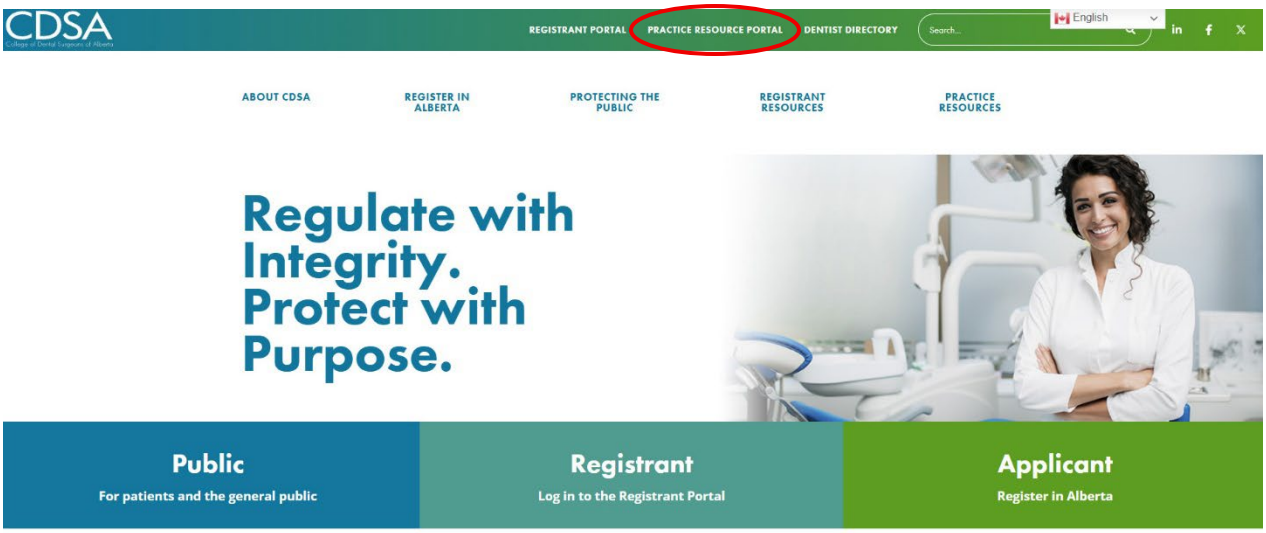
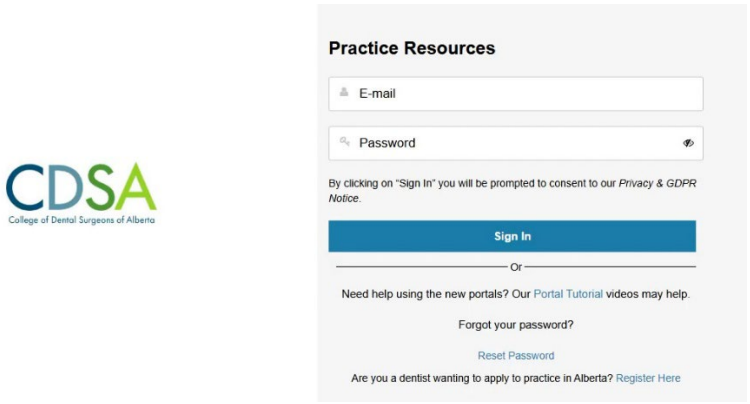
How to Complete Your Professional Corporations Renewal.

If you are not renewing your PC for 2027, you do not need to complete this process. Please contact the CDSA at ProfessionalCorporations@cdsab.ca for cancellation information.

1. To begin the Professional Corporation permit renewal process, visit the CDSA website. At the top of the website click Practice Resource Portal and login using your log in credentials.



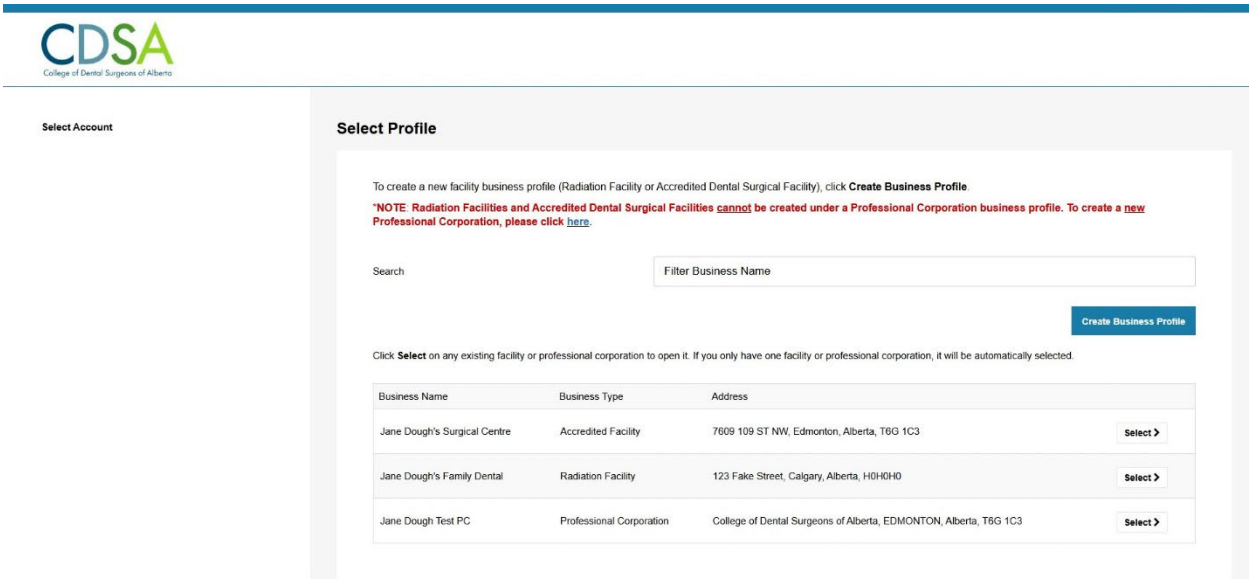


If you are having difficulty logging in, please note:

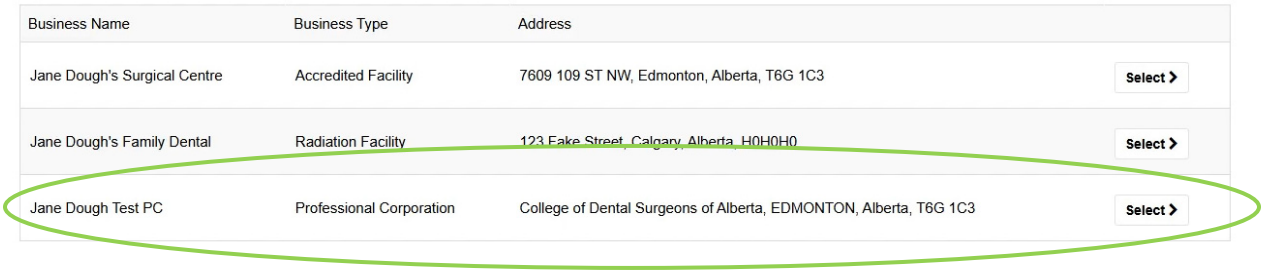
- If you enter your password wrong three (3) times, you will need to click reset password
- If you enter your two-factor authentication wrong three (3) times, you will need to contact the CDSA directly
- If you are still having difficulty logging in, please contact the CDSA.

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2. Once logged into the Practice Resource Portal your Professional Corporations, Accredited Facilities, or Radiation Facilities registered under your profile, will all be listed here.

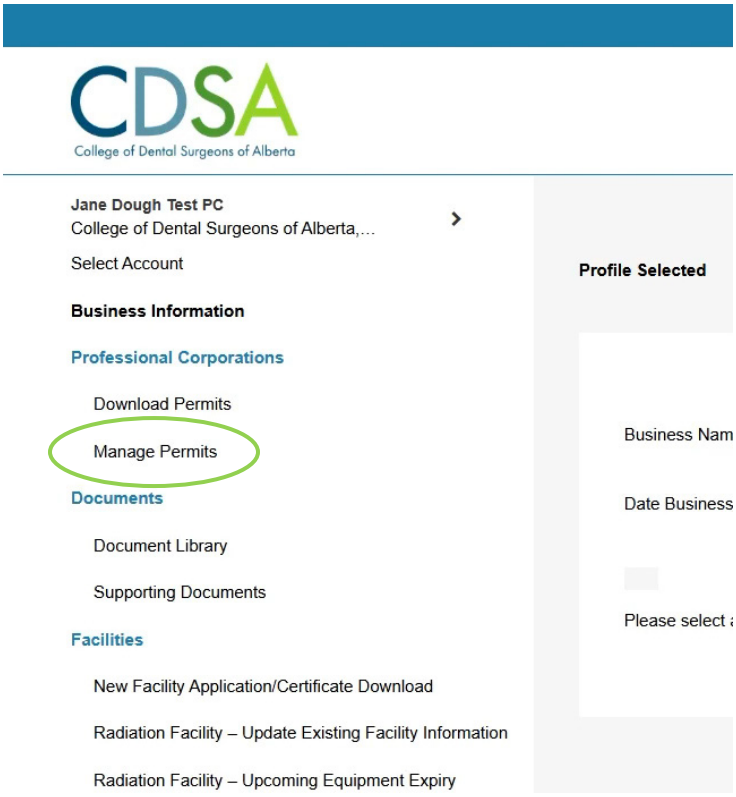


3. To renew a Professional Corporation, look under Business Type and press 'Select' next to the Professional Corporation you wish to renew.

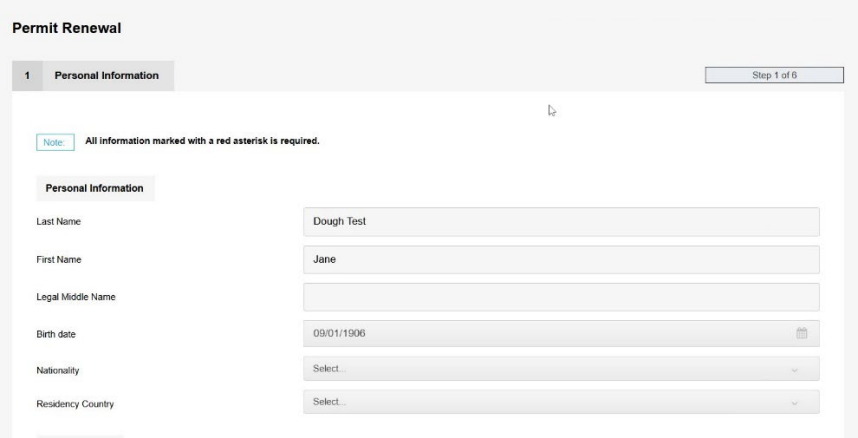


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4. Once you have selected a Professional Corporation, navigate to the left-hand menu. Under the heading ‘Professional Corporations’ click, ‘Manage Permits’. You will see the Permit for your selected PC. Press ‘Start Renewal’, next to the Professional Corporation Information.

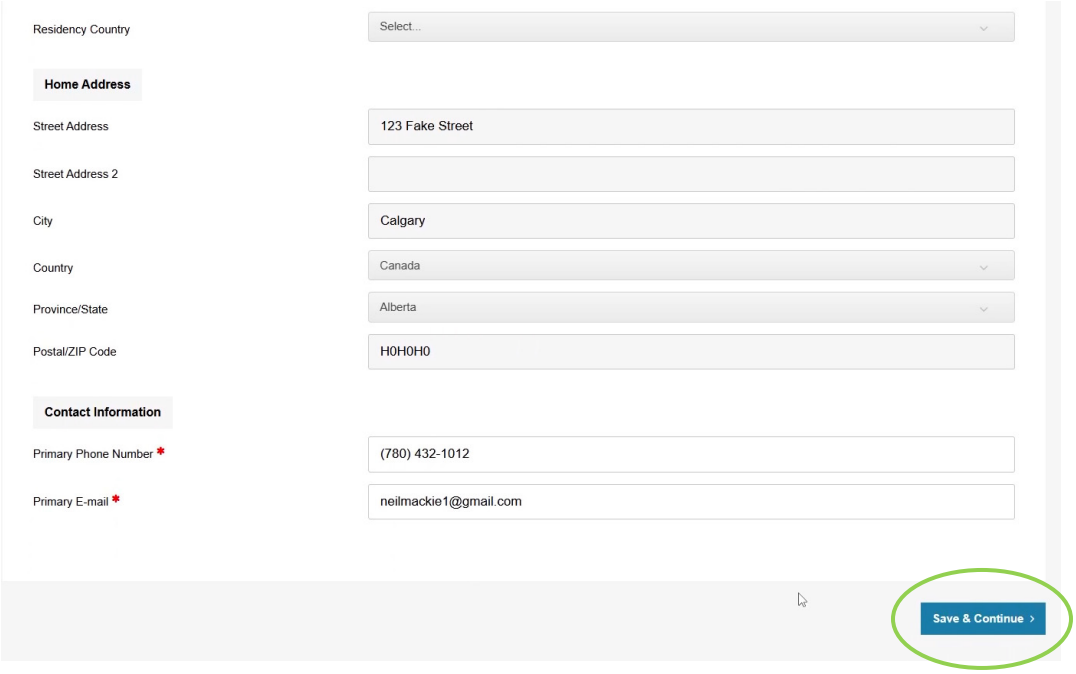


5. You will need to confirm that the contact information listed is correct. You may also make changes to the contact information related to the selected Professional Corporation here.



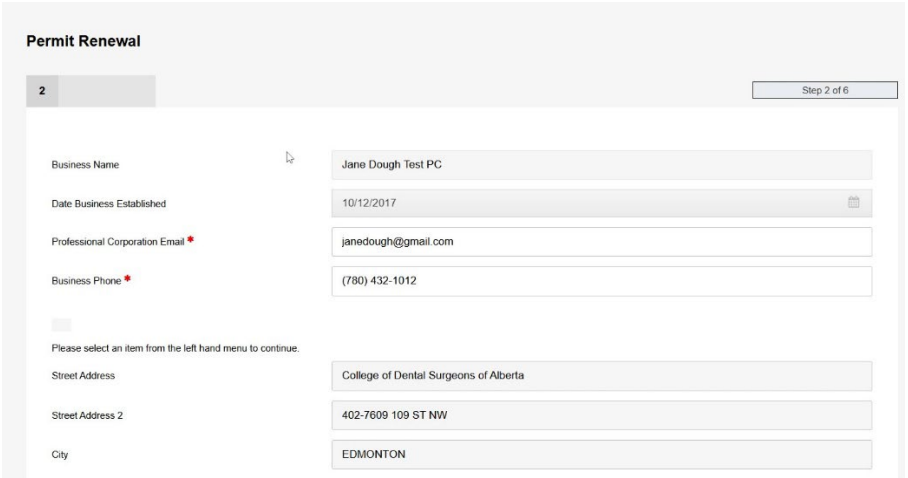
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6. Once you have confirmed that the contact information is correct click, ‘Save & Continue’.



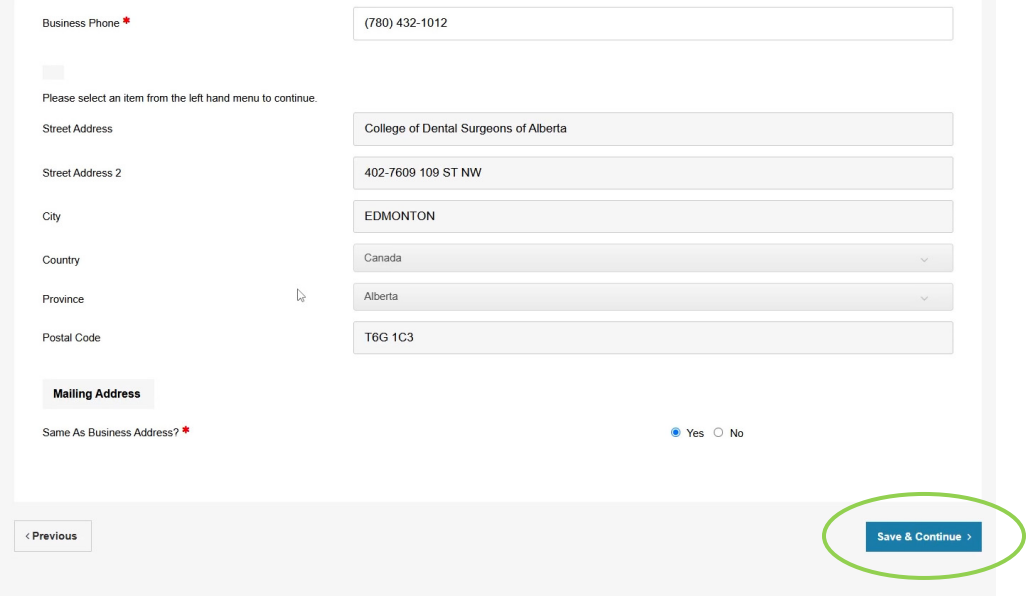
7. Please note that any time you move onto the next step by clicking ‘Save and Continue’ your entry will be saved. Should you leave the session, you can return later to complete the process.

8. Next, you will need to confirm your Professional Corporation details. Ensure the PC’s email and phone number are correct. If your Business Address is incorrect, please contact the CDSA at professionalcorporations@cdsab.ca.

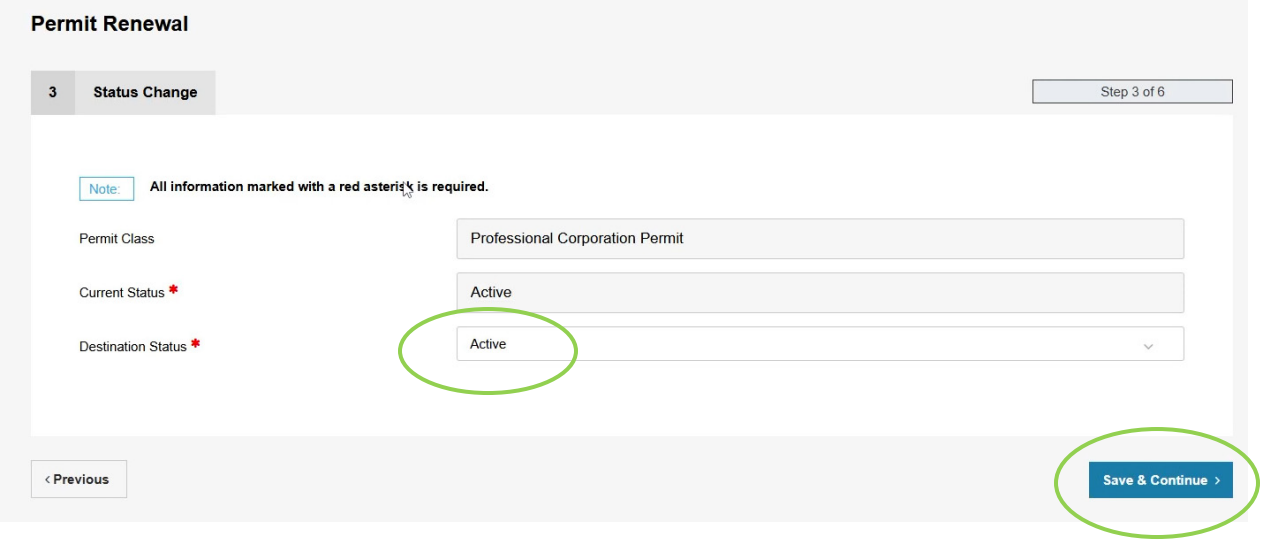


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9. Once you have confirmed the accuracy of your PC details click, ‘Save and Continue.’

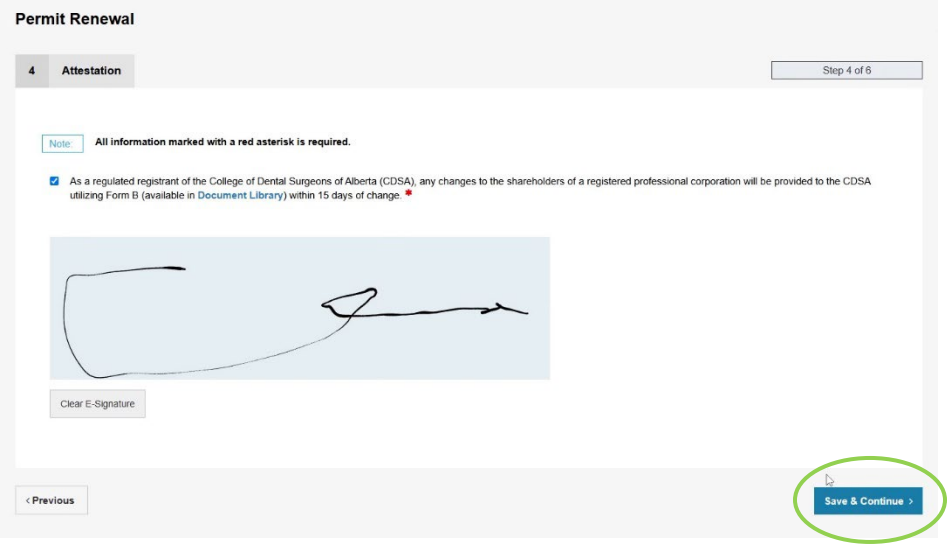


10. The next page confirms the status of your Professional Corporation. The Destination Status will show as ‘Active’. Click ‘Save and Continue’ to move forward.



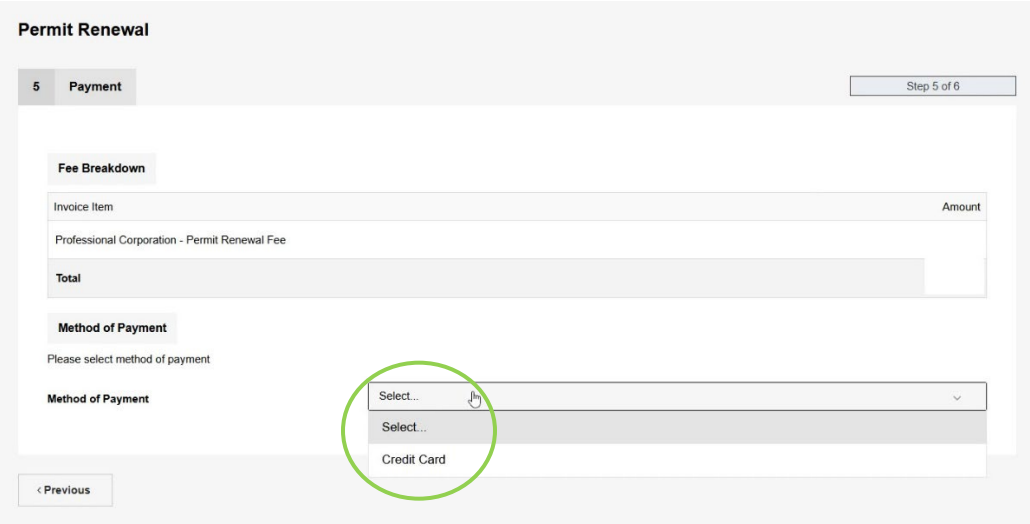
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11. You will now need to complete the attestation and sign using the e-signature field. Click ‘Save and Continue’.



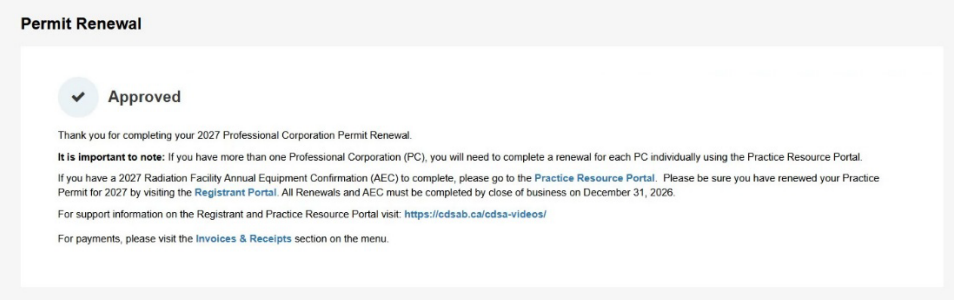
12. Lastly, payment is required to renew your Professional Corporation. The CDSA only accepts credit card payments.

    a. Select ‘Credit Card’ from the Method of Payment dropdown and proceed to the next screen to enter your payment information. Once payment information is entered, click ‘Checkout.’ The confirmation of your submission will take a moment.



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13. Your Professional Corporation renewal is now complete. You will receive an email with your receipt. All emails confirming and approving updates made within the Practice Resource Portal will come from noreply@thentiacloud.com. If you don't see these emails, please check your junk or spam inboxes prior to contacting the CDSA.



14. If you have additional Professional Corporations, click 'Select Account' in the left-hand menu to return to your Practice Resource Portal homepage, choose another Professional Corporation and repeat the process.

