

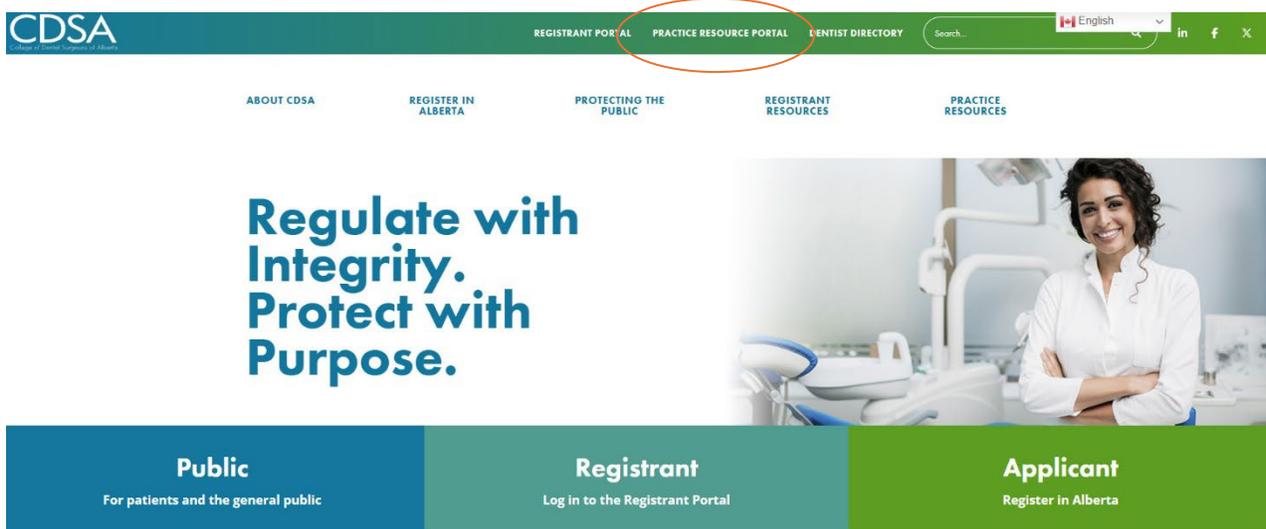
## Understanding the Practice Resource Portal

If you have not set up your new CDSA registrant account, please view the ‘Welcome to the Registrant Portal’ video or pdf to learn how to set up your account.

This guide will outline the main features of the Practice Resource Portal.

The Practice Resource Portal is where registrants can manage information, access forms, documents, and payments for Accredited Dental Surgical Facilities, Radiation Equipment, and Professional Corporations.

1. To begin, visit the CDSA website and click ‘Practice Resource Portal’.



2. You will log in using the same email and password you use for the Registrant Portal. Enter your email and password.



**Practice Resources**

E-mail

Password

By clicking on "Sign In" you will be prompted to consent to our [Privacy & GDPR Notice](#).

[Sign In](#)

— Or —

[Forgot your password? Reset Password](#)

Don't have an Applicant Portal account yet [Register Here](#)

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- Once logged in, you will see a list of any professional corporations, facilities where you have radiation equipment, and if applicable your accredited dental surgical facilities.
- To select a facility or professional corporation, click the 'Select' button on the right side.

**CDSA**  
College of Dental Surgeons of Alberta

Jane ADAANDC New server/ Dough Test | en

**Select Account**  
Personal Information

**Select Profile**

This page lists your professional corporations, facilities where you may have radiation emitting equipment and your accredited surgical dental facilities. Select the one from the list you would like to manage. If you would like to apply for a new facility please click the button below to create a new facility profile. If you would like to start a new professional corporation please head [here](#).

Search:

[Create New Business](#)

Click **Select** on any existing facility or professional corporation to open it. If you only have one facility or professional corporation, it will be automatically selected.

Business Name	Business Type	Address	
Jane Dough Test PC	Professional Corporation	College of Dental Surgeons of Alberta, EDMONTON, Alberta, T6G 1C3	<a href="#">Select &gt;</a>
Jane Dough's Surgical Centre	Accredited Facility	7609 109 ST NW, Edmonton, Alberta, T6G 1C3	<a href="#">Select &gt;</a>

- Once selected, you will see a list of options that relate to that specific facility. Only the facility or professional corporation selected will be available to manage and edit. Should you wish to switch to managing a different facility or professional corporation, click the address or 'Select Account' at the top of the menu navigation.

**CDSA**  
College of Dental Surgeons of Alberta

Jane Dough Test PC  
College of Dental Surgeons of Albert... >  
Select Account

**Business Information**

Professional Corporation Name: Jane Dough Test PC

Date of Incorporation: 10/12/2017

Business Email: dtompson@cdsab.ca

Business Phone: (780) 432-1012

**Business Address**

Street Address: College of Dental Surgeons of Alberta

Street Address 2: 402-7609 109 ST NW

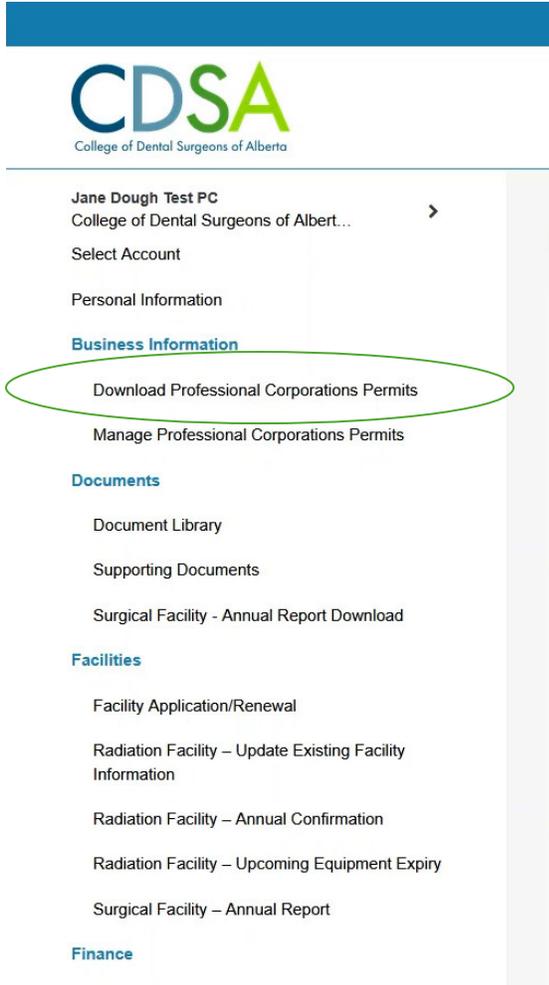
City: EDMONTON

Country: Canada

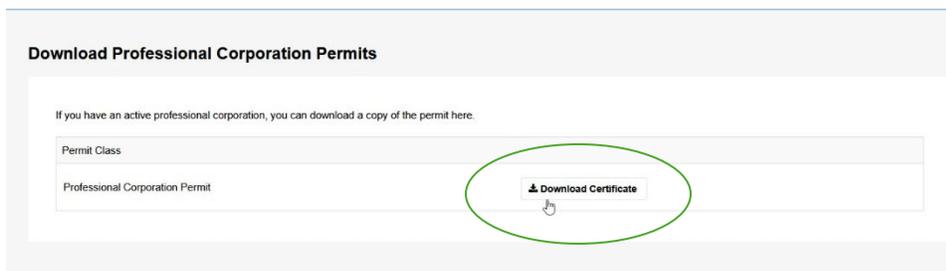
Province: Alberta

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6. Here you will see the facility's information. In the menu, you have different options of how you can manage and edit the facility's information. Click 'Download Professional Corporation Permits' to download copies of permits and certificates related to the selected facility or professional corporation.



7. Click 'Download Certificate' to view and save a copy of your professional corporation permit.



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8. Click 'Manage Professional Corporation Permits' to renew and view any past and present applications related to the selected corporation. Should you need to renew a permit, a button will appear next to the permit you are required to renew.

**Permits**

**Approved Permits**

In time of renewal, please click the start renewal button to begin.  
Your permit information is listed below.

Business Name	Permit Number	Permit Class	Permit Status	Permit End Date	Renewal Status
Jane Dough's Professional Dental Corp	N/A	Professional Corporation Permit	Active	12/31/2025	Not Started

**Start Renewal**

9. There's also a 'Document Library.' The document library includes important documents and forms required for records and submission.

10. Click 'View Folder' to see the different documents related to facilities and professional corporations. You can download the documents as necessary.

**Document Library**

Type in a keyword to search for a document... **Q Search**

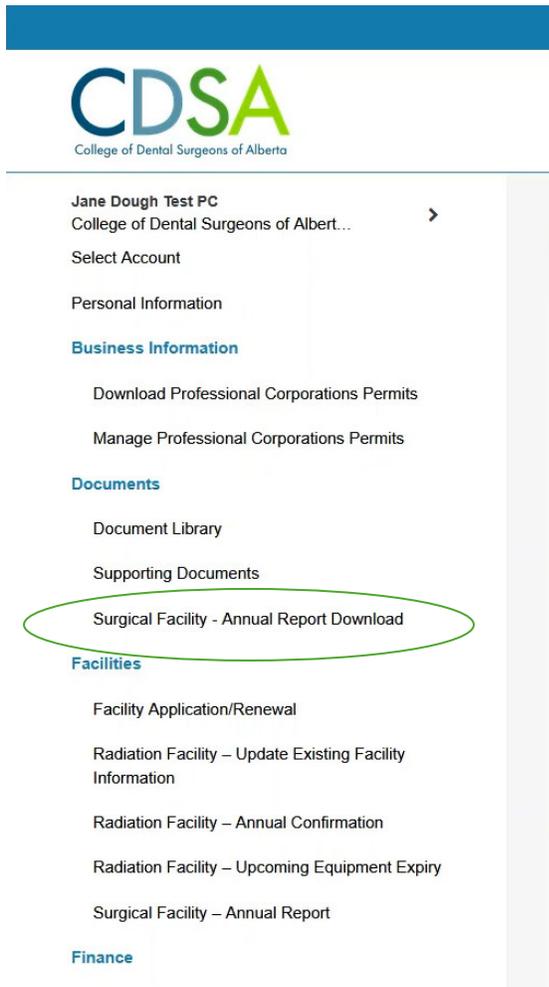
Folder Name	Folder Description	Number of Files
Professional Corporation Documents	This folder contains forms and templates for Professional Corporation Applications.	2
Dental Facility Accreditation Documents	This folder contains forms related to Dental Facility Accreditation.	2

**View Folder**

**View Folder**

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11. Click 'Surgical Facility – Annual Report Download'. Moving forward, you will be able to download submitted annual reports for dental surgical facilities here.



12. The next section of the menu focuses on applying for a new facility, updating radiation equipment, and radiation equipment confirmations. These items will be covered in more detail in future tutorials. For now, we will take a brief look at the menu options.

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13. Under 'Facilities you can begin the process of applying for a new facility. By clicking 'Facility Application/Renewal' you will begin the step-by-step process.

### Facilities

Facility Application/Renewal

Radiation Facility – Update Existing Facility Information

Radiation Facility – Annual Confirmation

Radiation Facility – Upcoming Equipment Expiry

Surgical Facility – Annual Report

14. Under 'Radiation Facility – Update Existing Facility Information' you can manage and edit information related to active radiation equipment.

### Facilities

Facility Application/Renewal

Radiation Facility – Update Existing Facility Information

Radiation Facility – Annual Confirmation

Radiation Facility – Upcoming Equipment Expiry

Surgical Facility – Annual Report

Continued on next page...

15. Under 'Radiation Facility – Annual Confirmation.' Beginning in November 2026, you will perform your annual equipment confirmations to activate new equipment and confirm active equipment.

**Facilities**

Facility Application/Renewal

Radiation Facility – Update Existing Facility Information

Radiation Facility – Annual Confirmation

Radiation Facility – Upcoming Equipment Expiry

Surgical Facility – Annual Report

16. You can review radiation equipment expiry dates by clicking 'Radiation Facility – Upcoming Equipment Expiry.'

**Facilities**

Facility Application/Renewal

Radiation Facility – Update Existing Facility Information

Radiation Facility – Annual Confirmation

Radiation Facility – Upcoming Equipment Expiry

Surgical Facility – Annual Report

17. You can submit your selected facility's annual report under, 'Surgical Facility – Annual Report.'

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18. Lastly, all invoices and payments related to the selected facility appear under the Finance section in 'Invoices and Receipts.'

#### Facilities

Facility Application/Renewal

Radiation Facility – Update Existing Facility Information

Radiation Facility – Annual Confirmation

Radiation Facility – Upcoming Equipment Expiry

Surgical Facility – Annual Report

#### Finance

**Invoices & Receipts**

19. Under this option you will find new and paid invoices. An invoice marked in red is overdue. Click 'Review and Pay.'

**Invoices & Receipts**

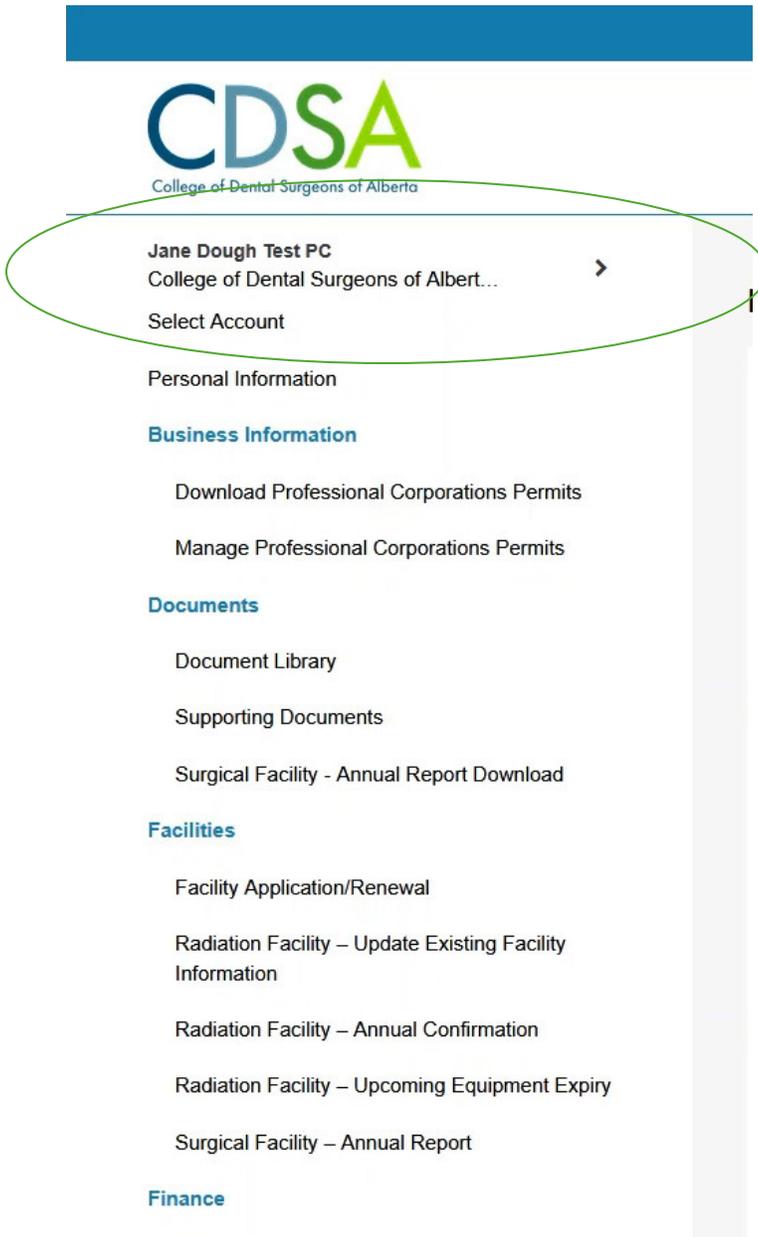
To review invoices, click **Review**.

Invoice Number	Issued To	Issued Date	Due Date	Amount Paid	Balance Owning	
000435	Jane Dough's Professional Dental Corp	01/20/2026	N/A	\$300.00	\$0.00	<a href="#">Review</a>
000433	Jane Dough's Professional Dental Corp	01/19/2026	01/19/2026	\$0.00	\$100.00	<a href="#">Review &amp; Pay</a>
000432	Jane Dough's Professional Dental Corp	01/19/2026	N/A	\$300.00	\$0.00	<a href="#">Review</a>

20. You will then see a copy of the invoice and option to pay at the bottom of the invoice. Once paid, you can view any past invoices for a receipt of your payment.

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21. A reminder that only the facility or professional corporation selected will be available to manage and edit. If you would like to manage and edit a different facility or professional corporation, navigate back to the Profile Page of the Practice Resources Portal by clicking the address or 'Select Account'.



The CDSA encourages you to explore and familiarize yourself with these processes with the new Practice Resources Portal.