IN CPA SOCIETY

2026

Upload Your Resume

A step-by-step guide for adding your resume to the INCPAS Resume Portal in the Member Portal.

FOR	PORTAL	TIME REQUIRED	FILE TYPE
INCPAS Student Members	**incpas.users.membersuite.com**	**About 5 minutes**	**PDF or Word, max 3 MB**

Get your resume ready.

Uploading your resume to the INCPAS Resume Portal only takes a few minutes. Have your file saved and ready before you sign in.

PORTAL	incpas.users.membersuite.com
RESUME PAGE	incpas.users.membersuite.com/community/career-center/my-resumes

YOUR FILE CHECKLIST

- Saved as a **PDF or Word** document
- File size is **3 MB or smaller**
- Your resume is current and proofed

NAMING YOUR RESUME

Use this format for both the resume name and the file name:

First Name Last Name Resume DATE

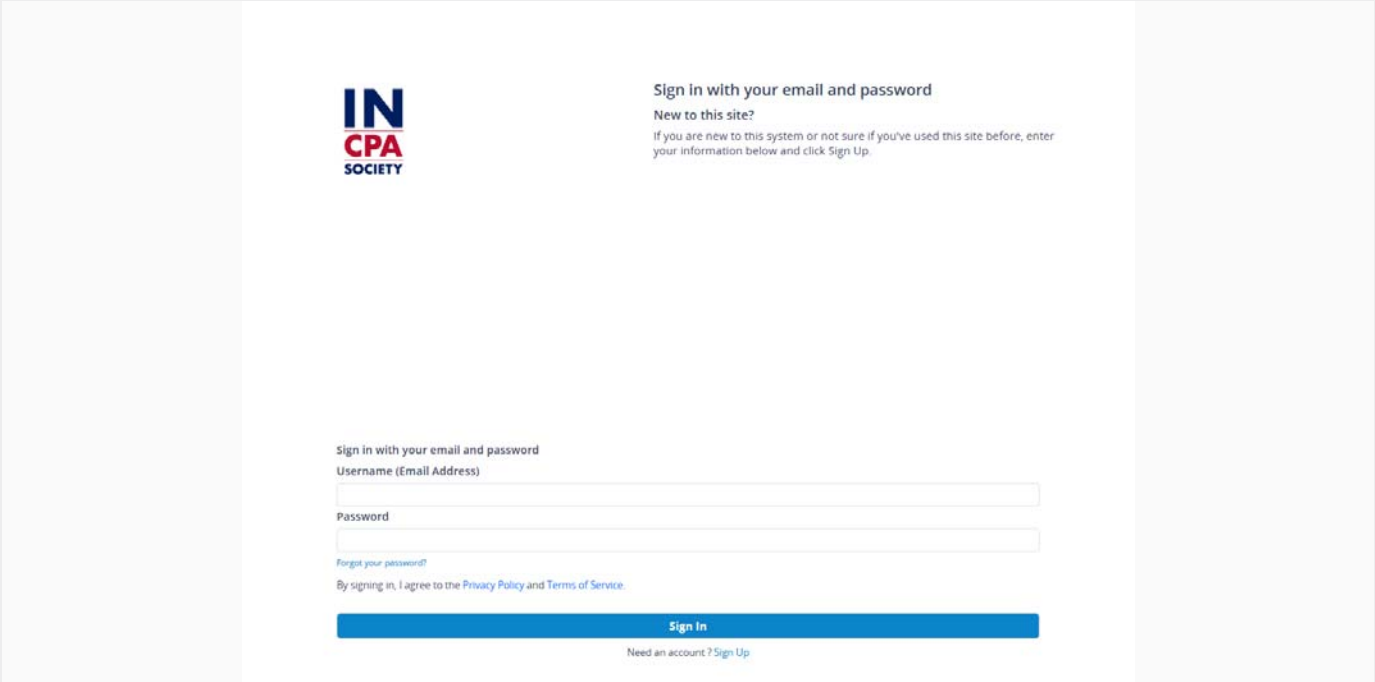
FirstName_LastName_Resume.pdf

What you'll do, in order.

01 **Sign in to the portal**
02 **Go to Student Resumes**
03 **Click Manage My Resumes**
04 **Create a new resume**
05 **Name your resume**
06 **Upload and save**
07 **Confirm it's saved**

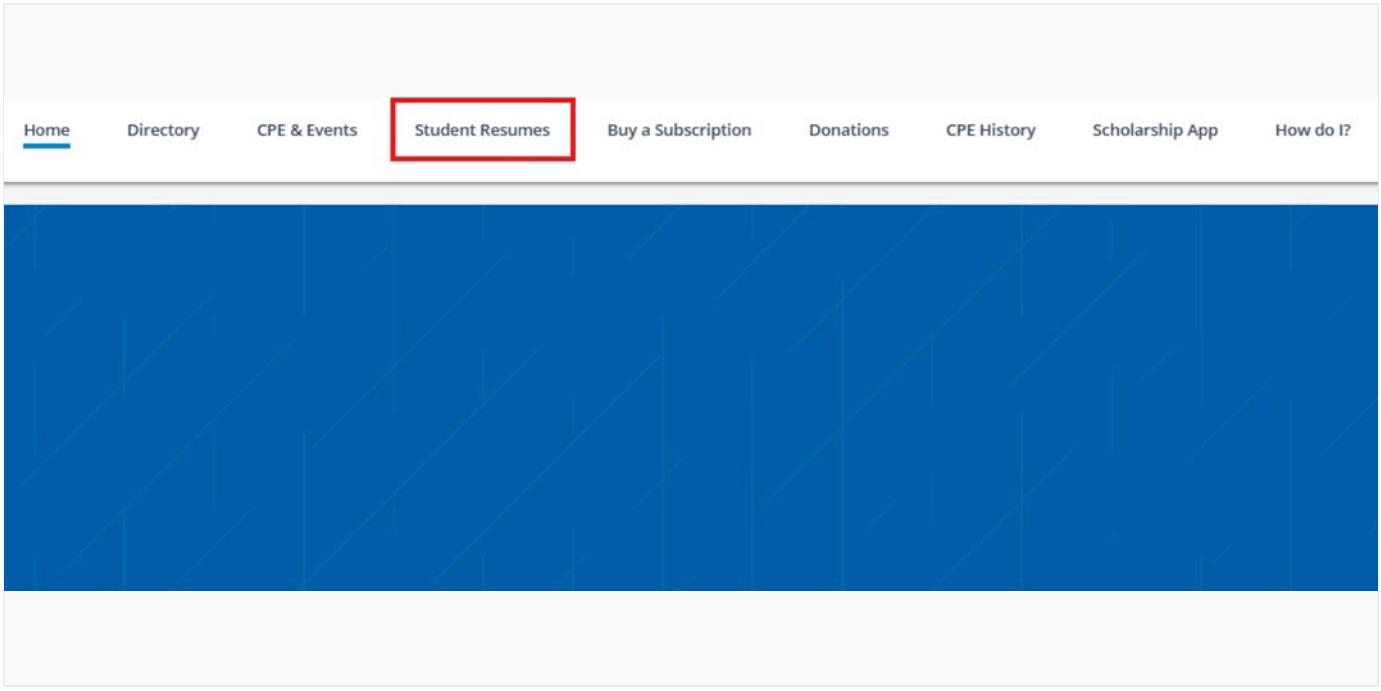
1 Sign in to the portal

Go to **incpas.users.membersuite.com** and sign in with your email address and password. Forgot your password? Click **Forgot your password?** to reset it.



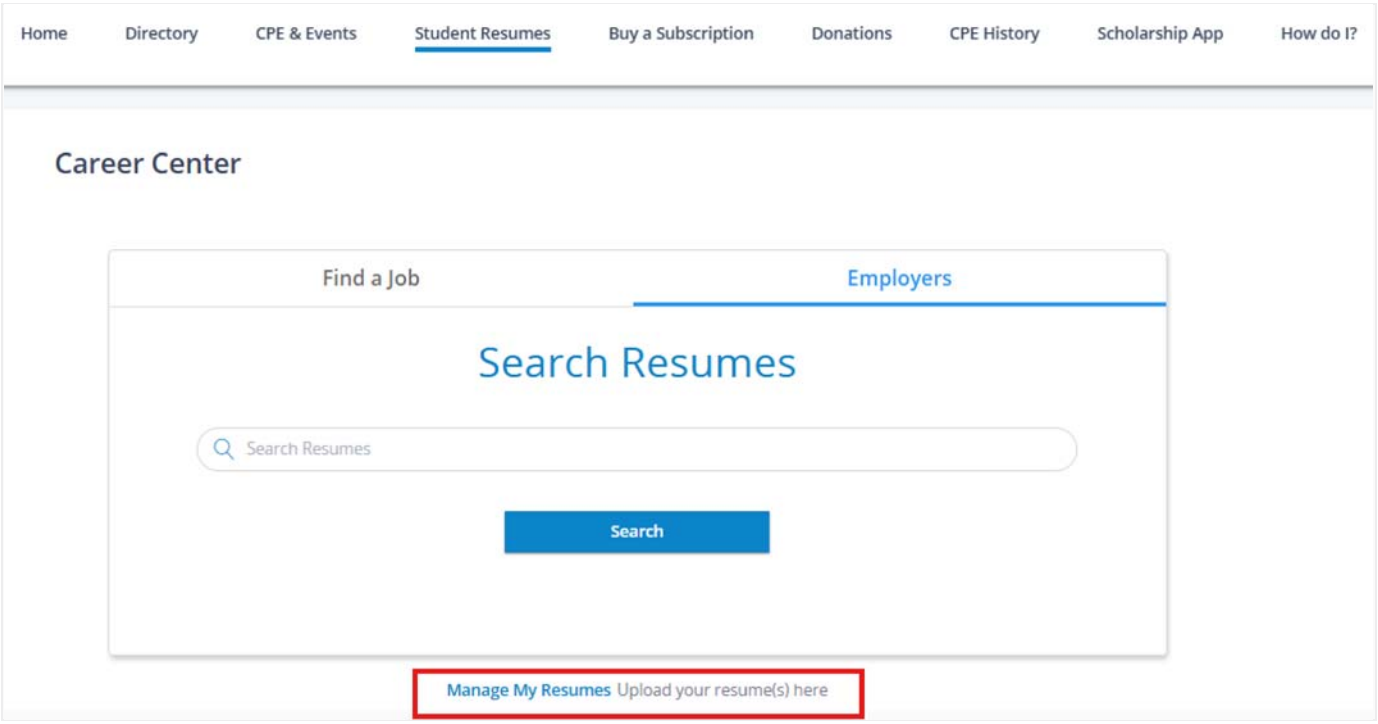
2 Go to Student Resumes

If you didn't use the Resume Page link, go to **Student Resumes** in the Member Portal homepage navigation (across the top). Then click **Add or Search Student Resumes**.



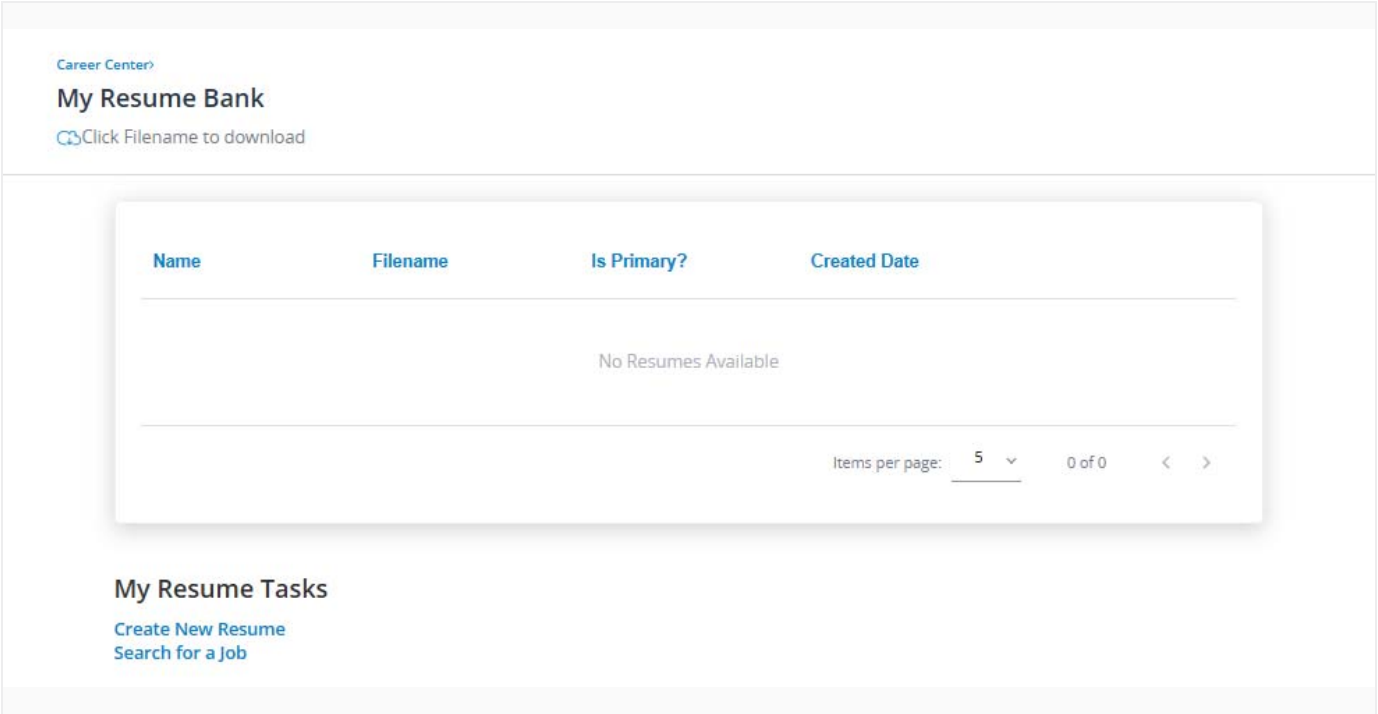
3 Click Manage My Resumes

Scroll to the bottom of the page and click **Manage My Resumes**.



4 Click Create New Resume

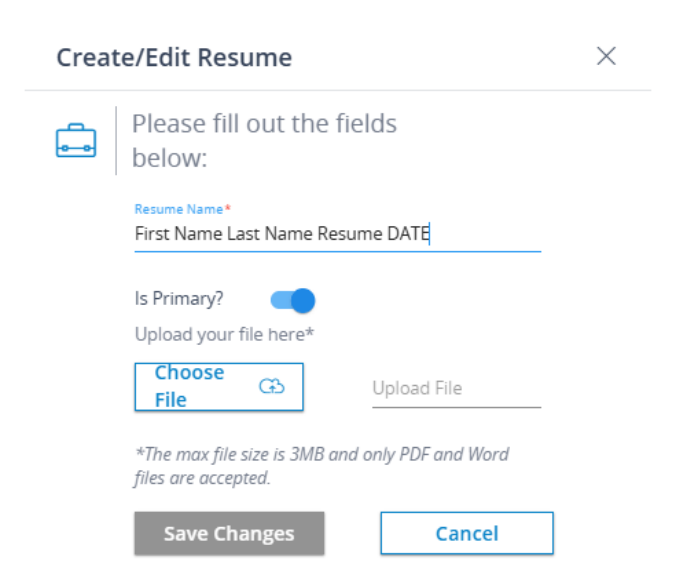
You're now in **My Resume Bank**. Under **My Resume Tasks**, click **Create New Resume**.



5 Name your resume and choose your file

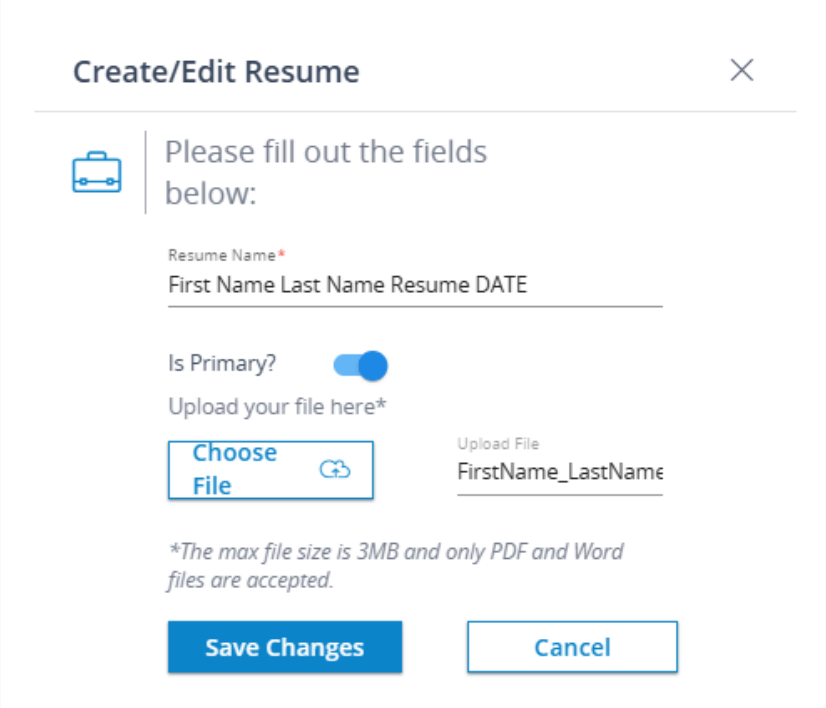
Enter a **Resume Name** using the format *First Name Last Name Resume DATE*. Turn on **Is Primary?** so this is the resume employers see. Then click **Choose File**.

> **TIP** Only PDF and Word files are accepted, up to 3 MB.



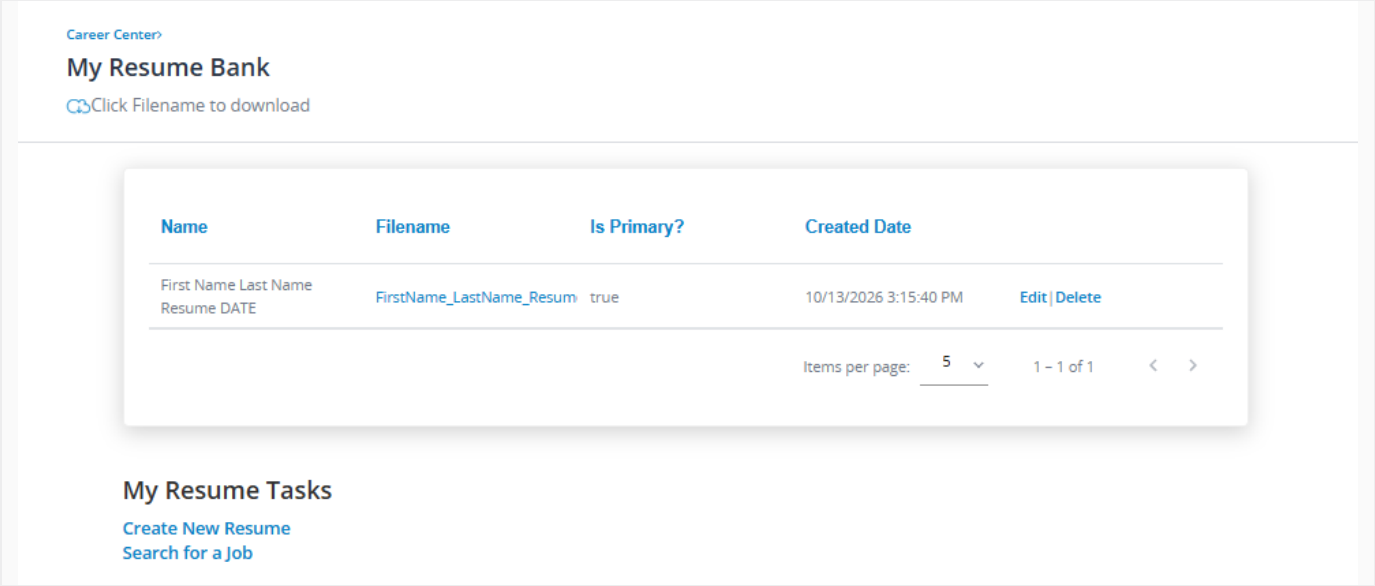
6 Click Save Changes

Once your file name appears under **Upload File**, click **Save Changes**.



7 Confirm your resume is saved

Your resume now appears in **My Resume Bank**. Use **Edit** to update it or **Delete** to remove it any time.



QUESTIONS? YOUR WORKFORCE DEVELOPMENT TEAM



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