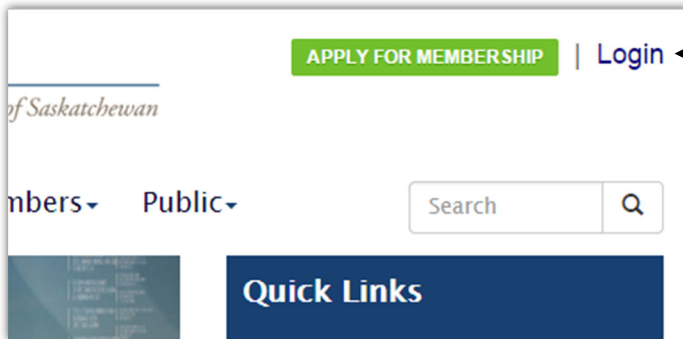


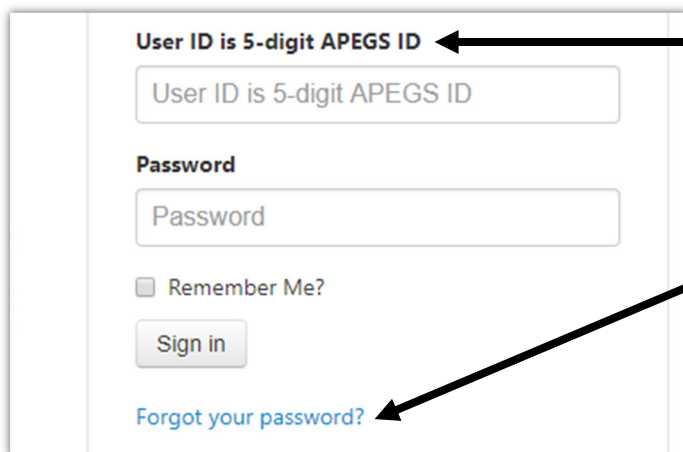
Instructions for Logging into APEGS Central

For Certificate of Authorization (C of A) Official Representatives

Follow the steps below to access the C of A account. **The Official Representative must have already paid for membership and licence fees in full as an individual before paying the C of A fee.**

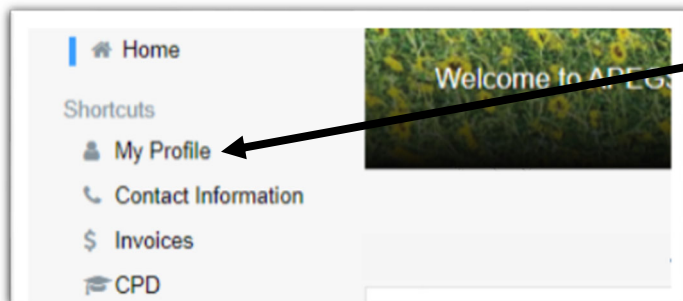


STEP 1: Click “Login” in the top right corner of the APEGS homepage at www.apegs.ca.

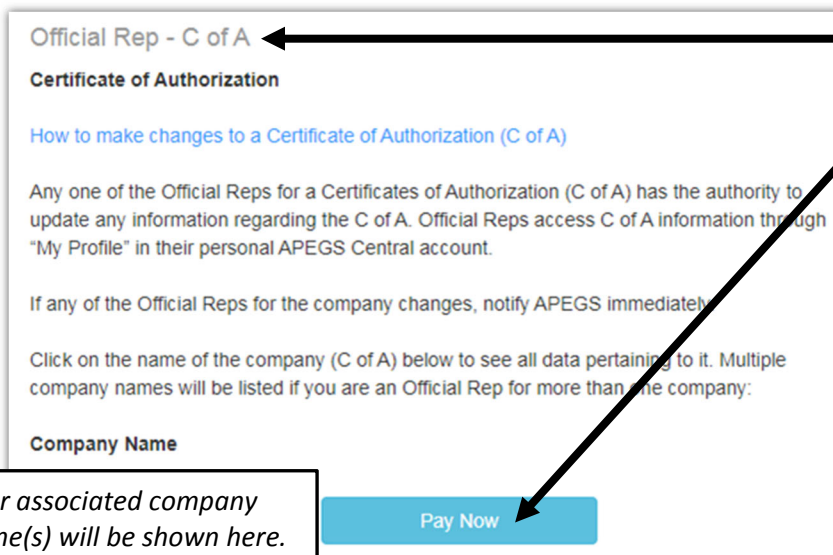


STEP 2: Enter user ID and password. User ID is your 5-digit registration number as an individual. Use a preceding zero if it is a 4-digit number.

To reset your password, click “Forgot your password?” If you have trouble, check your spam filter before contacting APEGS. You may have to use your home email address rather than your business one to receive emails from APEGS.



STEP 3: Click “My Profile” at the left of the page.



STEP 4: Scroll down to the “Official Rep – C of A” box and select “Pay Now” to be guided through all the screens you need to see to renew and review/update your information on record with APEGS.

Note: If updating your address, ensure to leave Address Line 1 as the main contact person’s name and do not adjust the address types.

Your associated company name(s) will be shown here.