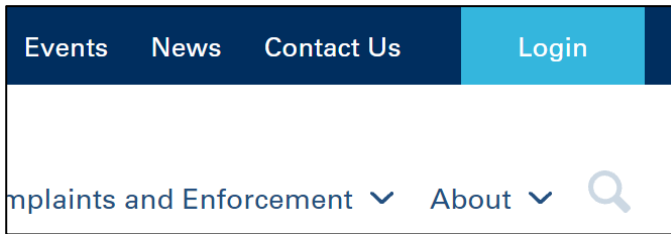


# Instructions for Logging into APEGS Central - Renewals

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.**

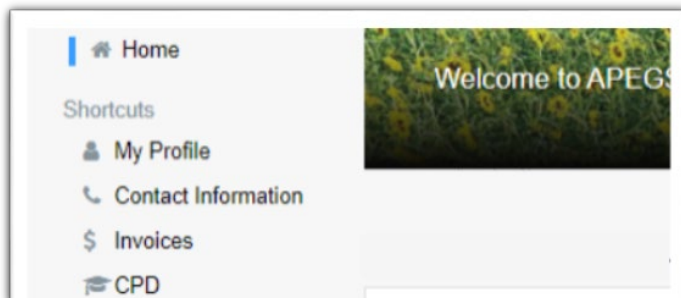


**STEP 1: Click “Login”** in the top right corner of the APEGS homepage at [www.apegs.ca](http://www.apegs.ca).

**STEP 2: Enter user ID and password.**

User ID is your **personal** 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 “My Profile”** at the left of the page.

Official Rep - C of A

**Certificate of Authorization**

[How to make changes to a Certificate of Authorization \(C of A\)](#)

Any one of the Official Reps for a Certificates of Authorization (C of A) has the authority to update any information regarding the C of A. Official Reps access C of A information through “My Profile” in their personal APEGS Central account.

If any of the Official Reps for the company changes, notify APEGS immediately.

Click on the name of the company (C of A) below to see all data pertaining to it. Multiple company names will be listed if you are an Official Rep for more than one company:

Company Name

**Pay Now**

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

**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.