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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 <u>www.apegs.ca</u>



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



## ... see over

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

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# Home Shortcuts		Velcome to APEGS Central	Read more
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CPD Applications	Coming soon - The	new "Easy Renewal" process	<b>5</b> 40
	When paying for your du update your information	es for 2019, a new online process will and pay your dues.	guide you through the steps to

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

	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
′our nam	e(s) will be shown here.

## Please Note:

- Leave Address Line 1 as the main contact person's name and <u>do not</u> 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.