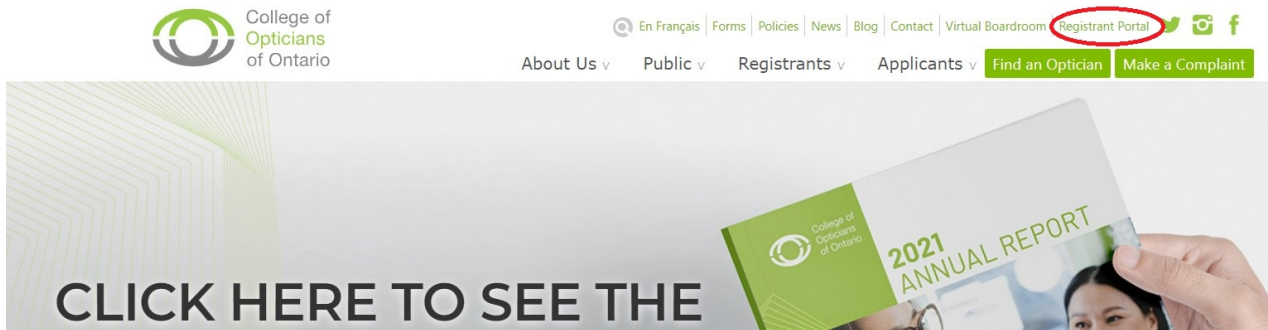


## How to View and Pay Your Registration Fees Online

1. Visit the College website at <https://collegeofopticians.ca>
2. Select “Registrant Portal” at the top right corner of the homepage.



3. Login using your College of Opticians login credentials. If you are logging in for the first time, click "Forgot Password?" and enter your Registration Number to receive a temporary password.

### SIGN IN

**Username**


**Password**

Keep me signed in

[Forgot username?](#) | [Forgot password?](#)

4. Select the Documents & Fees tab.

**About Me** | **Quality Assurance** | **Conduct** | **Documents & Fees**



Edit

**Name:** Test Student  
**Registration#:** 6305  
**Class:** Student  
**Status:** Entitled to Practise  
**Paid Through:** Aug 31 2024  
**Designations:**  
**Date of Birth:** Oct 8 1992  
**Gender:** Female  
**District:**



5. Under Fees, you will see your outstanding charge(s) including HST. Select “Proceed to Pay.”

Fees	
Charges	Balance
Student/Intern Application Fee	65.00
HST on Student/Intern Application Fee	8.45
Student/Intern Annual Registration Fee	146.00
HST on Student/Intern Annual Registration Fee	18.98

Proceed to pay

6. Input your payment details. Select “Submit Order.”

TOTAL CHARGES	
Invoice Total	238.43
<b>TRANSACTION GRAND TOTAL</b>	<b>238.43</b>

PAYMENT DETAILS	
Payment amount	238.43
Payment method	VISA
*Card number	<input type="text"/>
*Name on card	Test Student
*Expiration date	01 2023
CSC	<input type="text"/>
Card address	300 - 90 Adelaide St. W. Toronto, ON M5H 3V9 CANADA <a href="#">Choose another address</a>

Submit Order

7. Wait for the “Order Confirmation” page to load. In the “Send another copy to” field, type your email address to **save your Order Confirmation page for your records.**

*You can access your receipt under the “Documents & Fees” tab, “Member Receipts” by selecting the year the payment was made.*