

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 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.



Public Donation

Online Services Login

Username

Password

Create Account

Retrieve Login

Retrieve Password

Login

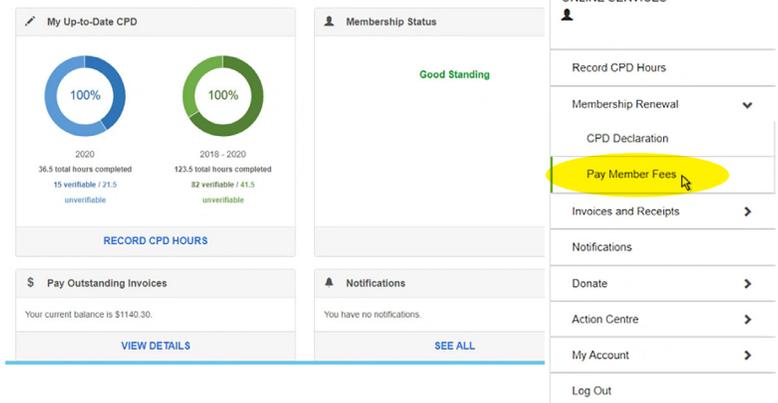
To log in you will need to use your 5 or 6 digit CPA Alberta Number or the Username you specified when you created your account. If you have forgotten your CPA Alberta Number do NOT create a new profile, please use the Retrieve Login function above.

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.



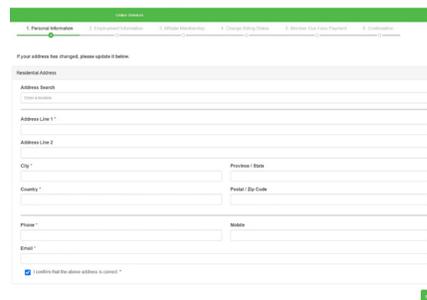
The dashboard shows two donut charts for CPD hours. The first chart for 2020 shows 36.5 total hours completed, with 15 verifiable and 21.5 unverifiable. The second chart for 2018-2020 shows 123.5 total hours completed, with 82 verifiable and 41.5 unverifiable. Below the charts are sections for 'Pay Outstanding Invoices' (current balance \$1140.30) and 'Notifications' (no notifications). On the right, the 'ONLINE SERVICES' menu is visible, with 'Pay Member Fees' highlighted in yellow.

Payment Steps

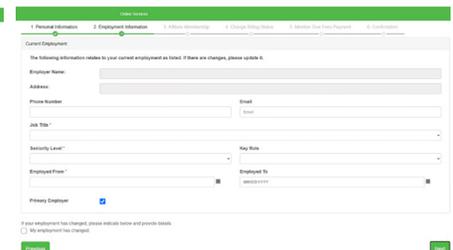
1. Personal Information

2. Employment Information

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



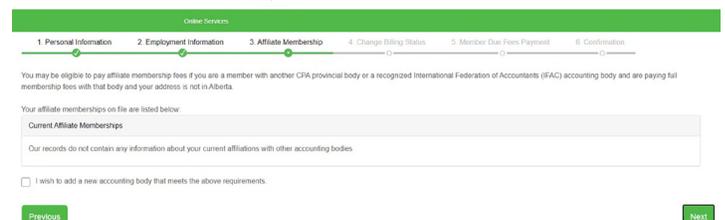
The form includes fields for Recipient Address, Address Search, Address Line 1, Address Line 2, City, Province/State, Postal/Zip Code, Phone, Mobile, and Email. A checkbox at the bottom indicates 'I confirm that the above address is correct.' A 'Next' button is at the bottom right.



The form includes fields for Employer Name, Address, Phone Number, Job Title, Security Level, and Employee ID. It also has a checkbox for 'Primary Employer' and a 'Next' button at the bottom right.

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. Below the progress bar, there is a checkbox for 'I wish to add a new accounting body that meets the above requirements.' 'Previous' and 'Next' buttons are at the bottom.

Payment Steps Continued

4. Change Billing Status

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

5. Member Due Fees Payment

You can proceed to pay fees.

Member Due Fee Summary	Amount
CPA Alberta Fee	\$1,040.00
CPA Education Foundation Fee	\$75.00
CPA Assist Fee	\$15.00
GST	\$56.50
Total	\$1,186.50

6. Confirmation

You will receive confirmation that the fees have been paid.

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
1001243088	2013-01-31	New Member Dues	2012	\$1,170.75	\$0.00	View Receipt
1001315381	2013-03-08	Member Dues	2013	\$1,233.75	\$0.00	View Receipt
1001538387	2014-03-14	Member Dues	2014	\$1,233.75	\$0.00	View Receipt
1001707130	2015-03-12	Member Dues	2015	\$1,170.75	\$0.00	View Receipt
1001909626	2016-03-10	Member Dues	2016	\$1,103.55	\$0.00	View Receipt
1002264320	2017-03-13	Member Dues	2017	\$1,103.55	\$0.00	View Receipt
1002562404	2018-03-23	Member Dues	2018	\$1,124.55	\$0.00	View Receipt
1003900966	2019-03-18	Member Dues	2019	\$1,135.05	\$0.00	View Receipt
1003962755	2020-06-24	Member Dues	2020	\$1,140.30	\$0.00	View Receipt
1004417978	2020-06-24	Member PC Invoice	2020	\$204.75	\$0.00	View Receipt

