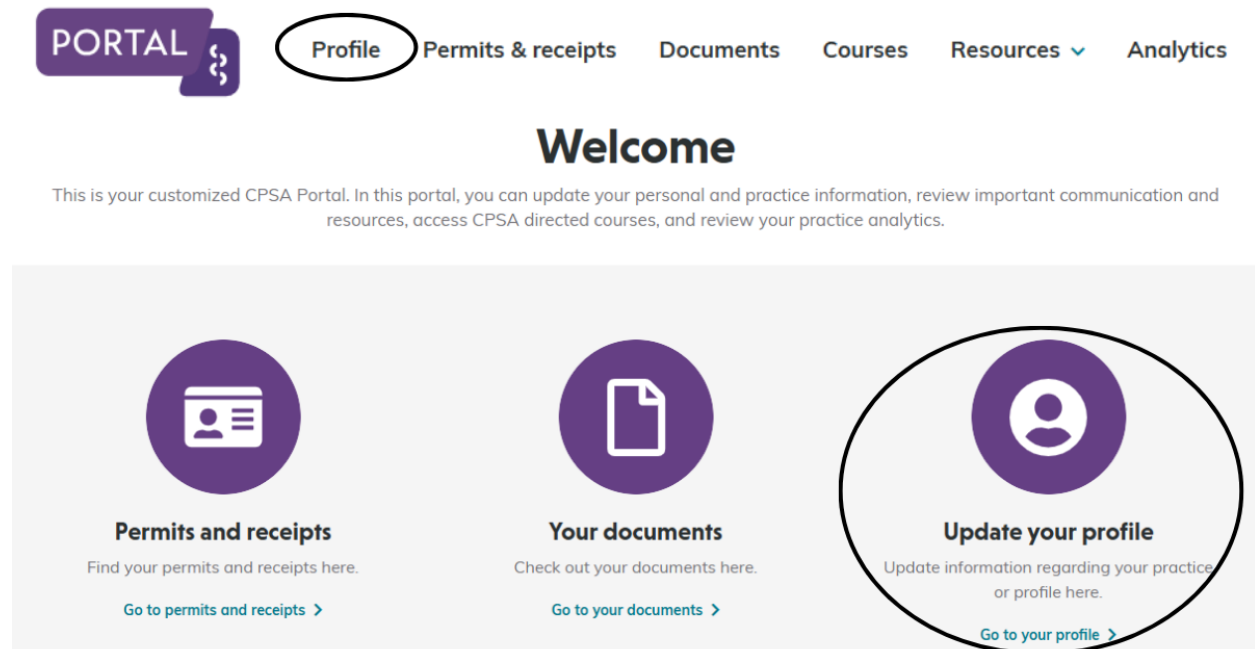
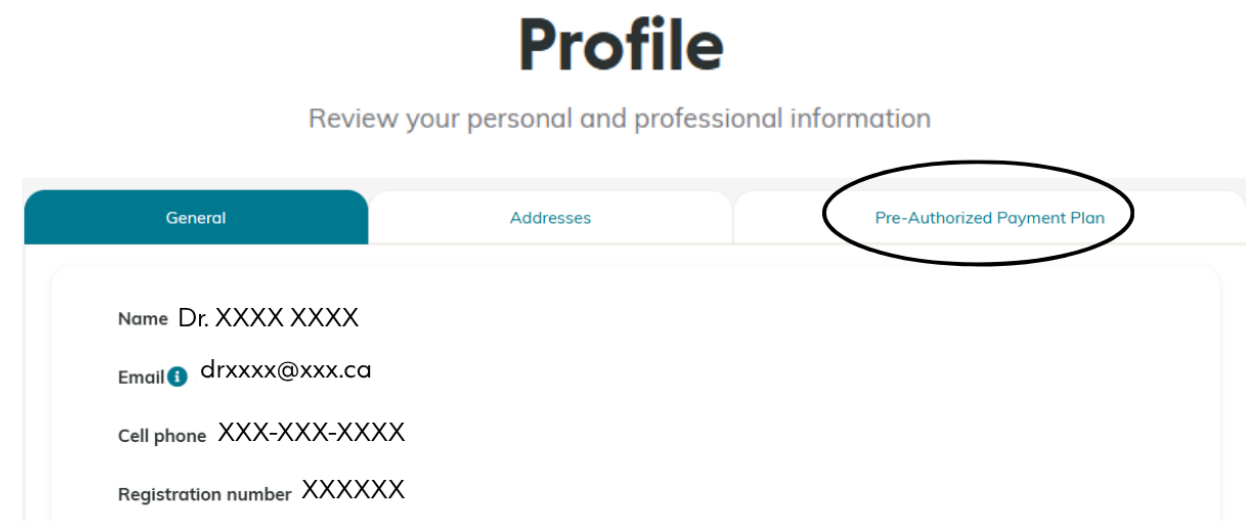


Accessing your Pre-Authorized Payment (PAP) information and/or the PAP sign-up form within CPSA Portal:

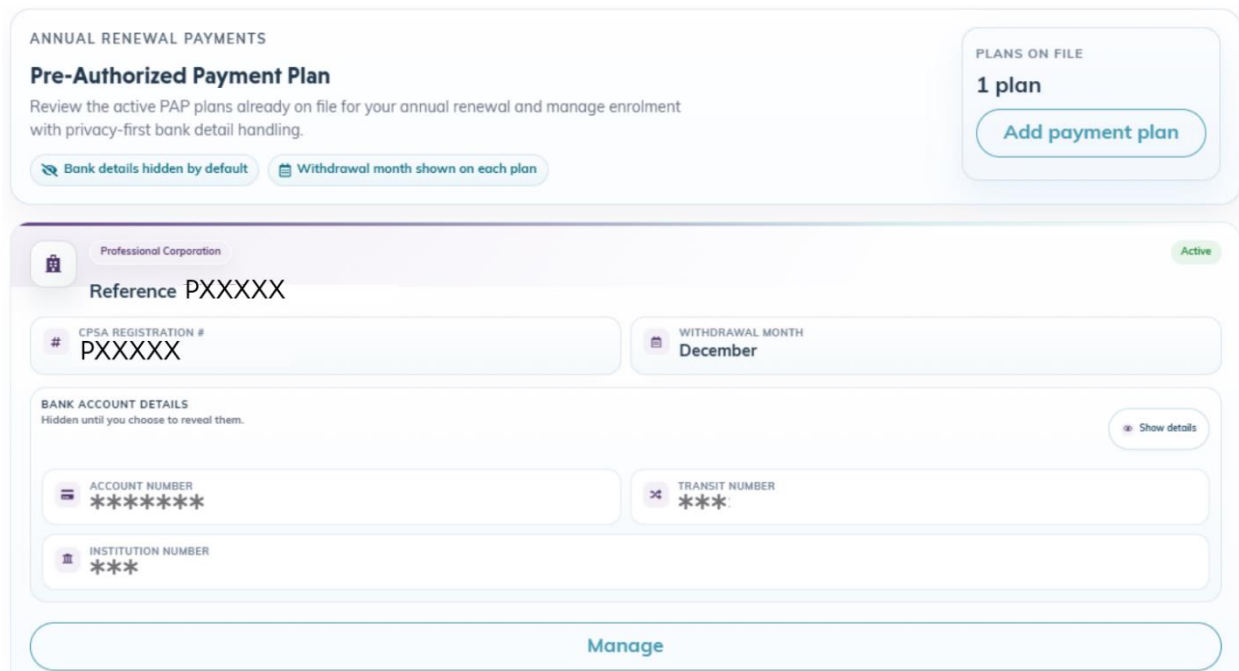
Step 1: Log into your [CPSA Portal](#) and select “Update your profile” from the featured icon set or “Profile” from the top tab.



Step 2: This will bring you to your profile information. To sign up for PAP and/or to view current PAP information on file, select the “Pre-Authorized Payment Plan” tab.



Step 3: If you are already enrolled in a PAP plan, this is where you can verify and/or change the banking information related to it. This is also where you will be able to cancel a PAP plan. See the “Managing Your PAP Plans” section of this guide below.



ANNUAL RENEWAL PAYMENTS

Pre-Authorized Payment Plan

Review the active PAP plans already on file for your annual renewal and manage enrolment with privacy-first bank detail handling.

Bank details hidden by default Withdrawal month shown on each plan

PLANS ON FILE
1 plan
Add payment plan

Professional Corporation Active

Reference PXXXXX

CPSA REGISTRATION # PXXXXX

WITHDRAWAL MONTH December

BANK ACCOUNT DETAILS
Hidden until you choose to reveal them. Show details

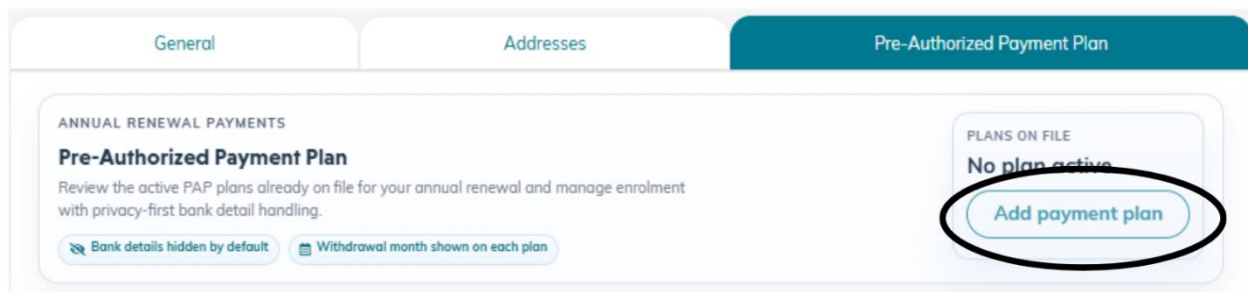
ACCOUNT NUMBER *****

TRANSIT NUMBER ***

INSTITUTION NUMBER ***

Manage

Step 4: If you are not enrolled in a PAP plan, you can access the form to sign up for PAP by clicking on the “Add payment plan” button.



General Addresses Pre-Authorized Payment Plan

ANNUAL RENEWAL PAYMENTS

Pre-Authorized Payment Plan

Review the active PAP plans already on file for your annual renewal and manage enrolment with privacy-first bank detail handling.

Bank details hidden by default Withdrawal month shown on each plan

PLANS ON FILE
No plan active
Add payment plan

Filling out the PAP form:

Step 5: Select which fee(s) you would like this PAP plan to cover by clicking on the “Practice permit” option **and/or** the “Professional corporation” option to indicate whether you would like the bank account associated with this PAP plan to pay for one or both of these fees.

If you would like to pay various renewal fees using different bank accounts, you will need to submit a separate PAP form for each enrollment, indicating the alternative banking information. Once you select what fee(s) this plan will cover, click the “Continue to Banking” button.

Add Pre-Authorized Payment (PAP) information

PURPOSE
Choose what this PAP plan should cover
Select the renewal coverage type(s) below that can be paid through an automatic withdrawal from your designated bank account.

Select renewal coverage
Choose one or both renewal types.

INDIVIDUAL RENEWAL AVAILABLE

Practice permit
Use this account for your annual CPSA practice permit renewal fee.

CORPORATE RENEWAL ALREADY ON FILE

Professional corporation
Every eligible professional corporation already has an active PAP plan on file.

Selection summary
Confirm the selected renewal types before proceeding.

Practice permit	Not included
Professional corporation	Already on file
Corporations selected	Already on file

Choose at least one renewal type before continuing to banking.

[Continue to Banking](#)

Step 6: You will need to upload a void cheque or banking document that identifies the bank account's Transit number, Institution number and Account number that should be used for this PAP plan. Once this is uploaded, your banking details will be automatically pulled from the uploaded file and filled out. Please make sure to verify your banking information before proceeding. You are responsible for ensuring that the bank information provided is accurate and complete. Manually edit or enter any information that is not entered correctly.

Finally, you may select the toggle indicating that, if you are owed a refund due to overpayment of any fees, you authorize CPSA to deposit funds back into the bank account identified on this form. This is optional but encouraged as, if this toggle is not selected, any refunds will be issued by cheque.

Add Pre-Authorized Payment (PAP) information

BANKING

Provide your banking details below

Upload a document to pre-fill the transit, institution and account numbers. If uploading a void cheque does not fill this information, enter your banking details manually and review every field before continuing.

SHARED BANKING SETUP

One bank account can be applied across the renewal types selected here. To apply different bank accounts to different renewal PAPs, submit this enrolment form separately for each bank account.

Step A: Required upload

Upload a void cheque or banking document before continuing. Parsed values can pre-fill the banking details, and you can edit any value that was not read correctly.

Single file PDF, JPG, PNG Max 15 MB

Drag & drop file here, or

[browse this device](#)

When you upload a file, it is used by this form to extract banking information for your review. Upon completion of this enrolment form, the uploaded document is also saved by CPSA as proof of enrolment.

Upload a void cheque or banking document before continuing.

Step B: Review banking details

If your uploaded cheque did not auto-fill your banking details, please enter or correct them manually.

Transit number

Enter 5 digits.

Institution number

Enter 3 digits.

Account number

Enter 5 to 17 digits. Do not include spaces or dashes.

Refund deposit authorization

☒ If I am owed a refund due to an overpayment of my annual renewal or any other invoice(s) paid by PAP, I authorize the College of Physicians & Surgeons of Alberta (CPSA) to deposit funds into the bank account identified within this form. Any fees paid by credit card are refunded to the credit card used for payment.

[Back to Purpose](#)

[Continue to Agreements](#)

Step 7: Read through the PAP terms regarding payment authorization, withdrawal schedule and your responsibility to keep your associated banking information up-to-date. Confirm your authorization. You will need to scroll down to the button of the terms in order to proceed. Select the toggle confirming you authorize all the terms listed above to continue to the final step of the form.

AGREEMENTS
Read the PAP terms and confirm authorization
This confirmation includes payment authorization, withdrawal schedule and your responsibility to keep the banking information current.

Before you authorize, a few quick reminders:

- If this account is closed, it is your responsibility to notify CPSA immediately and make alternate payment arrangements.
- It is your responsibility to ensure that funds are sufficient to cover payment withdrawals on the scheduled date(s), or to cancel enrollment if funds should not be debited from the enrolled bank account.
- Only Canadian bank accounts are eligible for CPSA's PAP plan.
- PAP members must still complete and submit the Renewal Information Form and any required Professional Corporation Information Forms annually.

2. We agree to participate in this Business Pre-Authorized Debit Plan and authorize the College of Physicians & Surgeons of Alberta (CPSA) to draw debits for goods or services related to our commercial activities, using the account identified in this enrollment form.

3. We may revoke this authorization at any time by cancelling our PAP enrollment within Portal or delivering written notice to the payee, but revoking the payment method does not cancel any related agreement or obligation with the payee.

4. We agree that our financial institution is not required to verify that any Business PAD has been drawn in accordance with this authorization, including the amount, frequency, or purpose.

5. We agree that delivery of this authorization to the payee constitutes delivery to our financial institution and allows disclosure of the information in this authorization to the payee's financial institution as needed.

6. We agree to waive the requirement for written notice of the amount and due dates of debiting, or to abide by any modification to that requirement agreed to with the payee.

7. We may dispute a Business PAD only where it was not drawn in accordance with this authorization, the authorization was revoked, or any required pre-notification was not received.

8. We acknowledge that reimbursement claims for disputed Business PADs must be submitted to our financial institution within ten business days of posting, after which any dispute must be resolved solely with the payee.

9. We certify that the account information is accurate and agree to update it through PAP enrollment in Portal or notify CPSA in writing of any change at least ten business days before the next debit date.

10. We warrant that all persons required to sign on the account have signed this authorization and agree to comply with the Rules of the Canadian Payments Association and any future requirements affecting this service.

☒ Terms reviewed. You can now confirm authorization.

☒ I authorize the payee, the College of Physicians & Surgeons of Alberta (CPSA), to debit my account for the annual fee(s) selected within this form.

☒ I understand I can cancel this authorization at any time within Portal or by notifying CPSA in writing. I also understand I am responsible for providing CPSA with updated banking details if I change my banking information.

☒ I authorize the debit of the fee(s) applicable for the upcoming permit year to take place within the 30 days prior to the annual renewal deadline. I further authorize increases to these amounts, as established by CPSA Council.

☒ I understand the contents of this form and confirm the information included is accurate.

COMBINED ACKNOWLEDGEMENT

☒ confirm and authorize all items listed above.

[Back to Banking](#) [Continue to Review](#)

Step 8: Review all of the information on this page for accuracy to confirm the coverage, banking information and authorizations that will be submitted to CPSA. If you need to make edits, you can return to previous steps. If everything is accurate, select the "Submit" button to officially sign up for your PAP plan.

REVIEW
Review your PAP enrolment
This final step allows you to confirm the coverage, banking profile and authorizations that will be submitted to CPSA.

COVERAGE 1 PAP plan
Renewal plans selected for enrolment in PAP

☒ Practice permit annual renewal
Included in this PAP enrolment

☒ You can review PAP enrolment information on your Profile within Portal at any time.

BANKING PROFILE Edit banking details
Bank details

SUPPORTING FILE
Void cheque.pdf

EFFECTIVE DATE
22-Sep-2026

END DATE
None

TRANSIT
XXXXX

INSTITUTION
XXX

ACCOUNT
XXXXXXXXXX

REFUND DEPOSIT AUTHORIZATION
YES - authorized CPSA to issue refunds via electronic funds transfer (EFT) to the bank account enrolled in this PAP

[Back to Agreements](#) [Submit](#)

Step 9: You will automatically be redirected back to the main Pre-Authorized Payment Plan screen and your enrollment will be confirmed by this notification, along with the documented bank information below.

General
Addresses
Pre-Authorized Payment Plan

ANNUAL RENEWAL PAYMENTS

Pre-Authorized Payment Plan

Review the active PAP plans already on file for your annual renewal and manage enrolment with privacy-first bank detail handling.

Bank details hidden by default
Withdrawal month shown on each plan

PLANS ON FILE

2 plans

Add payment plan

All available PAP plans are already on file. Manage an existing plan to update bank details instead.

Practice Permit
Active

Reference XXXXXX

CPSA REGISTRATION #
XXXXXX
WITHDRAWAL MONTH
December

BANK ACCOUNT DETAILS
Hidden until you choose to reveal them.

Show details

ACCOUNT NUMBER

TRANSIT NUMBER

INSTITUTION NUMBER

Manage
Print confirmation

Professional Corporation
Active

Reference PXXXXX

CPSA REGISTRATION #
PXXXXX
WITHDRAWAL MONTH
December

BANK ACCOUNT DETAILS
Hidden until you choose to reveal them.

Show details

ACCOUNT NUMBER

TRANSIT NUMBER

INSTITUTION NUMBER

Manage
Print confirmation

Managing your PAP plans:

Step 10: Once you have PAP plan(s) on file, you will be able to review, edit and cancel your plans from within your CPSA Portal Profile. In order to make changes to a PAP plan, select the “Manage” button accompanying the plan you wish to make changes to. If you would like a printed confirmation of your PAP plan(s), select the “Print confirmation” button.

General

Addresses

Pre-Authorized Payment Plan

ANNUAL RENEWAL PAYMENTS

Pre-Authorized Payment Plan

Review the active PAP plans already on file for your annual renewal and manage enrolment with privacy-first bank detail handling.

Bank details hidden by default

Withdrawal month shown on each plan

PLANS ON FILE

2 plans

Add payment plan

All available PAP plans are already on file. Manage an existing plan to update bank details instead.

Practice Permit

Active

Reference XXXXXX

CPSA REGISTRATION #

XXXXXX

WITHDRAWAL MONTH

December

BANK ACCOUNT DETAILS

Hidden until you choose to reveal them.

Show details

ACCOUNT NUMBER

TRANSIT NUMBER

INSTITUTION NUMBER

Manage

Print confirmation

Professional Corporation

Active

Reference PXXXXX

CPSA REGISTRATION #

PXXXXX

WITHDRAWAL MONTH

December

BANK ACCOUNT DETAILS

Hidden until you choose to reveal them.

Show details

ACCOUNT NUMBER

TRANSIT NUMBER

INSTITUTION NUMBER

Manage

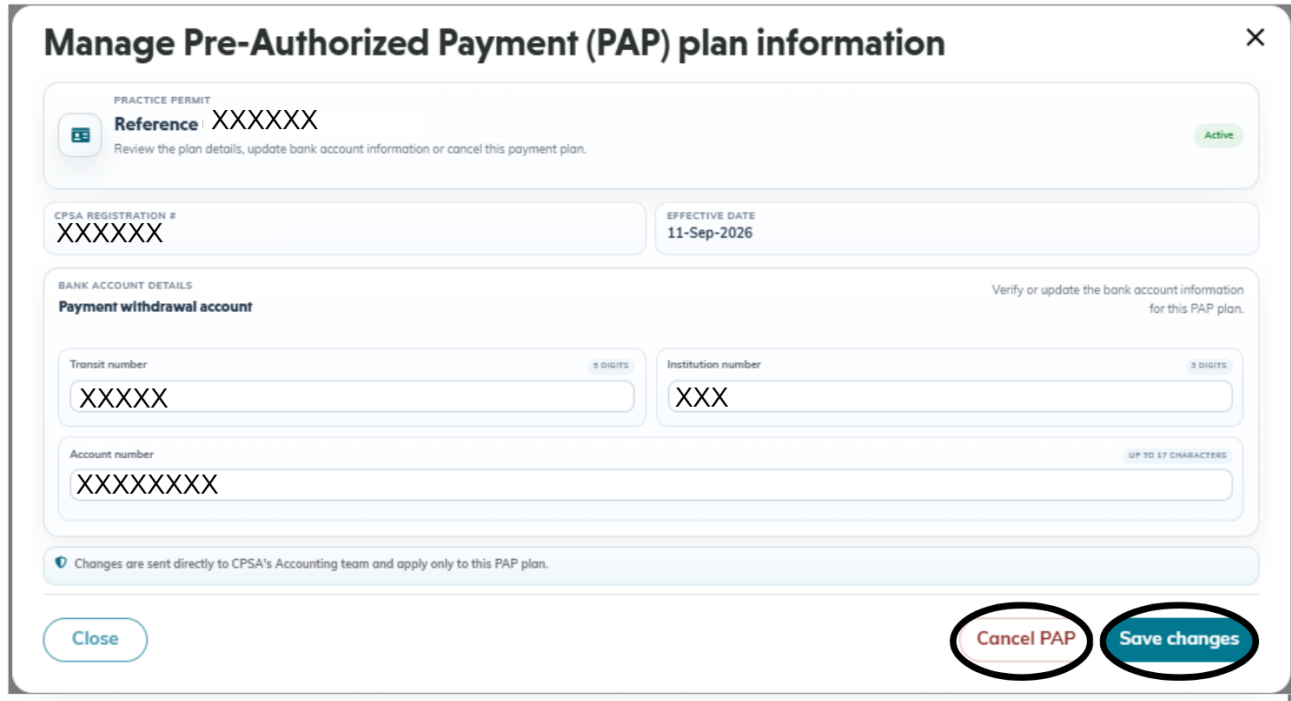
Print confirmation

2700 - 10020 100 St NW Edmonton, AB T5J 0N3

cpsa.ca

Step 11: Once you select the “Manage” button you will be able to view and edit your PAP plan details by directly typing into the fields you would like to change. Once you have updated the information, you can click “Save changes” to ensure the new banking information is saved in your plan.

If you wish to cancel a PAP plan, select the “Cancel PAP” button.



Manage Pre-Authorized Payment (PAP) plan information

PRACTICE PERMIT
Reference XXXXXX Active

Review the plan details, update bank account information or cancel this payment plan.

CPSA REGISTRATION # XXXXXX EFFECTIVE DATE 11-Sep-2026

BANK ACCOUNT DETAILS
Payment withdrawal account Verify or update the bank account information for this PAP plan.

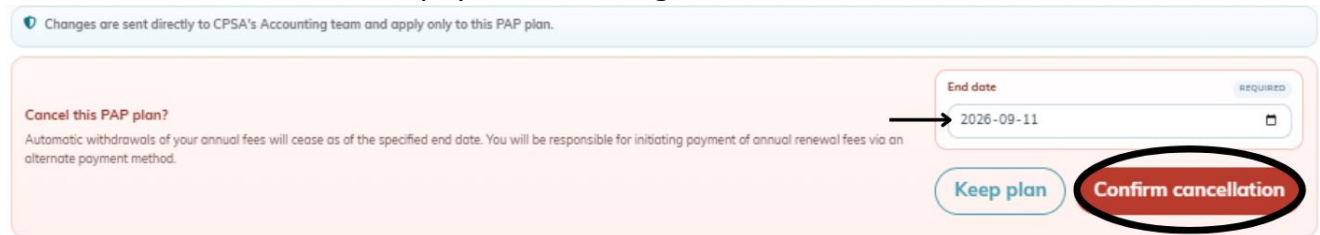
Transit number XXXXX Institution number XXX

Account number XXXXXXXX

Changes are sent directly to CPSA's Accounting team and apply only to this PAP plan.

Close Cancel PAP Save changes

Step 12: You can cancel your PAP plan by selecting an “End date” for your plan and then selecting “Confirm cancellation”. Once this is selected, CPSA will receive the notification that your plan has been cancelled as of the indicated “End date”. You will need to make all future payments through alternate means.



Changes are sent directly to CPSA's Accounting team and apply only to this PAP plan.

Cancel this PAP plan?

Automatic withdrawals of your annual fees will cease as of the specified end date. You will be responsible for initiating payment of annual renewal fees via an alternate payment method.

End date 2026-09-11

Keep plan Confirm cancellation