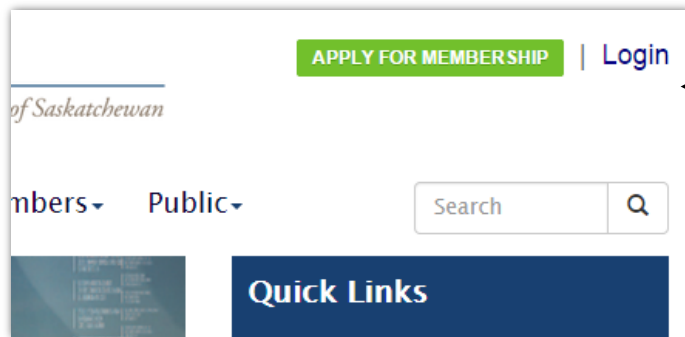


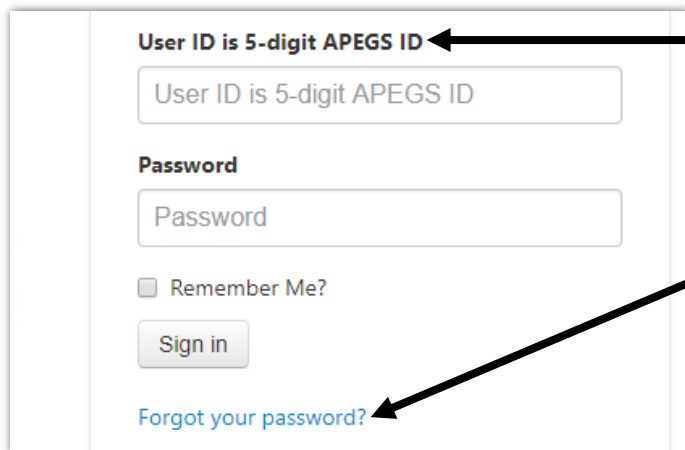
# Instructions for Logging into APEGS Central

Revised: January 13, 2020

Follow the steps below to log into your online profile with APEGS Central. **Even if you will not be paying your fees online** (for example, your company will be paying for you separately or you are paying by cheque), **you still need to go to your online profile** to review and update your information, indicate in the appropriate screen how payment will be made, and report your continuing professional development (CPD).

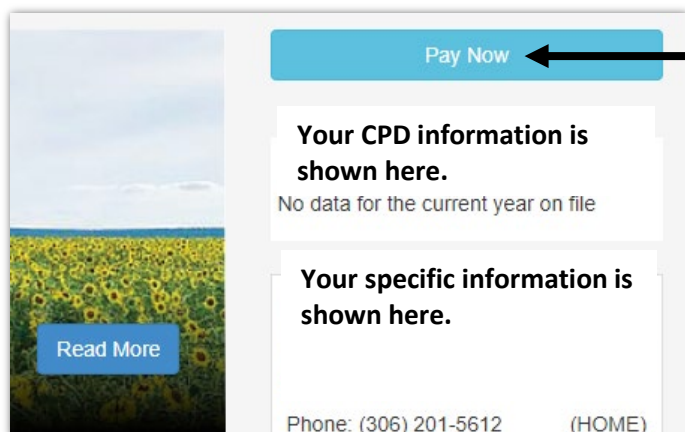


**STEP 1:** Click **Login** in the top right corner of the APEGS homepage at [www.apegs.ca](http://www.apegs.ca)



**STEP 2:** Enter user ID and password. User ID is your 5-digit registration number. 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 ‘Pay Now’ to be guided through all the screens you need to see to renew and review/update your information on record with APEGS. This includes CPD reporting, subscriptions, Permission to Consult (if applicable to you) and other information.

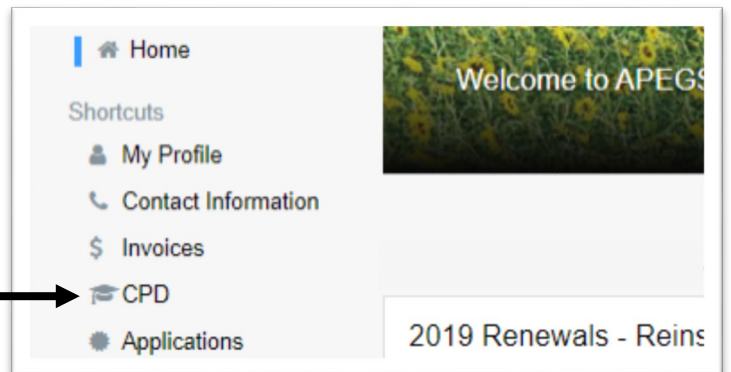
**see over...**

# Instructions for Reporting CPD in APEGS Central

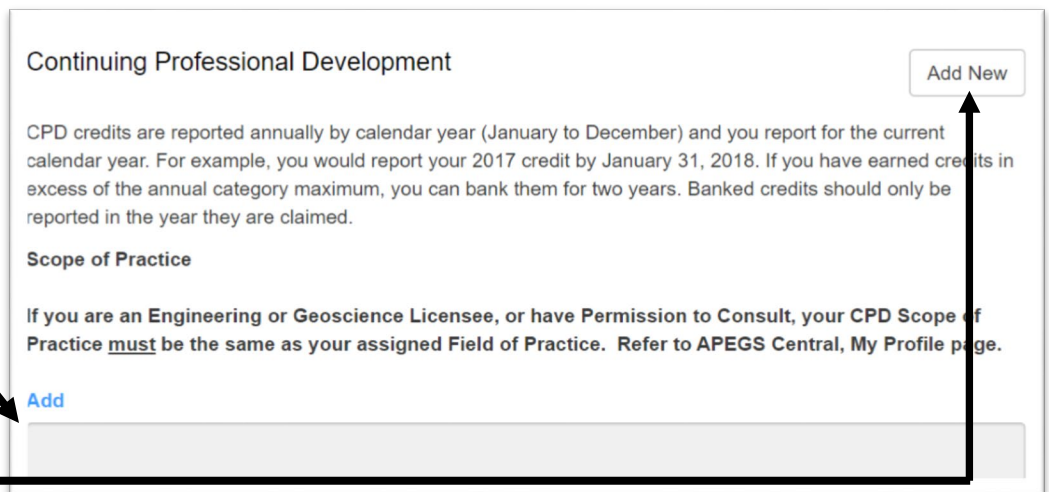
Follow the steps below to report your continuing professional development (CPD) in your online profile with APEGS Central. Please be aware that:

- **All members (except Life Members) are required to report their CPD activity to APEGS annually.**
- The submissions deadline is January 31 of the following year for your current year data.
- Members must retain their CPD documentation for at least three years as proof of activity.
- For more information, visit the “Continuing Professional Development” page at [www.apegs.ca](http://www.apegs.ca) under the “Members” menu.

**STEP 1:** Navigate to the CPD page of APEGS Central.

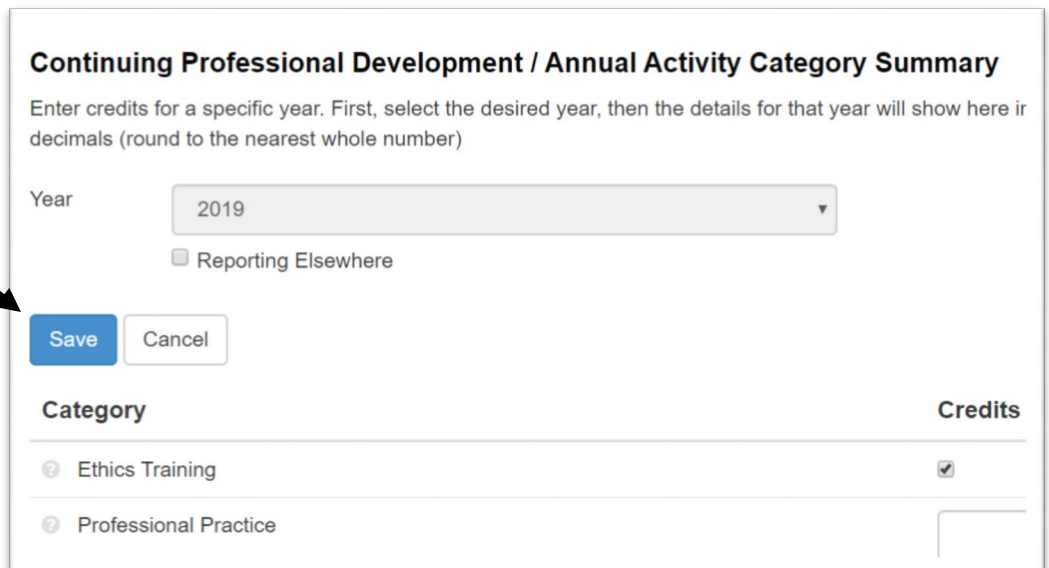


**STEP 2:** Enter your Scope of Practice in the gray box.



**STEP 3:** Click “Add New” to create a record.

**STEP 4:** Enter your CPD data and click ‘Save’



**Do not** send in your CPD documentation to APEGS, unless asked to do so.

**see over...**