



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.



College of Opticians



3. Select the Quality Assurance tab.



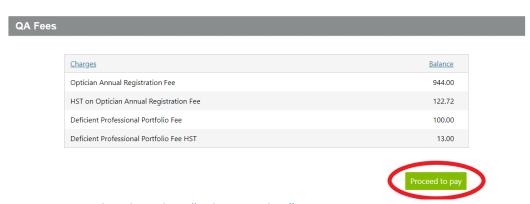
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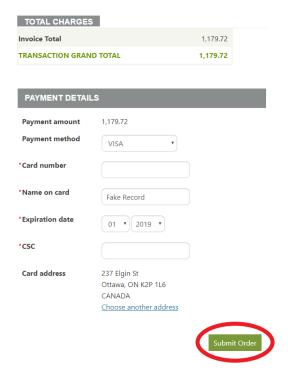




4. Under QA Fees, you will see your outstanding charge(s) including HST. Select "Proceed to Pay."



5. Input your payment details. Select "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.