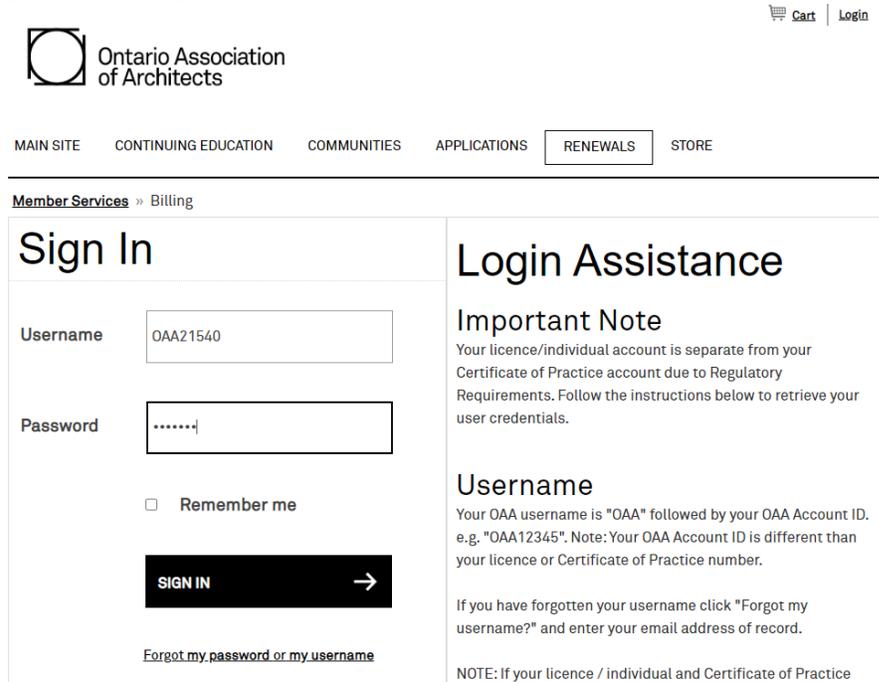


## Renewal Notice User Tutorial

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.



Cart | Login

Ontario Association of Architects

MAIN SITE CONTINUING EDUCATION COMMUNITIES APPLICATIONS **RENEWALS** STORE

Member Services » Billing

### Sign In

Username

Password

Remember me

**SIGN IN** →

[Forgot my password or my username](#)

### Login Assistance

#### Important Note

Your licence/individual account is separate from your Certificate of Practice account due to Regulatory Requirements. Follow the instructions below to retrieve your user credentials.

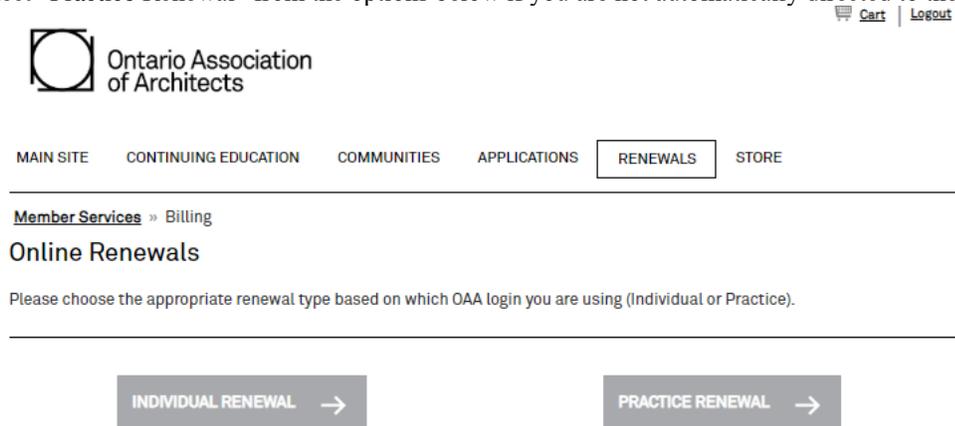
#### Username

Your OAA username is "OAA" followed by your OAA Account ID. e.g. "OAA12345". Note: Your OAA Account ID is different than your licence or Certificate of Practice number.

If you have forgotten your username click "Forgot my username?" and enter your email address of record.

NOTE: If your licence / individual and Certificate of Practice

3. Select "Practice Renewal" from the options below if you are not automatically directed to the individual page.



Cart | Logout

Ontario Association of Architects

MAIN SITE CONTINUING EDUCATION COMMUNITIES APPLICATIONS **RENEWALS** STORE

Member Services » Billing

### Online Renewals

Please choose the appropriate renewal type based on which OAA login you are using (Individual or Practice).

**INDIVIDUAL RENEWAL** →

**PRACTICE RENEWAL** →

4. **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** →

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<h3>Online Annual Fee - Corporation</h3> <p>Welcome to the OAA's online billing system. Please note the following important information:</p> <ol style="list-style-type: none"><li>1. Payment is due March 1.</li><li>2. If payment is received after July 31st the Certificate of Practice will be cancelled.</li></ol> <p>An automatic invoice will be emailed to your email address of record and invoice only email upon submitting an online payment or clicking "Pay Offline". Receipts are automatically emailed within 2-3 business days of payment.</p> <div style="background-color: #444; color: white; padding: 5px; margin-top: 10px;"><b>Looking for Individual Billing?</b> Click here to view and pay your personal invoice.</div> <div style="text-align: right; margin-top: 20px;"><b>CONTINUE</b> →</div>			

5. **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](mailto: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** →

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>																										
<p><b>Address of Record</b> This is your official OAA address of record. If your information has changed please e-mail the Office of the Registrar at <a href="mailto:officeoftheregistrar@oaa.on.ca">officeoftheregistrar@oaa.on.ca</a> to have your contact information updated.</p> <table><tr><td>Company Name:</td><td>Jane Smith Architect</td></tr><tr><td>Address:</td><td>111 Moatfield Drive</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Country:</td><td>Canada</td></tr><tr><td>City:</td><td>Toronto</td></tr><tr><td>Province/State:</td><td>Ontario</td></tr><tr><td>Postal/Zip Code:</td><td>M3B 3L6</td></tr><tr><td>Phone Number:</td><td>416-449-6898</td></tr><tr><td>Fax:</td><td></td></tr><tr><td>General E-mail:</td><td>janes@oaa.on.ca</td></tr><tr><td>Website:</td><td></td></tr><tr><td>Invoice Only E-mail:</td><td></td></tr></table> <p style="text-align: right; font-size: small;">A copy of your Renewal Invoice will be sent to this e-mail as well as your address of record e-mail.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><span><b>BACK</b> →</span><span><b>CONTINUE</b> →</span></div>				Company Name:	Jane Smith Architect	Address:	111 Moatfield Drive					Country:	Canada	City:	Toronto	Province/State:	Ontario	Postal/Zip Code:	M3B 3L6	Phone Number:	416-449-6898	Fax:		General E-mail:	janes@oaa.on.ca	Website:		Invoice Only E-mail:	
Company Name:	Jane Smith Architect																												
Address:	111 Moatfield Drive																												
Country:	Canada																												
City:	Toronto																												
Province/State:	Ontario																												
Postal/Zip Code:	M3B 3L6																												
Phone Number:	416-449-6898																												
Fax:																													
General E-mail:	janes@oaa.on.ca																												
Website:																													
Invoice Only E-mail:																													

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

You can 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

**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
25767	Miss John Andrews	Architect	<a href="#">Remove</a>
25186	Mr. Jack Smith	Lic. Tech. OAA	<a href="#">Remove</a>

[Add New](#)

Employee	Architects	1	Fee Schedule (HST applicable)
Totals	Lic.Tech.OAA		Base Price for Certificate of Practice with one Member For each additional Architect (if applicable) \$345.50 For each additional Licensed Technologist OAA (if applicable) \$230.50

[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**.

**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
25767	Mr. J...

[Add New](#)

Employee Architects  
Totals Lic.Tech.O

**New employee**

Name Search

First Name or Initial:

Last Name:

[SEARCH](#) →

[CLOSE](#) →

OAA Members will include Architects and Licensed Technologists OAA only

Name	City	Member Type	OAA ID	
Smith, Jack	Toronto	Lic. Tech. OAA	25186	<a href="#">Select</a>

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

You have two main options for payment:

1. Pay Now to pay by MasterCard or VISA (2.5% convenience fee charged) or Interac Online (Scotiabank, RBC, Tangerine or Credit Union)
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.

Step 1	Step 2	Step 3	Step 4
Certificate of Practice Renewal Invoice			
<p><b>i</b> Once you select "Pay Offline" or complete an Interac On-line payment a PDF copy of your updated Renewal Invoice will be e-mailed to you for your records.</p>			
Jane Smith Architect 111 Moatfield Drive Toronto, ON M3B 3L6		OAA ID: 21540 Phone Number: 416-449-6898 E-mail: janes@oaa.on.ca	
Overview of Renewal			
1 x Certificate of Practice Base Fee includes 1 OAA Member			\$460.50
Certificate of Practice			\$345.50
Certificate of Practice HST			\$104.78
<b>Total Billing</b>			<b>\$910.78</b>
<hr/>			
Architect(s) Mr. John Smith (25767)			
Completing Your Renewal			
1. To receive an invoice by e-mail select "Pay Offline". You may pay either by:			
<ul style="list-style-type: none"><li>• Cheque, mailed to the OAA</li><li>• Online Banking by logging into your Bank</li></ul>			
2. Select "Pay Now" to pay by:			
<ul style="list-style-type: none"><li>• Interac Online (VISA Debits are not compatible with this option)</li><li>• Visa or Mastercard (a 2.5 per cent convenience fee will apply)</li></ul>			
Once payment is applied to your account an automatic receipt will be e-mailed.			
<b>PAY OFFLINE</b> →		<b>PAY NOW</b> →	