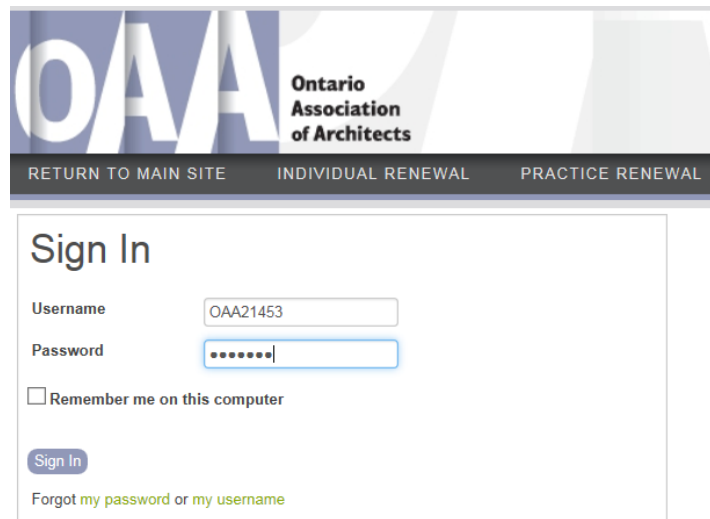


Renewal Notice User Tutorial

1. Click on the Practice Renewal Invoice link located on the OAA Fees page, to be directed to the Online Renewal Invoice Page
2. Login using your OAA Certificate of Practice username and password. Username is OAA followed by your OAA ID number (OAA12345).

Note: If you do not remember your OAA user information please click on forgot my username and/or forgot my password to retrieve it.

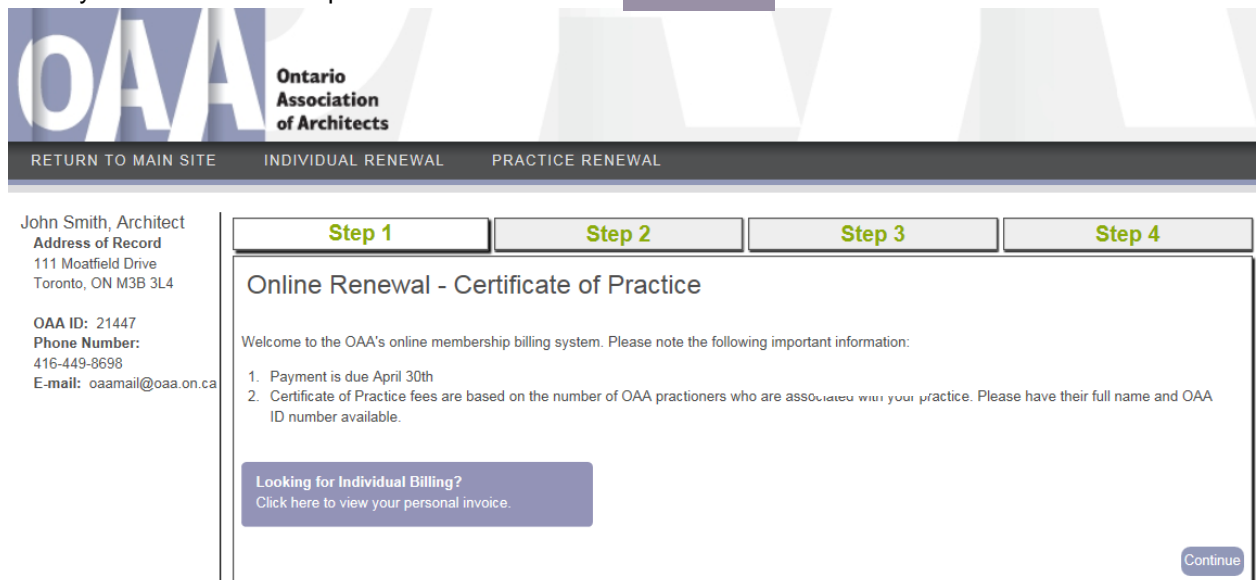
Reminder: Your Licence and Certificate of Practice are two separate billing systems, with separate logins. To switch from one billing system to another: sign out, select your other billing system, and login.



3. **Step 1:** Provides important information regarding your Renewal Invoice and your current contact information in the left hand menu bar.

Once you have read the important information click

[Continue](#)



John Smith, Architect
Address of Record
111 Moatfield Drive
Toronto, ON M3B 3L4

OAA ID: 21447
Phone Number:
416-449-8698
E-mail: oaamail@oaa.on.ca

Step 1 Step 2 Step 3 Step 4

Online Renewal - Certificate of Practice

Welcome to the OAA's online membership billing system. Please note the following important information:

1. Payment is due April 30th
2. Certificate of Practice fees are based on the number of OAA practioners who are associated with your practice. Please have their full name and OAA ID number available.

[Looking for Individual Billing?](#)
Click here to view your personal invoice.

[Continue](#)

4. **Step 2:** Shows your current address of record information.

IMPORTANT: If your contact information or company name has changed e-mail officeoftheregistrar@oaa.on.ca to update your information.

Once you have confirmed your information has not changed or you have contacted the Office of the Registrar, click [Continue](#)

OAA Ontario Association of Architects

RETURN TO MAIN SITE INDIVIDUAL RENEWAL PRACTICE RENEWAL

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OAA ID: 21447
Phone Number:
416-449-8698
E-mail: oaamail@oaa.on.ca

Step 1 **Step 2** Step 3 Step 4

Address of Record This is your official OAA address of record. If your information has changed please e-mail the Office of the Registrar at officeoftheregistrar@oaa.on.ca to have your contact information updated.

Company Name: John Smith, Architect

Address: 111 Moatfield Drive

Country: Canada

City: Toronto

Province/State: Ontario

Postal/Zip Code: M3B 3L4

Phone Number: 416-449-8698

Fax: 416-449-5657

General E-mail: oaamail@oaa.on.ca

Website: oaa.on.ca

Invoice Only E-mail: oaafees@oaa.on.ca

A copy of your Renewal Invoice will be sent to this e-mail as well as your address of record e-mail.

[Back](#) [Continue](#)

5. **Step 3:** Confirm and update the employees within your practice.

NEW: You can now add or remove employees from your practice.

REMOVE: To remove an employee from your company simply click on the remove button next to the employee's name. A message box will open. Click OK to remove the employee from your practice.

OAA Ontario Association of Architects

RETURN TO MAIN SITE INDIVIDUAL RENEWAL PRACTICE RENEWAL

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Step 1 Step 2 Step 3 Step 4

Certificate of Practice Update

According to association records, the following Architects and Licensed Technologists OAA are included in the roster of this Certificate of Practice. Please update this information by adding new OAA Member(s) and removing OAA Member(s) no longer with this practice.

OAA ID	Name	Member Type	Action
21352	Mrs. Jack Smith	Lic. Tech. OAA	Remove
19297	Jane Smith	Architect	Remove
21358	John Smith	Lic. Tech. OAA	Remove

Add New

Employee	Architects	1	Fee Schedule (HST applicable)	
Totals	Lic.Tech.OAA	2	Base Price for Certificate of Practice with one Member	\$412.00
			For each additional Architect (if applicable)	\$309.00
			For each additional Licensed Technologist OAA (if applicable)	\$206.00

Back Continue

ADD: To add an employee to your list click on the **Add New** link in the middle of the page. A new window will populate. Enter in part of the first and/or last name to generate a list of active Architects and Licensed Technologists that match the entered criteria and click **Search**. Click **select** next to the members name to be added followed by **Close**. Once all updates have been completed click **Continue**.

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Step 1 Step 2 Step 3 Step 4

Certificate of Practice Update

New employee

Accord of Prac

Name Search

First Name or Initial: Ja

Last Name: Smith

OAA Members will include Architects and Licensed Technologists OAA only

Name	City	Member Type	OAA ID	Action
Smith, Jack	Toronto	Lic. Tech. OAA	21352	Select

Emp Totals

\$412.00

\$309.00

\$206.00

Back Continue


6. **Step 4:** An overview of your Renewal Invoice including any changes made.

You have two options for payment:

1. Pay by Interac Online (BMO, Scotia, RBC, TD)
2. Pay Offline through Online Banking, a mailed in payment (ie. Cheque) or Debit at the OAA Headquarters

Note: A PDF renewal notice will be e-mailed to the e-mail address in your address of record and the invoice online e-mail field.

IMPORTANT: You must select one of the two options in order to complete your Online Renewal Invoice and receive a PDF copy of your Renewal Invoice. See below if you only see the continue button.



RETURN TO MAIN SITE INDIVIDUAL RENEWAL PRACTICE RENEWAL

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Step 1	Step 2	Step 3	Step 4
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Certificate of Practice Renewal Invoice

John Smith, Architect
111 Moatfield Drive
Toronto, ON M3B 3L4

OAA ID: 21447
Phone Number: 416-449-8698
E-mail: oaamail@oaa.on.ca

Overview of Renewal

1 x Certificate of Practice Base Fee includes 1 OAA Member	\$412.00
1 x Additional Architect \$309.00 each	\$309.00
2 x Additional Licensed Technologist OAA \$206.00 each	\$412.00
Certificate of Practice HST	\$147.29
Total Billing	\$1,280.29

Architect(s) Jane Smith (19297) John Smith (20391)	Licensed Technologist(s) OAA Mrs. Jack Smith (21352) John Smith (21358)
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Payment Options

1. **Interac™ On-line** - If you bank at the Bank of Montreal, Bank of Nova Scotia, Royal Bank of Canada or TD Bank you can use Interac™ Online to pay directly from your bank account.
2. **Pay Offline** - -- the following alternative payment methods are also supported:
 - Online Banking through your bank.
 - Cheque by mail
 - Debit (accepted in person at OAA Headquarters)

To find out more about these payment options, please choose the "Pay Offline" link below.

[Pay Offline](#) [PAY BY INTERAC ONLINE](#)