

Annual Membership Renewal

Save time, postage and paper by completing your annual membership renewal online. From logging in to updating your profile, this pamphlet will walk you through the online renewal process.

Payment deadline is May 31.

Logging In

Go to **members.cpaalberta.ca**. Enter the required information to log in. This is usually your five to seven digit CPA Alberta member number.

If you have forgotten your password, please select the "Retrieve Password" link on the login page. A password reset link will be emailed to you.

If you are unsure of your login please use the "Retrieve Login" link on the login page, DO NOT create a new account.



Online Services Login

Username

Password

Create Account

Retrieve Login

Retrieve Password

Login

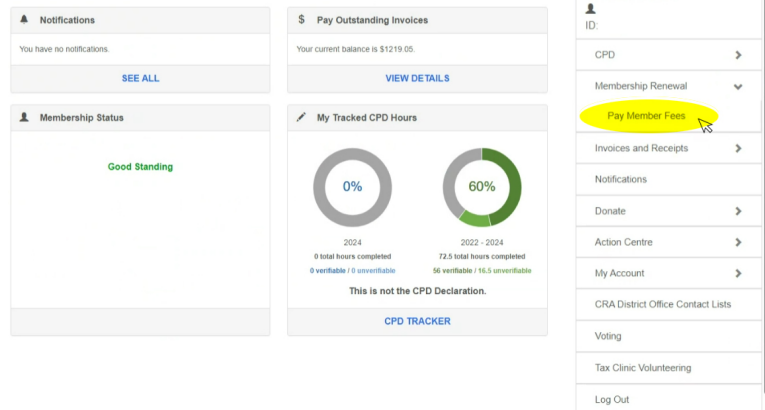
To log in you will need to use your 5 or 6 digit CPA Alberta Number or the Username you specified when you created your account. If you have forgotten your CPA Alberta Number do NOT create a new profile, please use the Retrieve Login function above.

Online Services

Once logged in, a variety of options are available to you.

Select the "Pay Member Fees" option on the right side navigation menu.

You can also view your membership status and up-to-date CPD hours.



The dashboard includes sections for:

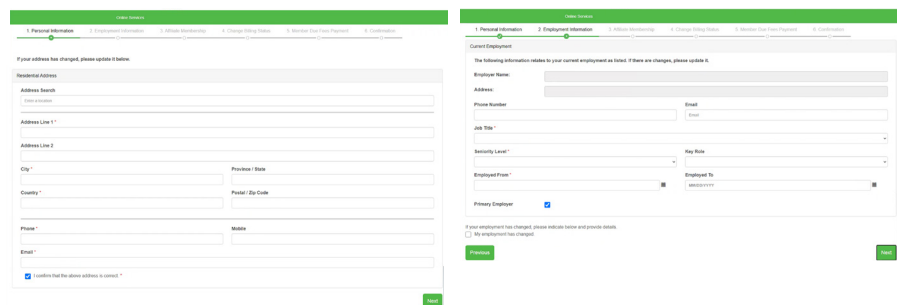
- Notifications:** You have no notifications. [SEE ALL](#)
- Pay Outstanding Invoices:** Your current balance is \$1219.05. [VIEW DETAILS](#)
- Membership Status:** Good Standing
- My Tracked CPD Hours:**
 - 2024: 0 total hours completed, 0 verifiable / 0 unverifiable
 - 2022 - 2024: 72.5 total hours completed, 56 verifiable / 16.5 unverifiable
 - This is not the CPD Declaration.
 - [CPD TRACKER](#)
- ONLINE SERVICES:**
 - ID: [User ID]
 - CPD >
 - Membership Renewal >
 - Pay Member Fees** (highlighted)
 - Invoices and Receipts >
 - Notifications >
 - Donate >
 - Action Centre >
 - My Account >
 - CRA District Office Contact Lists >
 - Voting >
 - Tax Clinic Volunteering >
 - Log Out

Payment Steps

1. Personal Information

2. Employment Information

Update your personal and employment information. Ensure you hit the NEXT button when you complete each section.

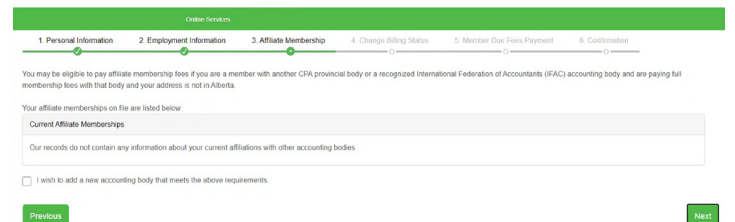


The forms include fields for:

- Personal Information:** Address (Recipient, Search, Line 1, Line 2), City, Province/State, Postal/Zip Code, Phone, Mobile, Email. Includes a checkbox for "I confirm that the above address is correct."
- Employment Information:** Employer Name, Address, Phone Number, Email, Job Title, Security Level, Pay Rate, Employed From, Employed To. Includes a checkbox for "I wish to add a new accounting body that meets the above requirements."

3. Affiliate Membership

Indicate here if you are paying affiliate fees. Affiliate membership is for those who pay full membership fees to another provincial CPA body or recognized International Federation of Accountants (IFAC) body and whose address is not in Alberta.



The form shows a progress bar with steps: 1 Personal Information, 2 Employment Information, 3 Affiliate Membership, 4 Change Billing Status, 5 Member Due Fees Payment, 6 Confirmation. It includes a checkbox for "I wish to add a new accounting body that meets the above requirements" and "Next" and "Previous" buttons.

Payment Steps Continued

4. Change Billing Status

In this section, you can update both your CPA Canada and CPA Alberta billing status if there has been a change.

5. Member Due Fees Payment

Proceed with fee payment. If using a credit card, please input the card number manually without including any spaces or dashes. For those paying by cheque, kindly provide the cheque number or use **9999** if you're not yet aware of the number, and ensure to send the cheque to our office via mail.

Click the "Process Payment" button when complete

6. Confirmation

You will receive confirmation that the fees have been paid. To complete the renewal process please click on the **Submit button**.

7. View Receipts

Payment history is available for those who pay online. Select "Invoice and Receipts" option to view your past transactions. Please email finance@cpaalberta.ca if you have issues obtaining your receipt. Please include your name and membership number in any of your email correspondence with us.

Invoice No	Invoice Date	Type	Billing Year	Invoice Amount	Outstanding Amount	Receipt
1006714006	2024-02-27	Member Dues	2024	\$1,219.05	\$0.00	View Receipt
1006099760	2023-03-21	Member Dues	2023	\$1,192.80	\$0.00	View Receipt
1005484154	2022-03-21	Member Dues	2022	\$1,161.30	\$0.00	View Receipt
1005151816	2021-05-26	New Member Dues	2021	\$1,822.80	\$0.00	View Receipt