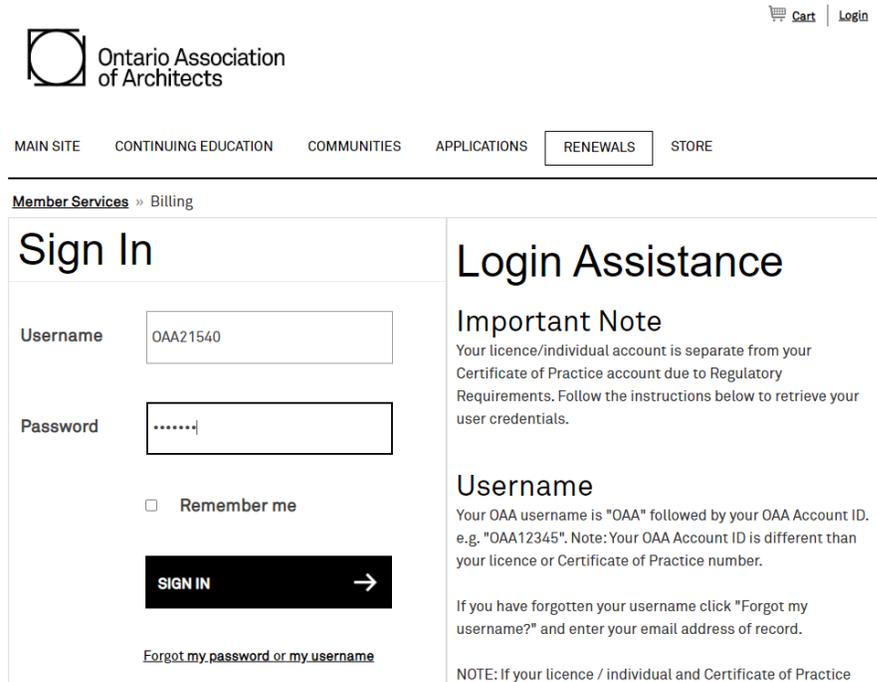


Renewal Notice User Tutorial

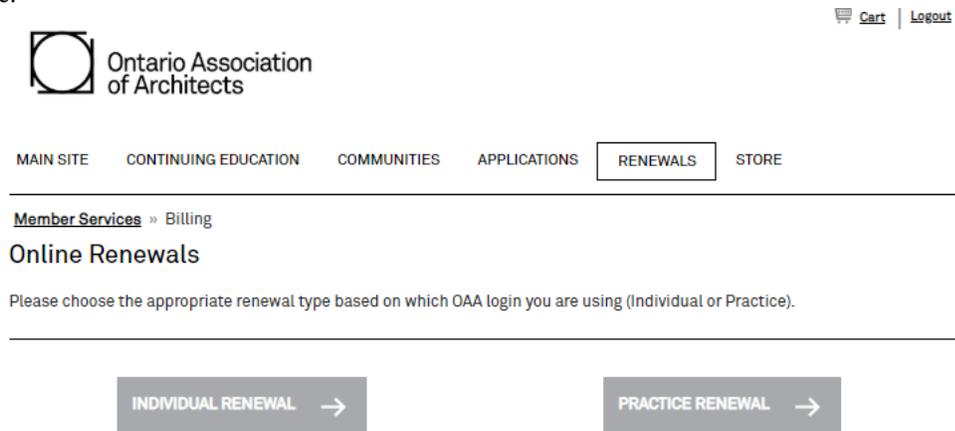
1. Click on [Renewal Invoice](#) to be directed to the Online Renewal Invoice Page
2. Login using your OAA username and password. Username is OAA followed by your OAA ID number (OAA12345).

Note: If you do not remember your OAA user information please click on forgot my username and/or forgot my password to retrieve it.



The screenshot shows the login page for the Ontario Association of Architects. At the top right, there are links for 'Cart' and 'Login'. The main navigation bar includes 'MAIN SITE', 'CONTINUING EDUCATION', 'COMMUNITIES', 'APPLICATIONS', 'RENEWALS' (highlighted), and 'STORE'. Below the navigation, there is a breadcrumb trail: 'Member Services » Billing'. The page is divided into two columns. The left column is titled 'Sign In' and contains a form with 'Username' (OAA21540) and 'Password' (masked with dots) fields, a 'Remember me' checkbox, a 'SIGN IN' button with a right arrow, and a link for 'Forgot my password or my username'. The right column is titled 'Login Assistance' and contains an 'Important Note' about the separation of licence and Certificate of Practice accounts, a 'Username' section explaining the format (OAA followed by Account ID), and a note about forgotten usernames. A footer note states: 'NOTE: If your licence / individual and Certificate of Practice'.

3. Select "Individual Renewal" from the options below if you are not automatically directed to the individual page.



The screenshot shows the 'Online Renewals' page for the Ontario Association of Architects. At the top right, there are links for 'Cart' and 'Logout'. The main navigation bar includes 'MAIN SITE', 'CONTINUING EDUCATION', 'COMMUNITIES', 'APPLICATIONS', 'RENEWALS' (highlighted), and 'STORE'. Below the navigation, there is a breadcrumb trail: 'Member Services » Billing'. The page title is 'Online Renewals'. Below the title, there is a instruction: 'Please choose the appropriate renewal type based on which OAA login you are using (Individual or Practice)'. At the bottom, there are two buttons: 'INDIVIDUAL RENEWAL' with a right arrow and 'PRACTICE RENEWAL' with a right arrow.

4. **Step 1:** Provides important information regarding your Renewal Invoice and your current contact information in the left hand menu bar. You will have a chance to update your contact information in **Step 3**.

Once you have read the important information click 

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<h3>Online Annual Fee - Architect</h3> <p>Welcome to the OAA's online billing system. Please note the following important information:</p> <ol style="list-style-type: none">1. Payment is due January 2.2. Payment not received prior to March 1, will automatically be assessed a \$162.50 late payment penalty.3. If payment is not received by March 31, your licence will be subject to cancellation. <p>An automatic invoice will be emailed to your email address of record and invoice only email upon submitting an online payment or clicking "Pay Offline". Receipts are automatically emailed within 2-3 business days of payment.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"><p>Looking for Practice Billing? Click here to view and pay your practice invoice.</p></div> <div style="text-align: right;"></div>			

5. **Step 2:** Select your renewal option:

Option 1 includes your Renewal Fee and Local Society.

You can choose which Local Society you would like to join. Simply select the Local Society from the drop down box. If you require more information on the Ontario Local Societies offered please click [here](#).

Option 2 is Renewal Fee only.

NOTE: If you are an Architect Longstanding, Honorary Member, Life Member, Retired Longstanding Member or Student Associate there is no fee charged and you can choose to join a Local Society OR just confirm your renewal and contact information.

Once you have selected your renewal option click 

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>																
<h3>Renewal Invoice Option</h3> <p><input checked="" type="radio"/> Annual Fee plus Society Membership Fee</p> <table><tr><td>Architect Licensing Fee</td><td>903.50</td></tr><tr><td>HST</td><td>117.46</td></tr><tr><td>Toronto Society of Architects</td><td>65.00</td></tr><tr><td>Society Fee HST</td><td>8.45</td></tr><tr><td>Total Billing</td><td>\$1,094.41</td></tr></table> <p>Your Local Society is: <input type="text" value="Toronto Society of Architects"/></p> <p><input type="radio"/> Annual Fee Only</p> <table><tr><td>Architect Licensing Fee</td><td>903.50</td></tr><tr><td>HST</td><td>117.46</td></tr><tr><td>Total Billing</td><td>\$1,020.96</td></tr></table> <div style="display: flex; justify-content: space-between;"><div></div><div></div></div>				Architect Licensing Fee	903.50	HST	117.46	Toronto Society of Architects	65.00	Society Fee HST	8.45	Total Billing	\$1,094.41	Architect Licensing Fee	903.50	HST	117.46	Total Billing	\$1,020.96
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6. **Step 3:** Confirm or update your address of record contact information.

In order to provide accurate employment information for members please enter your current place of employment - company name and city. If you are unemployed please enter "unemployed" and the city you reside in for the "City Field".

Once the information has been updated to your most recent information click **CONTINUE** →

Step 1	Step 2	Step 3	Step 4
<p>Address of Record Update Below is your current address of record. If this has changed please update the relevant information before proceeding.</p> <p>Address: <input type="text" value="111 Moatfield Drive"/></p> <p>City: <input type="text" value="Toronto"/></p> <p>Country: <input type="text" value="Canada"/></p> <p>State/Province: <input type="text" value="Ontario"/></p> <p>Postal/Zip Code: <input type="text" value="M3B 3L6"/> <small>Format: A9A 9A9</small></p> <p>Phone: <input type="text" value="416-449-6898"/> <small>Format: 123-456-7890 ext 54321.</small></p> <p>E-mail: <input type="text" value="janes@oaa.on.ca"/></p> <p>Invoice Only E-mail: <input type="text"/></p> <p><small>A copy of your Renewal Invoice will be sent to this e-mail as well as your address of record e-mail.</small></p> <p>Please provide your current place of employment. If you are unemployed please enter "unemployed" and complete the City field.</p> <p>Company Name: <input type="text" value="OAA"/></p> <p>City: <input type="text" value="Toronto"/></p> <p>BACK → CONTINUE →</p>			

7. **Step 4:** An overview of your Renewal Invoice including any changes made.

You have two main options for payment:

1. Pay Now to pay by MasterCard or VISA (2.5% convenience fee charged) or Interac Online (Scotiabank, RBC, Tangerine or Credit Union)
2. Pay Offline through Online Banking, a mailed in payment (ie.Cheque) or Debit at the OAA Headquarters

Note: If your employer is paying on your behalf, select Pay Offline to receive a PDF renewal notice to forward to your employer's accounting department.

IMPORTANT: You must select one of the two options in order to complete your Online Renewal Invoice and receive a PDF copy of your Renewal Invoice. See below if you only see the continue button.

For Individuals that do not have a fee charge for renewal, simply click continue to complete your online renewal and receive a PDF Renewal Invoice for your records.

Step 1	Step 2	Step 3	Step 4												
<p>Overview of Renewal Invoice</p> <p>i Once you select "Pay Offline" or complete an Interac On-line payment a PDF copy of your updated Renewal Invoice will be e-mailed to you for your records.</p> <p>Miss Jane Smith, Architect OAA ID: 21540 111 Moatfield Drive Phone: 416-449-6898 Toronto, ON M3B 3L6 E-mail: janes@oaa.on.ca Electoral District:</p> <table border="0"> <tr> <td>Annual Fee plus Society Membership Fee</td> <td style="text-align: right;">903.50</td> </tr> <tr> <td>Architect Licensing Fee</td> <td style="text-align: right;">117.46</td> </tr> <tr> <td>HST</td> <td style="text-align: right;">65.00</td> </tr> <tr> <td>Toronto Society of Architects</td> <td style="text-align: right;">8.45</td> </tr> <tr> <td>Society Fee HST</td> <td style="text-align: right;">8.45</td> </tr> <tr> <td>Total Billing</td> <td style="text-align: right;">\$1,094.41</td> </tr> </table> <p>Current Place of Employment</p> <p>Company Name: <input type="text" value="OAA"/></p> <p>City: <input type="text" value="Toronto"/></p> <p>Completing Your Renewal</p> <p>1. To receive an invoice by e-mail to submit to employer or pay later select "Pay Offline". You may pay either by:</p> <ul style="list-style-type: none"> • Cheque mailed to the OAA • Online Banking by logging into your Bank <p>2. Select "Pay Now" to pay by:</p> <ul style="list-style-type: none"> • Interac Online through Scotiabank, Tangerine or Credit Union (VISA Debits are not compatible) • Visa or Mastercard (a 2.5 per cent convenience fee will apply) <p><small>An automatic receipt will be emailed within 1-3 business days of your payment being received by the OAA.</small></p> <p>PAY OFFLINE → PAY NOW →</p>				Annual Fee plus Society Membership Fee	903.50	Architect Licensing Fee	117.46	HST	65.00	Toronto Society of Architects	8.45	Society Fee HST	8.45	Total Billing	\$1,094.41
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