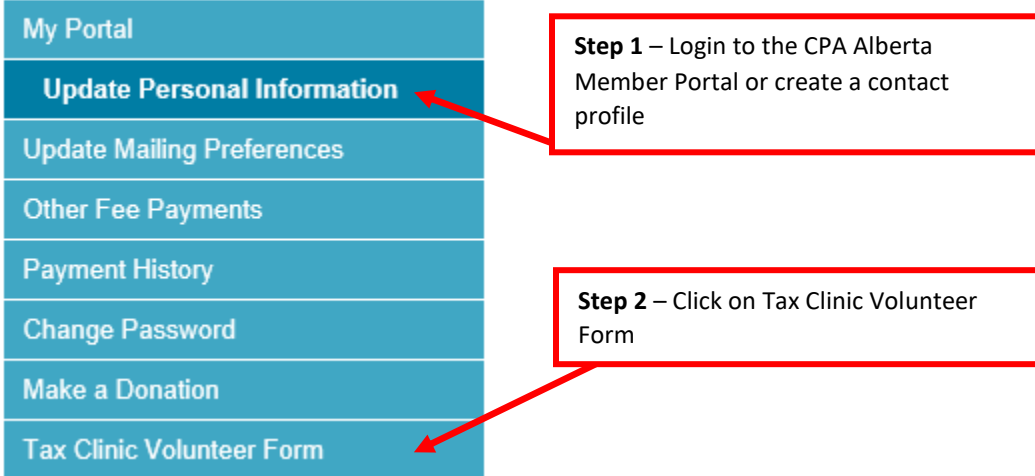


New Procedures for Tax Clinic Volunteers.

In order to register as a Tax Clinic Volunteer this year you must be a member or a contact in the CPA Alberta member portal. If you are a CPA Candidate, a student enrolled in preparatory courses, or a Post-Secondary Student you will likely need to create a contact in the member portal.

If you are a CPA Alberta member, please ensure that your profile data is up to date.

Member Portal: <https://members.cpaalberta.ca/>



The image shows a vertical list of menu items in a blue sidebar. Two red callout boxes with arrows point to specific items:

- Step 1** – Login to the CPA Alberta Member Portal or create a contact profile. (Arrow points to 'Update Personal Information')
- Step 2** – Click on Tax Clinic Volunteer Form. (Arrow points to 'Tax Clinic Volunteer Form')

Step 3 – Complete the application form and click submit.

Step 4 – Register for a workshop and/or webinars. (Mandatory for Post-Secondary Students)

<p>Edmonton Details CPA Alberta 1900 TD Tower, 10088 – 102 Avenue Wednesday, February 28 5:30 – 8:00pm Register</p>	<p>Webinar First Time as a Tax Clinic Volunteer Tuesday, March 5 Noon – 1pm Register</p>
<p>Calgary Details CPA Alberta 800 Barclay Center, 444 – 7 Avenue SW Thursday, February 21 5:30 – 8:00pm Register</p>	<p>Webinar Using ProFile, Tips and Tricks for Navigating ProFile Wednesday, March 6 Noon – 1pm Register</p>

Step 5 – Choose your clinics in January. You will receive an email inviting you to pick your preferred clinics by January 15, 2019.

REGISTER AS A VOLUNTEER