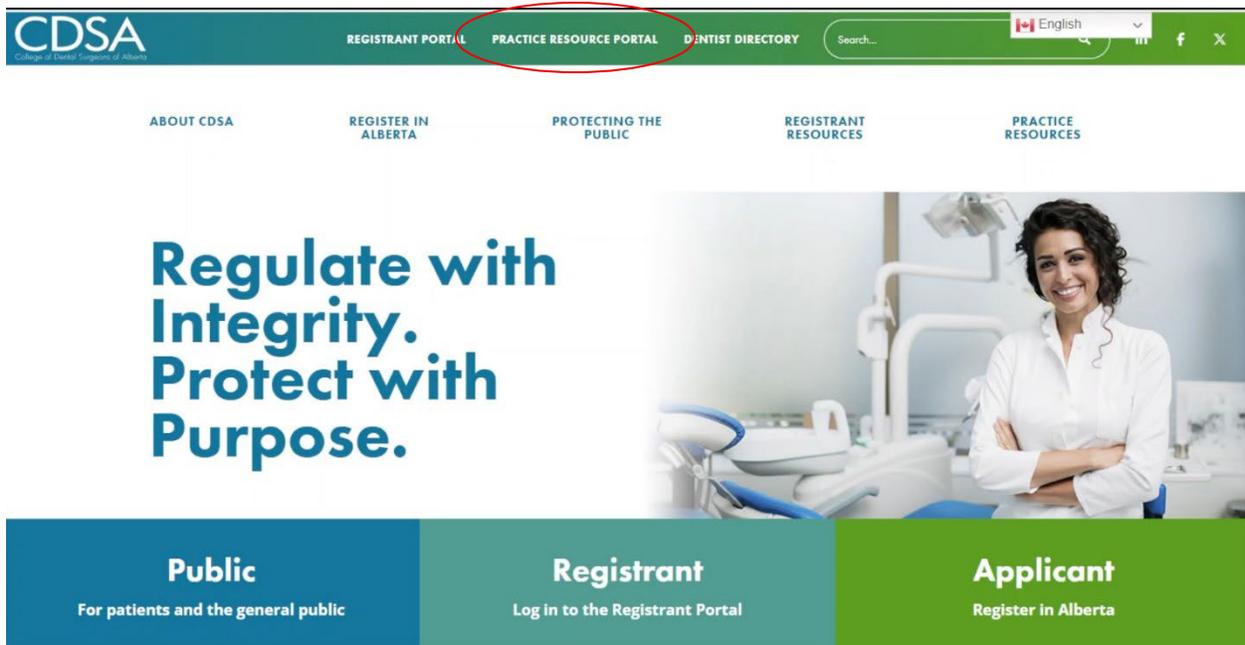


How to Update Your Professional Corporation Contact Information

Practice Resource Portal Training

1. Click the Practice Resource Portal button on the CDSA website (cdsab.ca)



2. Log in to the CDSA Practice Resources Portal.



Practice Resources

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](#)

Continued on next page...

- Once logged in, select the Professional Corporation you wish to edit from the list of facilities and professional corporations. Click 'Select.'

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's Surgical Centre	Accredited Facility	7609 109 ST NW, Edmonton, Alberta, T6G 1C3	Select >
Jane Dough Test PC	Professional Corporation	College of Dental Surgeons of Alberta, EDMONTON, Alberta, T6G 1C3	Select >

- You will be led to a screen where you can manage and edit details for the selected Professional Corporation.

Jane ADAANDC New server Dough Test | en

CDSA
College of Dental Surgeons of Alberta

Jane Dough Test PC
College of Dental Surgeon...
Select Account

Personal Information

Professional Corporations

Download Permits

Manage Permits

Documents

Document Library

Supporting Documents

Surgical Facility - Annual Report Download

Facilities

Facility Application/Renewal

Radiation Facility - Update Existing Facility Information

Radiation Facility - Annual Confirmation

Radiation Facility - Upcoming Equipment Expiry

Surgical Facility - Annual Report

Business Information

Professional Corporation Name: Jane Dough Test PC

Date of Incorporation: 10/12/2017

Business Email: janedough@gmail.com

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

Continued on next page....

5. You will see your Professional Corporation Name and Date of Incorporation. These cannot be edited without the appropriate paperwork. You can edit your Business Email and Business Phone.

Business Information

Professional Corporation Name	Jane Dough Test PC
Date of Incorporation	10/12/2017 
Business Email *	janedough@gmail.com
Business Phone *	(780) 432-1012

6. You can also edit information in two other categories of Business Information: Business Address and Mailing Address.

Business Address

Street Address	College of Dental Surgeons of Alberta
Street Address 2	402-7609 109 ST NW
City	EDMONTON
Country	Canada
Province	Alberta
Postal Code	T6G 1C3

Mailing Address

Same As Business Address? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Street Address *	College of Dental Surgeons of Alberta
Street Address 2	402-7609 109 ST NW
City *	EDMONTON
Country *	Canada
Province *	Alberta
Postal Code *	T6G 1C3

Continued on next page...

7. Under Mailing Address, you will see an option to select “Same as Business Address.” This Mailing Address is where receipts and information from the College on your Professional Corporation will be sent. You can choose whether this address is different or the same as your Business Address.

The screenshot shows a form titled "Mailing Address". At the top, there is a section labeled "Same As Business Address?" with a red asterisk, followed by two radio buttons: "Yes" and "No". The "No" option is selected. Below this are several input fields, each with a red asterisk: "Street Address" (College of Dental Surgeons of Alberta), "Street Address 2" (402-7609 109 ST NW), "City" (EDMONTON), "Country" (Canada), "Province" (Alberta), and "Postal Code" (T6G 1C3). A green oval highlights the "Same As Business Address?" section.

8. Feel free to change any of the fields and ensure your Business Address and Mailing Address are up to date.

9. Once you make any changes, click ‘Save’ at the bottom of the page.

This screenshot shows the full form interface. On the left, there is a sidebar with navigation links: "Radiation Facility – Upcoming Equipment Expiry", "Surgical Facility – Annual Report", "Finance", and "Invoices & Receipts". The main content area shows the "Mailing Address" form, which is identical to the one in the previous screenshot. At the bottom right of the form, there is a blue "Save" button, which is circled in green.

10. Your Professional Corporation Business Address and Mailing Address are now up to date.