside the session(s) you would like to drop.*

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## **How many users can I register with my account?**

For each concurrent user license you purchase for your account, you may register up to nine (9) additional users. For example, if you purchase a five-user license, you may register an

additional forty-five (45) individuals who can access the product. (In this example, only five users would be able to login and use the product simultaneously.)

If you need to register more than the maximum number of users your license allows, you can either remove some of the existing users from your account or purchase an additional license.

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### **How many users can log in to my account at one time?**

The maximum number of users who can log in at any one time is equal to the number of concurrent user seats for your account. You can find the number of concurrent user seats for your account by clicking the My Profile link in the upper right-hand corner of your screen and activating the MY ACCOUNT tab.

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### **Where can I find my account's registration key?**

*If you are an account administrator*, log in to the Codification and click the My Profile link in the upper right-hand corner of the screen. On the resulting page, activate the MY ACCOUNT tab. Your account's registration key will be listed on the Account Information page.

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### **Can I cancel my account?**

Codification accounts are not refundable. If you would like to deactivate your account, please contact FASB Support.

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