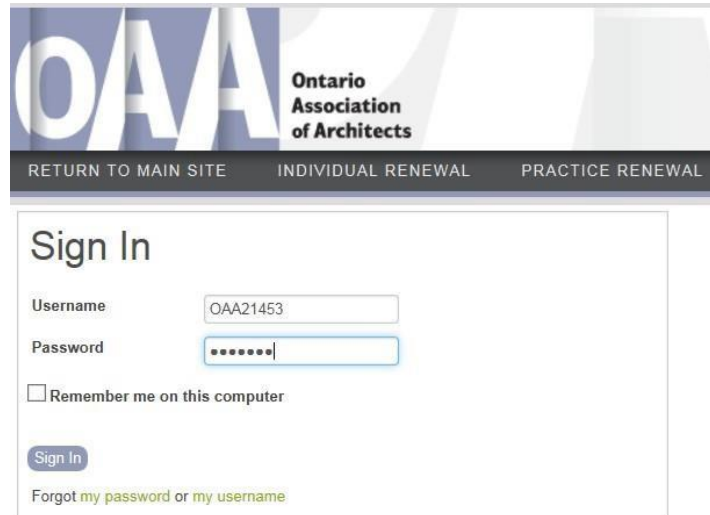


## Renewal Notice User Tutorial

1. Click on [Renewal Invoice](#) to be directed to the Online Renewal Invoice Page
2. Login using your OAA 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.*



OAA Ontario Association of Architects

RETURN TO MAIN SITE INDIVIDUAL RENEWAL PRACTICE RENEWAL

### Sign In

Username: OAA21453

Password: [masked]

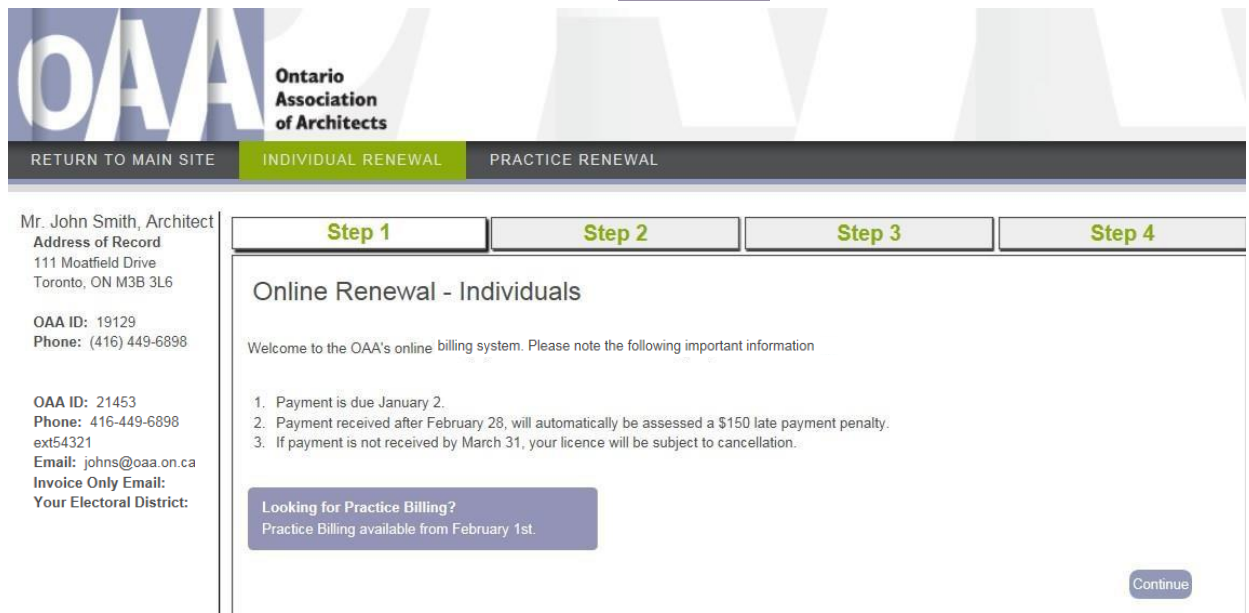
Remember me on this computer

Sign In

[Forgot my password or my username](#)

3. **Step 1:** Provides important information regarding your Renewal Invoice and your current contact information in the left hand menu bar. You will have a chance to update your contact information in **Step 3**.

Once you have read the important information click [Continue](#)



OAA Ontario Association of Architects

RETURN TO MAIN SITE INDIVIDUAL RENEWAL PRACTICE RENEWAL

Mr. John Smith, Architect  
Address of Record  
111 Moatfield Drive  
Toronto, ON M3B 3L6

OAA ID: 19129  
Phone: (416) 449-6898

OAA ID: 21453  
Phone: 416-449-6898 ext54321  
Email: johns@oaa.on.ca  
Invoice Only Email:  
Your Electoral District:

Step 1 Step 2 Step 3 Step 4

### Online Renewal - Individuals

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

1. Payment is due January 2.
2. Payment received after February 28, will automatically be assessed a \$150 late payment penalty.
3. If payment is not received by March 31, your licence will be subject to cancellation.

Looking for Practice Billing?  
Practice Billing available from February 1st.

Continue

4. **Step 2:** Select your renewal option:

Option 1 includes your Renewal Fee and Local Society.

Option 2 is Renewal Fee only.

**NEW:** You now can choose which Local Society you would like to join. Simply select the Local Society from the drop down box. If you require more information on the Ontario Local Societies offered please click [here](#).

**NOTE:** If you are an Architect Longstanding, Honorary Member, Life Member, Retired Longstanding Member or Student Associate there is no fee charged and you can choose to join a Local Society OR just confirm your renewal and contact information.

Once you have selected your renewal option click Continue

Mr. John Smith, Architect  
Address of Record  
111 Moatfield Drive  
Toronto, ON M3B 3L6

OAA ID: 19129  
Phone: (416) 449-6898  
E-mail: johns@oaa.on.ca  
Invoice Only E-mail:  
accounting@oaa.onca  
Your Electoral District:  
TORONTO

Step 1	Step 2	Step 3	Step 4
<b>Renewal Invoice Option</b>			
<input checked="" type="radio"/> <b>1 - Annual Fee plus Society Membership Fee</b>			
Licence Fee 808.00			
HST 105.04			
No local Society chosen. 0.00			
Society Fee HST 0.00			
Total Billing <b>\$913.04</b>			
Your Local Society is: <input type="text" value="Please choose a Local Society"/>			
<input type="radio"/> <b>2 - Annual Fee Only</b>			
Licence Fee 808.00			
HST 105.04			
Total Billing <b>\$913.04</b>			

Back Continue

5. **Step 3:** Confirm or update your address of record contact information.

**NEW:** In order to provide accurate employment information for members please enter your current place of employment - company name and city. If you are unemployed please enter "unemployed" and the city you reside in for the "City Field".

Once the information has been updated to your most recent information click Continue

Mr. John Smith, Architect  
Address of Record  
111 Moatfield Drive  
Toronto, ON M3B 3L6

OAA ID: 19129  
Phone: (416) 449-6898  
E-mail: johns@oaa.on.ca  
Invoice Only E-mail:  
accounting@oaa.onca  
Your Electoral District:  
TORONTO

Step 1	Step 2	Step 3	Step 4
<b>Address of Record Update</b>			
Below is your current address of record. If this has changed please update the relevant information before proceeding.			
Address: * <input type="text" value="111 Moatfield Drive"/>			
City: * <input type="text" value="Toronto"/>			
Country: * <input type="text" value="Canada"/>			
State/Province: * <input type="text" value="Ontario"/>			
Postal/Zip Code: * <input type="text" value="M3B 3L6"/>			
format (A9A 9A9).			
Phone: * <input type="text" value="416-449-6898"/>			
Format: 123-456-7890 ext 54321.			
E-mail: * <input type="text" value="johns@oaa.on.ca"/>			
Invoice Only E-mail: <input type="text" value="accounting@oaa.onca"/>			
A copy of your Renewal Invoice will be sent to this e-mail as well as your address of record e-mail.			
Please provide your current place of employment.			
Company Name: * <input type="text" value="Unemployed"/>			
If you are unemployed please enter "unemployed" and complete the City field.			
City: * <input type="text" value="Toronto"/>			

Back Continue

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

You have two main 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: If your employer is paying on your behalf, select Pay Offline to receive a PDF renewal notice to forward to your employer's accounting department.*

**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.

Mr. John Smith, Architect  
Address of Record  
111 Moatfield Drive  
Toronto, ON M3B 3L6  
  
OAA ID: 19129  
Phone: 416-449-6898  
E-mail: johns@oaa.on.ca

Step 1	Step 2	Step 3	Step 4
<b>Overview of Renewal Invoice</b>			
Mr. John Smith, Architect 111 Moatfield Drive Toronto, ON M3B 3L6		OAA ID: 19129 Phone: 416-449-6898 E-mail: johns@oaa.on.ca Electoral District: TORONTO	
<b>1 - Annual Fee plus Society Membership Fee</b>			
Licence Fee		808.00	
HST		105.04	
Toronto Society of Architects		50.00	
Society Fee HST		6.50	
Total Billing		<u>\$969.54</u>	
<b>Current Place of Employment</b>			
Company Name: <input type="text" value="Unemployed"/>			
City: <input type="text" value="Toronto"/>			
<b>Payment Options</b>			
1. <b>Interac™ On-line</b> - 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. <b>Pay Offline</b> - the following alternative payment methods are also supported:			
<ul style="list-style-type: none"><li>• Online Banking through your bank.</li><li>• Cheque by mail</li><li>• Debit (accepted in person at OAA Headquarters)</li><li>• If your employer is paying on your behalf, select Pay Offline to receive a PDF Renewal Invoice to forward to your employers accounting department.</li></ul>			
To find out more about these payment options, please choose the "Pay Offline" link below.			
<input type="button" value="Pay Offline"/>		<input type="button" value="Pay By Interac Online"/>	

*For Individuals that do not have a fee charge for renewal, simply click continue to complete your online renewal and receive a PDF Renewal Invoice for your records.*

<b>2 - Annual Fee Only</b>	
Honorary Member Fee - No Charge	0.00
Total Billing	<u>\$0.00</u>
<b>Current Place of Employment</b>	
Company Name: <input type="text" value="OAA"/>	
City: <input type="text" value="Toronto"/>	
<input type="button" value="Continue"/>	