



FEE PAYMENT INSTRUCTIONS FOR PROFESSIONAL DEVELOPMENT

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LOG IN TO THE PROFESSIONAL DEVELOPMENT PORTAL

Member: CPA Alberta member number
Non member: Login credentials provided when your account was created

Location: Search > Login

LOGIN

If you are a CPA Alberta member, or have a CPA Alberta account, please login with your account information.

If you are a non-member and do not already have an account, please create an account.

Forgot your account number or password?

Need help registering for a seminar? See our [How to Register](#) instructions.

CPA Number: Password:

Log In

Remember me.

2

PD PAYMENTS

Navigate to Other PD Payments

Seminar Search

Purchase Passport

View Cart

Manage Your Account

My Portal

PD Breaking News

Update My Portal Profile

Other PD Payments

Payment History

3

PAYMENT TYPE

Select the Payment Type you wish to pay

Note that: All Payment Types require registration forms to be uploaded with the exception of the Adjustment payment type.

Payment Type: Supporting Document or GST.

Payment Description:

Please describe what form/application the adjustment is being submitted for.

Supporting Document: The file size cannot exceed 10MB.

Payment Amount: **Seminar Fees**

GST: \$0.00

Total Amount Due \$0.00

4

UPLOAD SUPPORTING DOCUMENT, IF ANY

Attach any applicable supporting documents

5

ENTER AMOUNT

Enter the Payment Amount exclusive of GST.

6

PAY FEES

Enter your credit card information and click on Pay Fees.

We Accept:

Please enter your credit card information:

Payments will be taken in Canadian funds.

Credit Card Number:

Security Code: What is this? *For AMEX credit cards, the security code is 4 digits, for all other credit cards this code is 3 digits.*

Expiry Date:

Name on the card:

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PAYMENT CONFIRMATION

A confirmation that your payment has been successful will appear, along with a copy of your receipt.

Thank You, Transaction Successful

Your transaction has been successfully processed.

Please find your receipt below. We recommend you [print](#) a copy for your records.

Chartered Professional Accountants of Alberta
Attn: Finance
1900 TD Tower
10088 - 102 Avenue
Edmonton Alberta, T5J 2Z1
Canada

Invoice Address:

G.S.T. REG #: 10690 4287 RT0003
Member #:
Order ID #:
Date:
Card Number:
Card Holders
Name:
Authorization
Number:

Payment Received:

| Description | Amount |
|-----------------------|------------|
| 2018/2019 Member Fees | \$1,071.00 |
| GST/HST | \$53.55 |

Total Received: \$1,124.55
(Canadian funds)

You can click here if you wish to print your receipt for your records.

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RECEIPTS: PAYMENT HISTORY

You may also access your receipts here.

ON-LINE PAYMENT HISTORY

View past online payments within the specified date range.

**Please note that receipts are available for on-line purchases only.*

Date Range: to

| Date | Order ID | Payment Action |
|--------------------|------------|-------------------------|
| March 22, 2018 | 2018153170 | \$1,124.55 View Receipt |
| March 23, 2018 | 2018153218 | \$577.50 View Receipt |
| September 25, 2018 | 2018180789 | \$135.00 View Receipt |
| September 25, 2018 | 2018180792 | \$150.00 View Receipt |

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