

members.cpaalberta.ca

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.

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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.

Сра	CHARTERED PROFESSIONAL ACCOUNTANTS ALBERTA	CPAAlberta Home	Firm Portal
Public Donation			
Online Ser	vices Login		
Username			
Password			
Create Acco	unt Retrieve Login	Retrieve Password	gin

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.



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.

esidential Address		
Address Search		
Enter a location		
Address Line 1*		
Address Line 2		
City 1	Province / State	
Country *	Puetal / Zip Code	
Phase *	Mobile	
Enal '		

erant Employment				
and a codering				
The following information	relates to your current employer	ent as listed. If there are chang	jes, please update it.	
Employer Name:				
Address:				
Phone Number			first	
			Erest	
Inth Title 1				
Restories I and 1			May Bole	
			-	
Employed From *			Employed To	
			MADDITIT	
Primary Employer	2			
ar employment has change	d, please indicate below and provid	e details.		
My employment has change	id.			

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. In my be eighter to pay affiliate memberships from if you are a member with another CPA provincial body or a receptored international Federation of Accountants (FAC) accounting body and are paying full methods between the tody and your address in its in Abeta. If a dilate memberships on the are losted below: Azered Affiliate Memberships For enroths that of antima an Afformation abod was runnel affiliations with other excreation bodies.

I wish to add a new accounting body that meets the above requirements.

Nex

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

manually without including any spaces or

dashes. For those paying by cheque, kindly

provide the cheque number or use 9999 if

ensure to send the cheque to our office via

Click the "Process Payment" button when

You will receive confirmation that the

fees have been paid. To complete

the renewal process please click on

you're not yet aware of the number, and

card, please input the card number

mail.

complete

3. Affiliate Me 1. Per 4. Change B CPA Canada Fee CPA Alberta Fee CPA Alberta full fees are paid if you reside in the province of Alberta. OR you are not eligible for affiliate fees status. Alberta affiliate fees are paid if you not affiliate fees affiliate fees are paid if you not affiliate fees are paid you not affiliate fees are paid you not affiliate fees are a member of another provincial CPA body. OR you reside outside of Canada and you are a member of a recognized foreign accounting organ tion 0 Based on our records are assessed for full Alberta CPA fees. Fee Reduction I am eligible for a reduction in annual fees as I meet one of the following criteria Gross Active Earnings will be less than \$40,000 during the calendar year; or 6 Pe ently withdrawn from gainful employment and will have no Gross Active Ea I am claiming the fee reduction due to Please select Fee Deferral Application Members who are unable to pay their member fees by the due date can apply to defer pay nts until September 30 Please download and com ete the application form here and submit through the Action Centre > Service Requests. submit your application before May 31 to avoid incurring the late payment penalty. Members will be notified once application has been approved. 2. Employment Information 3. Atfliate Membership 4. Change Billing Status 5. Member Due Fees Payment 1. Personal Information mber Due Fees After Rea Member Due Fee Summary CPA Canada GST \$20.00 \$75.00 \$15.00 CPA Are \$38.05 Total \$1 219 05 Payment Type cdit Cheque Expiry Year Expiry Mo CVV: M mber Due Fees Payment Payment Successful. lon Number: 79477 ash Receipt Number: 33997 1. Personal Information 3. Affiliate Membership 5. Member Due Fees Payment 2. Employme ent Information 4. Change Billing Status -0--0 6. Confirmation -0-

7. View Receipts

6. Confirmation

the Submit button.

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.

View Receipts

Thank you! Your member information has been updated successfully and your payment was received

Invoice No	Invoice Date	Туре	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
1005151818	2021-05-28	New Member Dues	2021	\$1,822.80	\$0.00	View Receipt

ssiprint your receipt through View Receipts To provide Receipt selected can be viewed here.

