PROFESSIONAL CORPORATION RENEWAL PROCESS

Log into the **Practice Resource Portal**
This will bring you to the Select Profile page

STEP 1

Press 'Select' next to the Professional Corporation you are currently renewing

Note: You will need to complete a renewal for each Professional Corporation you own

STEP 2

Navigate to Professional Corporations in the left-hand menu

- Select **Manage PC Permits**
- Press **Start Renewal**

STEP 3

Personal Information

- Review and update, if necessary

STEP 4

Business Information

- Review and update, if necessary

STEP 5

Status Change

- Review and update, if necessary

STEP 6

Attestation

- Check the box for Attestation
- Sign

STEP 7

Payment

- Provide your Credit Card information to complete payment

CANCELLATION

If you are not renewing your Professional Corporation, contact the CDSA at ProfessionalCorporations@cdsab.ca