



(416) 368-3616

(800) 990-9793 (Toll-Free)

(416) 368-2713

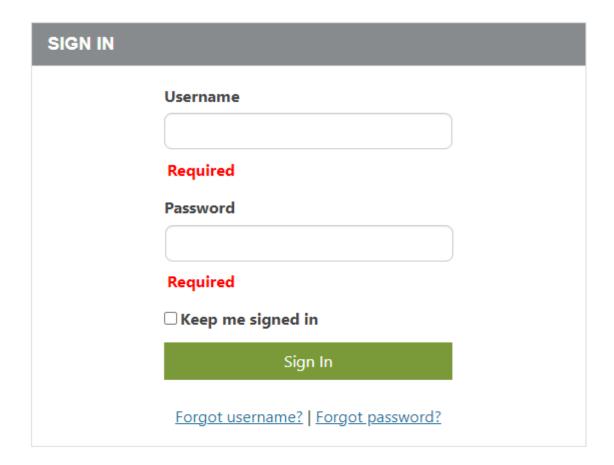
## How to Pay and View Your Quality Assurance Fees Online

- 1. Visit the College website at <a href="https://collegeofopticians.ca">https://collegeofopticians.ca</a>
- 2. Select "Registrant Portal" at the top right corner of the homepage.



3. Login using your College of Opticians login credentials.





**4.** Select the Documents & Fees tab.

About Me	Quality	Assurance	Conduct	Documents & Fees
Fdit	Name:	Test Registrant		
200	Registration#:	6307		
	Class:	Registered Optician		
900°	Status:	Entitled to Practice		
	Paid Through:	Dec 31 2023		
	Designations:			
	Date of Birth:	Oct 8 1992		
	Gender:	Male		
	District:	Toronto		



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**5.** Under Documents & Fees, you will see your outstanding charge(s) including HST. Select "Proceed to Pay."

Fees				
<u>Charges</u>	<u>Balance</u>			
Deficient Professional Portfolio Fee	100.00			
Deficient Professional Portfolio Fee HST	13.00			
Late Professional Portfolio Fee	50.00			
Late Professional Portfolio Fee HST	6.50			

Proceed to pay

**6.** Input your payment details. Select "Submit Order."

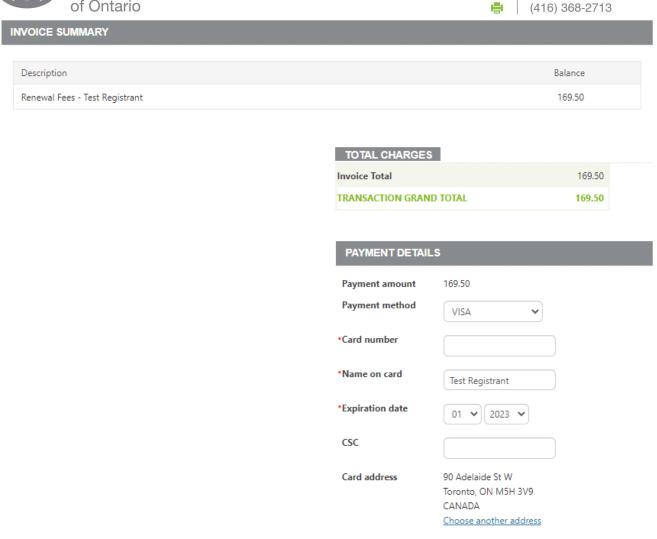




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7. Wait for "Order Confirmation" page to load. In the "Send another copy to" field, you're your email address to save your Order Confirmation page for your records.





Your receipt will also be visible under "Member Receipts" within the "Documents & Fees" tab in the registrant portal.

