



### Renewing Your Membership Online: A Step-by-Step Guide

Thank you for choosing the convenience of renewing your CAPL membership online. Please follow these simple steps to ensure a smooth and hassle-free renewal process:

#### **Step 1: Set-up a Password (Please skip Step 1 if you remember your password.)**

1. [Navigate to the members' section of our website by clicking here.](#)
2. Click on the "Forgot your password" option.
3. Enter your membership number in the designated field. If you do not know your membership number, it can be found on your email.
4. You should receive an email, to the email address we have on file, to complete this step. Click on the link in the email to set-up your password.

If you do not already have an email on file with CAPL, contact us at 1-800 267-1555, ext. 231 or at [membership@cpa-apc.org](mailto:membership@cpa-apc.org).

#### **Step 2: Sign In**

5. [Return to the members' section of our website by clicking here.](#)
6. Enter your membership number and the newly created password.
7. Click on the login or sign-in button to access the online members' portal.

#### **Step 3: Complete Renewal Form and Payment**

8. Complete the renewal form by validating/updating your contact details and providing required information as necessary. Please note that you must provide us with at least one contact address.
9. Enter your Visa or Mastercard information and complete a secure transaction via Moneris
10. After successful renewal and payment, you should receive a confirmation message.
11. Check your email for a confirmation receipt.

If you encounter any issues during the renewal process, or have any questions or comments about CAPL, please contact membership services at (613) 234-2815 or (800) 267-1555, ext. 231, or email [membership@cpa-apc.org](mailto:membership@cpa-apc.org). Thank you for your continued support and membership with us.