

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

1. Visit the College website at <http://www.coptont.org/HOME/index.php>. Select “Member Login” at the top right corner of the homepage.



2. Login using your College of Opticians login credentials. This is the same login used to access the Jurisprudence Test module.



SIGN IN

Username

Password


☐ Keep me signed in

I don't know my [username](#) or [password](#)

3. Select the Quality Assurance tab.



About Me
 **Quality Assurance**
 Conduct



**Name:** Fake Test Record  
**Registration#:** 5404  
**Class:** Registered Optician  
**Status:** Current and Active  
**Paid Through:** Dec 31 2018  
**Designations:**  
**Date of Birth:** Sep 9 1999  
**Gender:**  
**District:** Eastern

Your professional practice without pr  
 Update your recor  
 legislative require

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

#### QA Fees

<a href="#">Charges</a>	<a href="#">Balance</a>
Optician Annual Registration Fee	944.00
HST on Optician Annual Registration Fee	122.72
Deficient Professional Portfolio Fee	100.00
Deficient Professional Portfolio Fee HST	13.00

Proceed to pay

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

#### TOTAL CHARGES

Invoice Total	1,179.72
<b>TRANSACTION GRAND TOTAL</b>	<b>1,179.72</b>

#### PAYMENT DETAILS

Payment amount 1,179.72

Payment method

\*Card number

\*Name on card

\*Expiration date

\*CSC

Card address 237 Elgin St  
Ottawa, ON K2P 1L6  
CANADA  
[Choose another address](#)

Submit Order

6. Wait for “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.**

*Your receipt will also be visible under the “Documents” tab on the homepage of this website.*