



**A P E G S**

Association of Professional Engineers  
& Geoscientists of Saskatchewan

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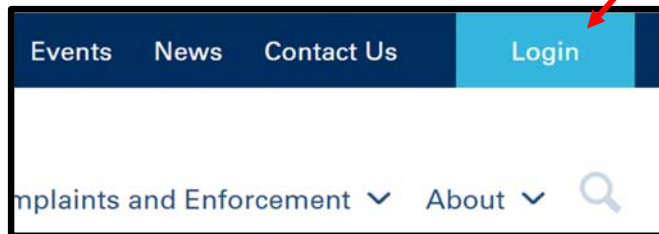
## Certificate of Authorization “Easy Payment”

For Official Reps

Updated Nov 2, 2021

The C of A account is accessed through any of the Official Rep’s accounts, not separately.

**Step 1:** One of the Official Reps logs into their **personal** APEGS Central account. Click **Login** in the top right corner of the APEGS website [www.apegs.ca](http://www.apegs.ca)



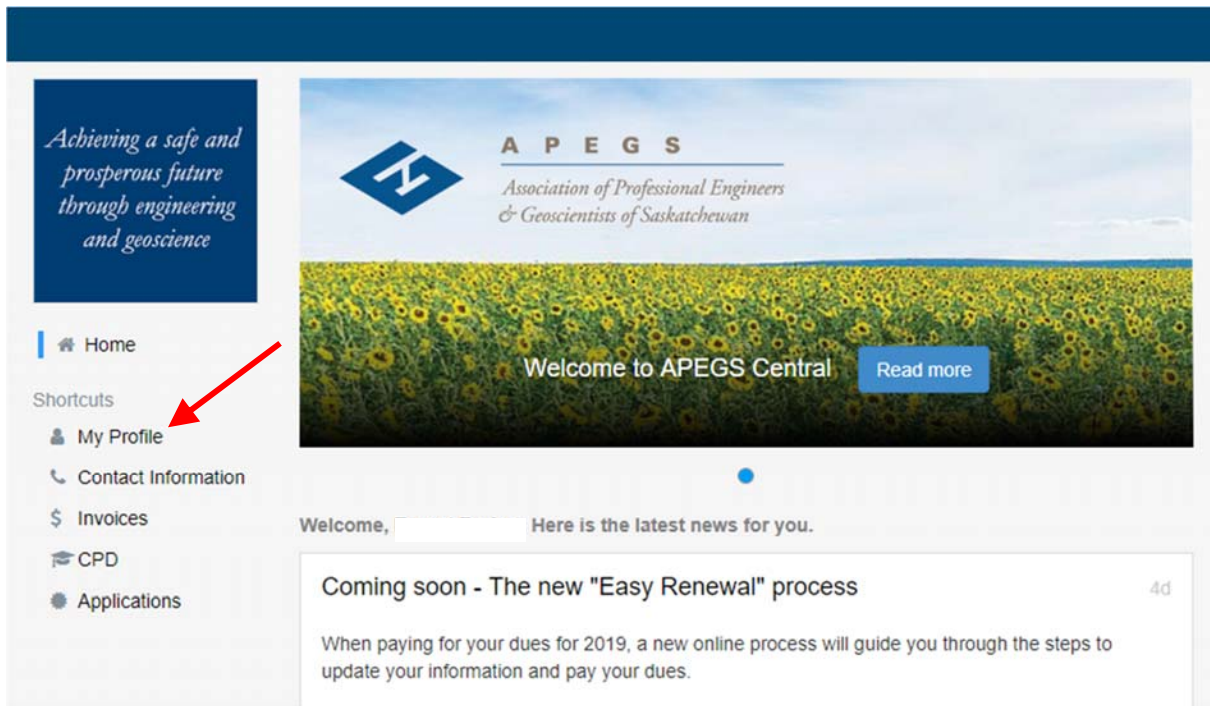
**Step 2:** Enter your User ID and password for your **personal** APEGS Central account.

**User ID** is your 5-digit registration number.  
Use a preceding zero if it is a 4-digit number.

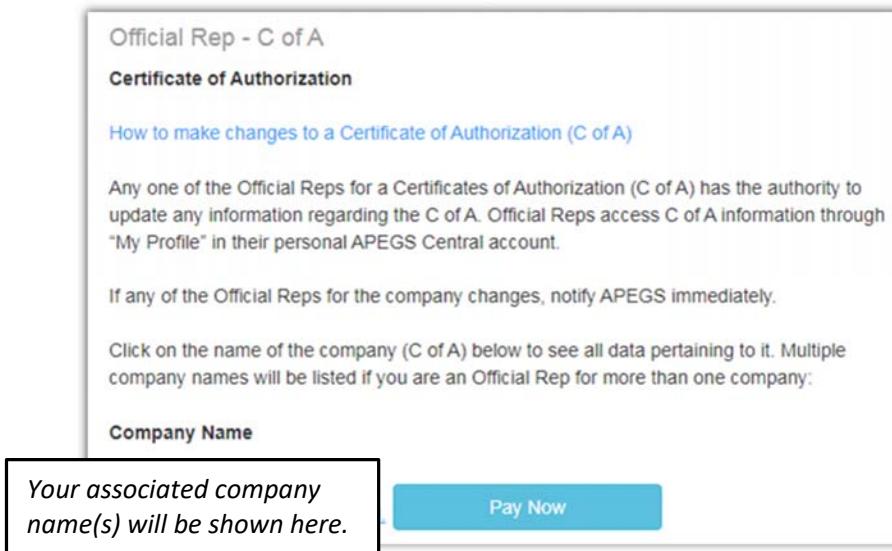
Use Forgot password if necessary.  
Check your spam filter before contacting APEGS. Email [apegs@apegs.ca](mailto:apegs@apegs.ca) if you have trouble.  
Note: Some business spam filters do not allow email from APEGS. If so, you may have to make your home email address the preferred one.

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**Step 3:** Select 'My Profile' to access the C of A information associated with you.



**Step 4:** Scroll down to the 'Official Rep – C of A' box and select 'Pay Now'.



**Please Note:**

- Leave Address Line 1 as the main contact person's name and do not adjust the address types.
- At least one Official Rep must have personal annual fees paid in full before any C of A fee can be paid.