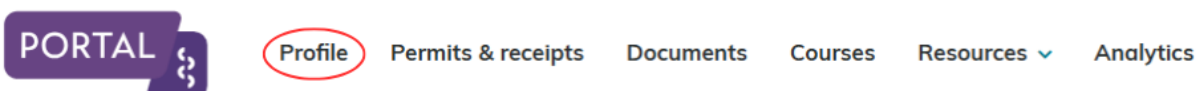


CPSA PRE-AUTHORIZED PAYMENT (PAP) PLAN PORTAL GUIDE

CPSA regulated members who have signed up for our Pre-Authorized Payment (PAP) Plan for their annual renewal will now be able to see their PAP information on the CPSA Portal. The following steps provide details on how to access this new feature and view your **member** and/or **professional corporation (PC)** annual renewal PAP enrolment information.

Step one: Sign in to your CPSA Portal with your registration number and password. Once on the home page, select the **"Profile"** tab at the top of the screen.



Step two: Once on the **"Profile"** tab, select the **"Pre-Authorized Payment Plan"** tab to view your PAP information.

While your email address can be updated on this page, please note you will need to complete a [Notification of Change form](#) form for all other updates including legal name changes, address changes or information such as your TPP status.

General

Addresses

Pre-Authorized Payment Plan

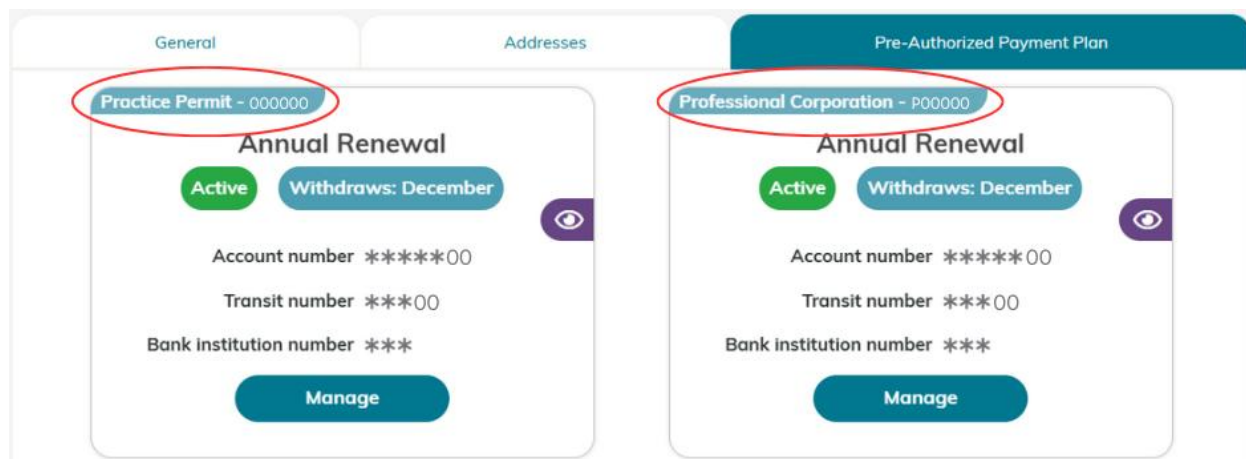
Name

Email i

Registration number

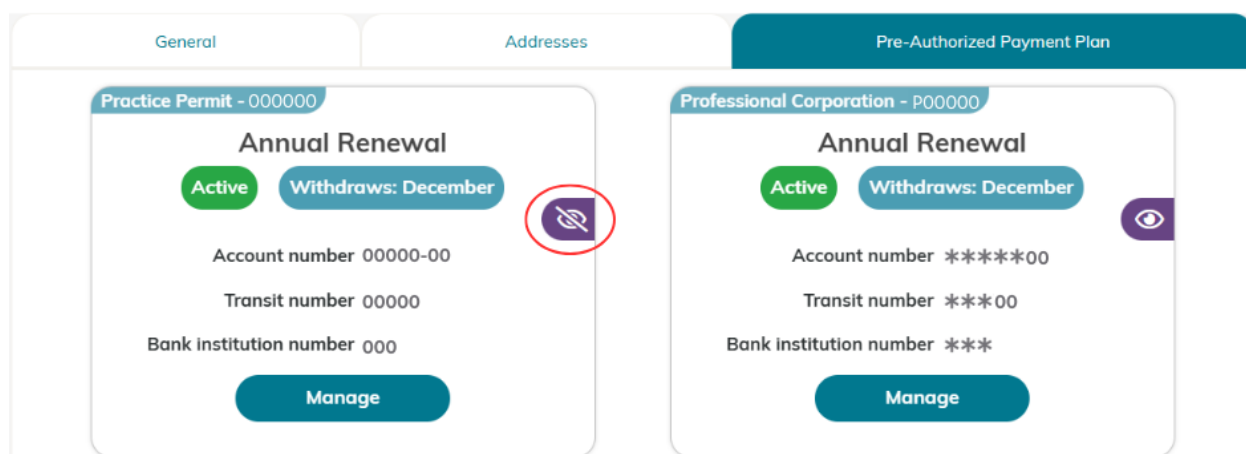
MINC number i

Step three: Now that you are on the **"Pre-Authorized Payment Plan"** tab, you will be able to view your PAP information. In this example, the regulated member has PAP set up for both their member and professional corporation annual renewal payments. This is identified by the title in the top left corner of each box.



The screenshot shows the 'Pre-Authorized Payment Plan' tab with two boxes. The left box is titled 'Practice Permit - 000000' and the right box is titled 'Professional Corporation - P00000'. Both boxes show 'Annual Renewal' status, 'Active' status, and 'Withdraws: December'. They also display masked account, transit, and bank institution numbers, and a 'Manage' button. Red circles highlight the titles in the top left corner of each box.

If you click the **purple eye icon**, the full account, transit and bank institution number used during the PAP sign-up will be shown.




The screenshot shows the same 'Pre-Authorized Payment Plan' tab, but now the full account details are visible. In the left box, the account number is '00000-00', the transit number is '00000', and the bank institution number is '000'. In the right box, the account number is '*****00', the transit number is '***00', and the bank institution number is '***'. A red circle highlights the purple eye icon in the left box, indicating that it was clicked to reveal the full details.

NOTE: In cases where a professional corporation has multiple shareholders and you have NOT been designated as the owner of the PC PAP information, for privacy and security reasons, bank information will not be fully visible to you. In these cases, you will see a crossed out **"grey eye icon"**.

Practice Permit - 000000

Annual Renewal

Active Withdraws: December



Account number *****00

Transit number ***00

Bank institution number ***


Manage

Professional Corporation - P00000

Annual Renewal

Active Withdraws: December

Details hidden for privacy. Questions? support@cpsa.ca




Account number *****00

Transit number ***00

Bank institution number ***

Manage

Step four: Review your information. If any of the information is incorrect or out-of-date, you will need to update your PAP enrolment information by resubmitting the [PAP Enrolment Form](#) with updated information. If you need help with this, you can reach out to support@cpsa.ca with any questions. Clicking the **"Manage"** button under your PAP information will provide you with these instructions.



Need to update your payment information?


To update or manage your Pre-Authorized Payment (PAP) enrolment, please submit a [PAP Enrolment Form](#) with your updated information.

If you have any questions, please contact us at support@cpsa.ca and include your CPSA registration number, and a member of our team will assist you.

Ok

Other PAP enrolments: The CPSA Portal only shows PAP information for payment of fees related to your **practice permit** and **professional corporation** annual renewals. If you have authorized preauthorized payment withdrawals to pay for any other invoice type, these will not be displayed within the CPSA Portal at this time.

Not signed up for PAP: Alternately, if you have **not** signed up to have your annual renewal(s) paid via PAP, when you click the **"Pre-Authorized Payment Plan"** tab, you will receive the following pop-up indicating that there is no payment plan found. The pop-up will provide further information on how to enrol if interested.



No payment plan found

You may sign up for CPSA's Pre-Authorized Payment (PAP) Plan if your annual renewal involves paying a fee. By enrolling in PAP, your annual renewal fees are automatically withdrawn from your bank account each year.

Enrol now

Additional questions? Email support@cpsa.ca for assistance.