



# **Engineers Yukon**

**Individual Membership &  
Permit to Practice Renewals**

**Step by Step Instructions**

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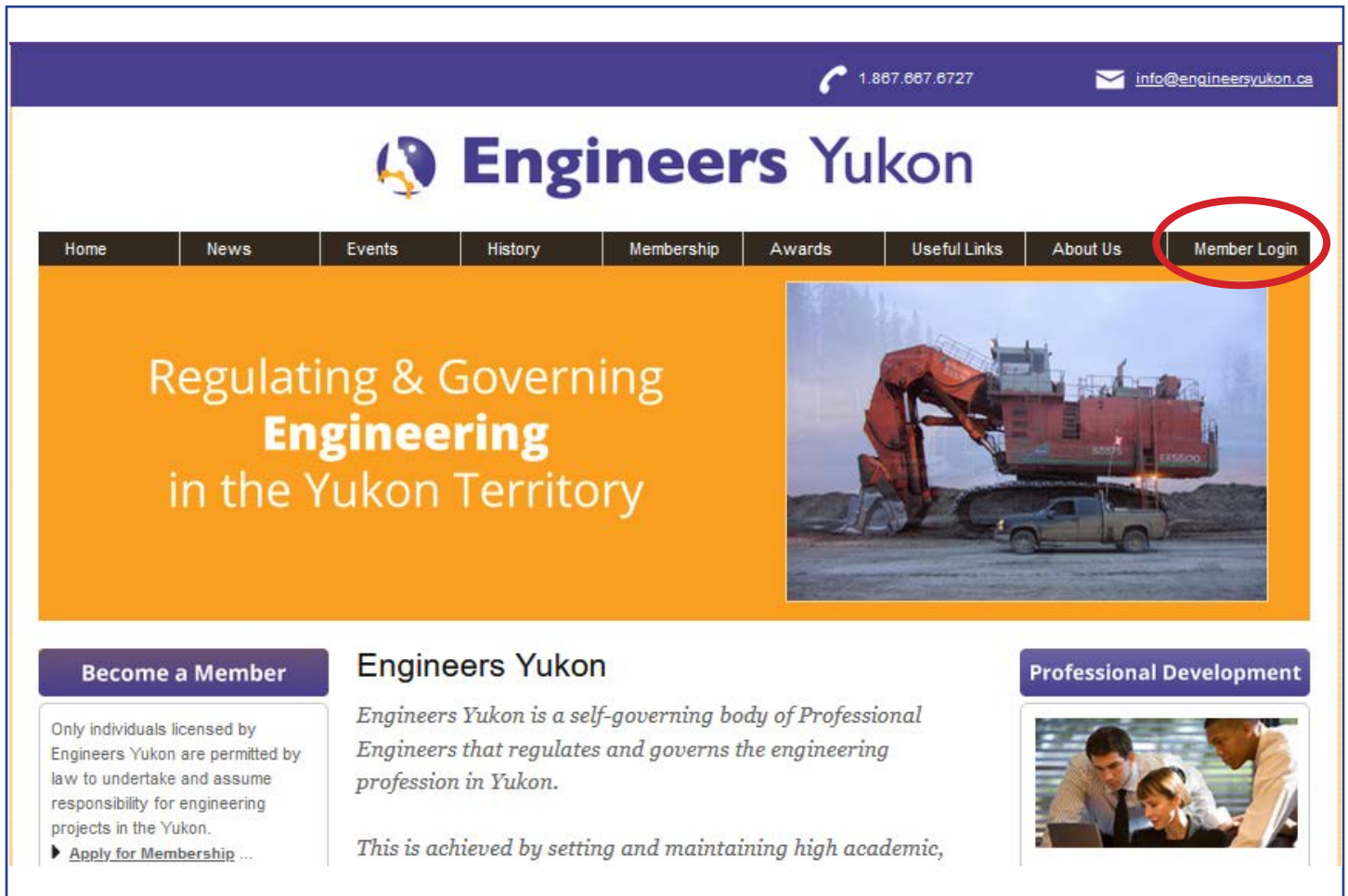
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# **Individual Membership Renewal Instructions**



## Membership Renewals - Individual Members




The screenshot shows the homepage of the Engineers Yukon website. The top navigation bar includes links for Home, News, Events, History, Membership, Awards, Useful Links, About Us, and Member Login. The Member Login link is circled in red. The main content area features a large orange banner with the text "Regulating & Governing Engineering in the Yukon Territory" and a photograph of a large excavator. Below the banner, there are three columns: "Become a Member" with a link to "Apply for Membership ...", "Engineers Yukon" with a description of the organization, and "Professional Development" with a photograph of three people working together.

To renew your membership, please proceed as follows:

1. Navigate to [www.engineersyukon.ca](http://www.engineersyukon.ca).
2. Click on the “Member Login” button (last on the right side of the main header menu).

## Membership Renewals - Login Page



**Engineers Yukon**

User ID is your Engineers Yukon Membership or Permit number (if dash exists remove it – ex. 0051-LL would be 0051LL)

Password

☐ Remember Me?

[Forgot your password?](#)

### Instructions:

1. Enter your User ID which is your Engineers Yukon membership number with the following exceptions:
  - E.I.T. and L.L. (Eng.) members need to remove the dash to login – ex. **0051-LL** enter **0051LL** or **0301-EIT** enter **0301EIT**.
  - P.Eng. members whose number starts with a zero need to remove the zero to login – ex. **0500** enter **500**.
2. Enter your password.
3. Click on the “Sign in” button.

## Membership Renewals - Main Page

The screenshot displays the Engineers Yukon Central website. On the left is a sidebar with a mission statement and shortcuts. The main content area features a welcome banner and a news item about the 2024 renewal process. On the right, a 'Renew Now' button is highlighted with a red circle, followed by three 'Your CPD Quick Stats' boxes and a 'Preferred Contact Info' section.

*Safeguarding Yukon through effective self-regulation of engineers & engineering service providers*

Home

Shortcuts

- My Profile
- Contact Information
- Invoices
- CPD
- 2024 Dues Notice

Welcome to Engineers Yukon Central [Read More](#)

Welcome,  Here is the latest news for you.

**Easy Renewal for 2024 is now open! Click on Renew now to complete!** 8h

'Renew Now' guides you through all the screens you need to see in order to renew and review/update your information on record with Engineers Yukon.

Even if you will not be paying online (for example, your company is paying for you or you are paying by cheque), you still need to go through the Easy Renewal / Renew Now process to review and update your information and indicate in the appropriate screen how payment will be made.

**Retired Members and Sole Proprietors** with a balance owing of \$0 must still complete the renewal process. When you get to the payment section please choose **"I want to pay online"**

[Renew Now](#)

Your CPD Quick Stats  
No data for 2020 year on file

Your CPD Quick Stats  
No data for 2021 year on file

Your CPD Quick Stats  
No data for 2022 year on file

Preferred Contact Info

(Home)


(Home)  
(Work)

Email: [Manage](#)

## Instructions:

I. Click on the “Renew Now” button in the top right corner.

## Membership Renewals - Welcome to Easy Renewal



**Engineers Yukon**

Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

---

**Welcome to Engineers Yukon "Easy Renewal"**

In a few easy steps, you will be guided through each screen you need to see in your On-Line Profile in order to renew successfully. This will take between 10 and 20 minutes depending on whether or not you have any Practice to Permit relationships.

If you are not able to complete Easy Renewal in one sitting, you can log out and come back at any time. Simply click "Next" at the bottom of a screen in order for your changes to be saved.

All of the screens you are about to see can be viewed within your Engineers Yukon On-Line Profile at any time.

**Continuing Professional Development**  
**The first step to your renewal is recording your CPD information which you must do before continuing with your Membership renewal.**  
**Please note:** In order to enter your CPD for the previous calendar year please select "Add New" on the CPD information page to begin the reporting process. You will then have the option of either reporting your hours or declaring you have already reported your CPD hours to another Association with mandatory reporting instead of reporting them again to us. If checking "Reporting Elsewhere" you must select the Association you reported too from the list given (**only Associations with a mandatory program & mandatory reporting are included in the list**).

[CLICK HERE](#) to access your CPD information page

Membership Category :

☒ P. Eng.

Next

You cannot continue until your CPD Information is entered.

## Instructions:

1. Ensure that your "Membership Category" radial button is selected.
2. Click on the "Next" button.

*\*Note: You cannot continue with your renewal until your Continuing Professional Development information is entered.*

## Membership Renewals - CPD: No previous hours recorded

< Back to Home

Continuing Professional Development - Reporting Summary

Add New

All practicing members are required to obtain a minimum of 240 PDHs over three years, in at least three of the seven categories. Please do not send any supporting documentation. CPD hours are reported annually by calendar year (January to December) and you report for the previous calendar year. For example, you would report your 2021 hours when completing your 2022 renewal. If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

In order to enter your CPD for the previous calendar year please select "Add New" to begin the reporting process. You will then have the option of either reporting your hours or declaring you have already reported your CPD hours to another Association with mandatory reporting instead of reporting them again to us. If checking "Reporting Elsewhere" you must select the Association you reported too from the list given (**only Associations with a mandatory program & mandatory reporting are included in the list**).

### Instructions:

1. Click on the "Add New" button.

*\*Note: If you have recorded CPD hours previously, you will be directed to Page #I.6 - "CPD with existing hours on file".*



## Membership Renewals - CPD: With existing hours on file


[< Back to Home](#)

### Continuing Professional Development - Reporting Summary

[Add New](#)

All practicing members are required to obtain a minimum of 240 PDHs over three years, in at least three of the seven categories. Please do not send any supporting documentation. CPD hours are reported annually by calendar year (January to December) and you report for the previous calendar year. For example, you would report your 2021 hours when completing your 2022 renewal. If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

In order to enter your CPD for the previous calendar year please select "Add New" to begin the reporting process. You will then have the option of either reporting your hours or declaring you have already reported your CPD hours to another Association with mandatory reporting instead of reporting them again to us. If checking "Reporting Elsewhere" you must select the Association you reported too from the list given (**only Associations with a mandatory program & mandatory reporting are included in the list**).



2022 Reporting Elsewhere

APEGA

[Edit](#)

## Instructions:

I. Click on the "Add New" button.

*\*Note: If you have recorded CPD hours previously, you will be directed to Page #I.5 - "CPD - No previous hours recorded."*

## Membership Renewals - CPD: Summary Sheet

### Continuing Professional Development – Annual Report

Enter hours for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

Activities included in each category are outlined in the [CPD Summary Sheet](#)

After you have saved your information click "Back to Home" and then "Renew Now" in the top right corner. This will take you back to "Welcome to Easy renewal" page where you can now click "Next" to continue your renewal.

Year

☐ Reporting Elsewhere

Cancel

## Instructions:

1. Review the “CPD Summary Sheet” at the link above to review the CPD activities listed for each category.

## Membership Renewals - CPD: Select year

### Continuing Professional Development – Annual Report

Enter hours for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

Activities included in each category are outlined in the [CPD Summary Sheet](#).

After you have saved your information click "Back to Home" and then "Renew Now" in the top right corner. This will take you back to "Welcome to Easy renewal" page where you can now click "Next" to continue your renewal.

Year

Select Year

2023

2022

## Instructions:

1. In the drop-down menu, select the year for which you would like to enter your hours.

## Membership Renewals - CPD: Enter activity credit hours

### Continuing Professional Development – Annual Report

Enter hours for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

Activities included in each category are outlined in the [CPD Summary Sheet](#).

After you have saved your information click "Back to Home" and then "Renew Now" in the top right corner. This will take you back to "Welcome to Easy renewal" page where you can now click "Next" to continue your renewal.

Year    
☐ Reporting Elsewhere

Category	Credits
<input type="radio"/> Professional Practice	<input type="text"/> max 50
<input type="radio"/> Formal Activity	<input type="text"/> max 30
<input type="radio"/> Informal Activity	<input type="text"/> max 30
<input type="radio"/> Participation	<input type="text"/> max 20
<input type="radio"/> Presentations	<input type="text"/> max 20
<input type="radio"/> Contributions to Knowledge	<input type="text"/> max 30
<input type="radio"/> Caregiving	<input type="text"/> max 30
Total	<input type="text"/>

## Instructions:

1. Enter your credit hours for each appropriate category for the year in which you have selected.
2. Click on the "Save" button.

## Membership Renewals - CPD: Reporting elsewhere

### Continuing Professional Development – Annual Report

Enter hours for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

If you have obtained hours in excess of the annual category maximum, you can bank them for two years. Note: banked hours should only be reported in the year they are claimed.

Activities included in each category are outlined in the [CPD Summary Sheet](#).


After you have saved your information click "Back to Home" and then "Renew Now" in the top right corner. This will take you back to "Welcome to Easy renewal" page where you can now click "Next" to continue your renewal.

The screenshot shows a web form for reporting CPD hours. At the top, there is a 'Year' dropdown menu set to '2023'. Below it, a checkbox labeled 'Reporting Elsewhere' is checked and circled in red. To the right of the checkbox is a search bar. Below the search bar is a dropdown menu with the text 'Please select' and a list of professional associations: APEGA, APEGNB, APEGS, EGBC, Engineers Geoscientists Manitoba, and Engineers PEI. To the left of the dropdown menu is a 'Save' button. Below the dropdown menu is a 'Category' section with three radio buttons: 'Professional', 'Formal Activity', and 'Informal Activity'. To the right of the dropdown menu is a 'Credits' section with three input fields, each with a 'max' value: 'max 50', 'max 30', and 'max 30'.

## Instructions:

1. If you are reporting CPD hours elsewhere (under another jurisdiction's professional association), please select the box under the drop-down menu.
2. When the drop-down menu appears, please select the professional association under which you are reporting CPD credit hours.
3. Click on the "Save" button then click on "Back to Home".
4. Click on the "Renew Now" button in the top right corner. This will take you back to the "Welcome to Easy Renewal" page where you can click on the "Next" button to continue.

## Membership Renewals - Contact Information



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

*Review your contact information for accuracy*

**Work** [Edit](#)

Email:

[Add Contact Information](#)

[Previous](#) [Next](#) [Save](#) [Cancel](#)

**Home** [Edit](#)


123 Street Name  
City, Province/Territory  
Postal Code

Phone number

### Instructions:

1. Review your contact information.
2. If required, correct or change the information by selecting the “Edit” link.
3. Add additional contact information by selecting the “Add Contact Information” link.
4. Press the “Save” button.
5. Press the “Next” button.

## Membership Renewals - National Secondary Professional Liability Insurance Program



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

**Mandatory National Secondary Professional Liability Insurance Program**

This program is mandatory for all members however if you are registered with another Canadian Engineering Association you can elect to pay your insurance fee to that Association instead. If you wish to add the insurance fee to this renewal please check the box below.


☒ Insurance - \$10,000

Please note entering the name of another Canadian Engineering Association above is considered your declaration that: I have / will pay the 2024 National Secondary Professional Liability Insurance program premium to another Canadian Engineering Association and it is, therefore, not payable in Yukon.

### Instructions:

1. If you are paying the fee for the mandatory national secondary professional liability insurance program through Engineers Yukon, select the corresponding checkbox.
2. Click on the “Save” button.
3. Click on the “Next” button.

## Membership Renewals - National Secondary Professional Liability Insurance Program



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

**Mandatory National Secondary Professional Liability Insurance Program**

This program is mandatory for all members however if you are registered with another Canadian Engineering Association you can elect to pay your insurance fee to that Association instead. If you wish to add the insurance fee to this renewal please check the box below.

☐ Insurance - \$10.00

If you are making payment through another Canadian Engineering Association, please type the name of that Association below:


Please note entering the name of another Canadian Engineering Association above is considered your declaration that: I have / will pay the 2024 National Secondary Professional Liability Insurance program premium to another Canadian Engineering Association and is, therefore, not payable in Yukon.

### Instructions:

1. If you are making the payment for the mandatory insurance through a Canadian association that is not Engineers Yukon, please type the name of the association in the corresponding text field.
2. Click on the “Save” button.
3. Click on the “Next” button.



## Membership Renewals - Preferences for Mailing



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

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**Preferences for Mailings**

Manage your preferences for mailings.

**Table 1 – Engineers Yukon specific**

☐ Engineers Yukon informational emails  
(various announcements, not including events) \*

☐ Engineers Yukon promotional emails  
(free and for cost) – includes social events, professional development opportunities, etc.

☐ Mail from Engineers Yukon


☐ Quarterly Engineers Yukon e-newsletter

**Please Note:** You will continue to receive notifications required by law by either email. These include: annual dues notice, notice of Annual or Special General Meetings of Members.

### Instructions:

1. Select the corresponding checkbox for your preferred mailing option.
2. Click on the “Save” button.
3. Click on the “Next” button.

## Membership Renewals - Volunteer Categories



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

---

**Volunteer Categories**

Manage the list of committees, etc that you wish to volunteer for.

Engineers Yukon operates with the help of many volunteers and we can always use more. You can volunteer for the various committees listed below by marking all those you are interested in, and more than one if you wish. Many of the meetings are conducted by over the lunch hour in an effort to avoid affecting your time at home and/or work. For more information on each of the committees listed below, [Click Here](#)


Classification:

- ☐ Annual Engineering Bonanza
- ☐ Awards Committee
- ☐ Continuing Professional Development Committee
- ☐ Discipline Committee
- ☐ Outreach Committee
- ☐ Professional Practice Task Force
- ☐ Social Committee
- ☐ 30 by 30 Committee
- ☐ E.I.T. Committee

## Instructions:

1. Select the corresponding checkbox for each committee on which you are interested in participating.
2. Click on the “Save” button.
3. Click on the “Next” button.

## Membership Renewals - Member Declaration



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

**Member Declaration:**

I declare the information made on the member renewal and CPD report, to be true and correct to the best of my knowledge. Note: CPD report is not applicable to E.I.T. and Retired Members as neither category has the right to practice in Yukon.

I agree to be governed by the Act, Regulations, By-Laws and Code of Ethics of the Association of Professional Engineers of Yukon (Engineers Yukon).


I agree to the collection, use and sharing of private information, by Engineers Yukon for regulatory purposes, as may be required by Engineers Yukon and other provincial or territorial associations, for either registration, discipline or enforcement purposes and agree to not hold any party liable.

☐ Check here to indicate you have read and agree to the Member Declaration as stated above.

### Instructions:

1. Read the Member Declaration.
2. Click on the corresponding checkbox to indicate that you have read and agree to the Member Declaration.
3. Click on the “Save” button.
4. Click on the “Next” button

## Membership Renewals - Payment Options



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

---

**Payment Options**

☐ I want to pay online now by Visa or Mastercard.

☐ I am not paying online. My company is paying by cheque and will remit payment prior to the December 31st deadline.

☐ I am not paying online. I am paying by cheque and confirm I will remit payment prior to the December 31st deadline.

**IMPORTANT NOTICE IF MAILING IN PAYMENT:** A late fee in the amount of 25% of the fee owing will be levied on any annual fee remitted or postmarked after December 31st.

[Previous](#) [Next](#) [Cancel](#)

### Instructions:

1. Select the radial button for your desired payment option.
2. Press the “Next” button.

## Membership Renewals - Order Summary

Order Summary (Canadian Dollars)

Item	Fee	Quantity	Sub Total
P. Eng. Membership Dues 2024/01/01 - 2024/12/31	\$305.00	1	\$305.00
National Secondary Professional Liability Insurance	\$10.00	1	\$10.00
		Sub Total	\$315.00
		Tax	\$15.75
		Total Amount	\$330.75

Billing Address

Edit

Contact Name\*

Address

123 Anywhere Street

Anywhere, Yukon

Y1A XXX

Email\*

Phone Number\*

Payment

Payment Method\*

CreditCardBamboraCheckout

CreditCardBamboraCheckout

☐ I agree to the [Terms and Conditions](#)

Previous

Proceed to Payment

Cancel

## Instructions:

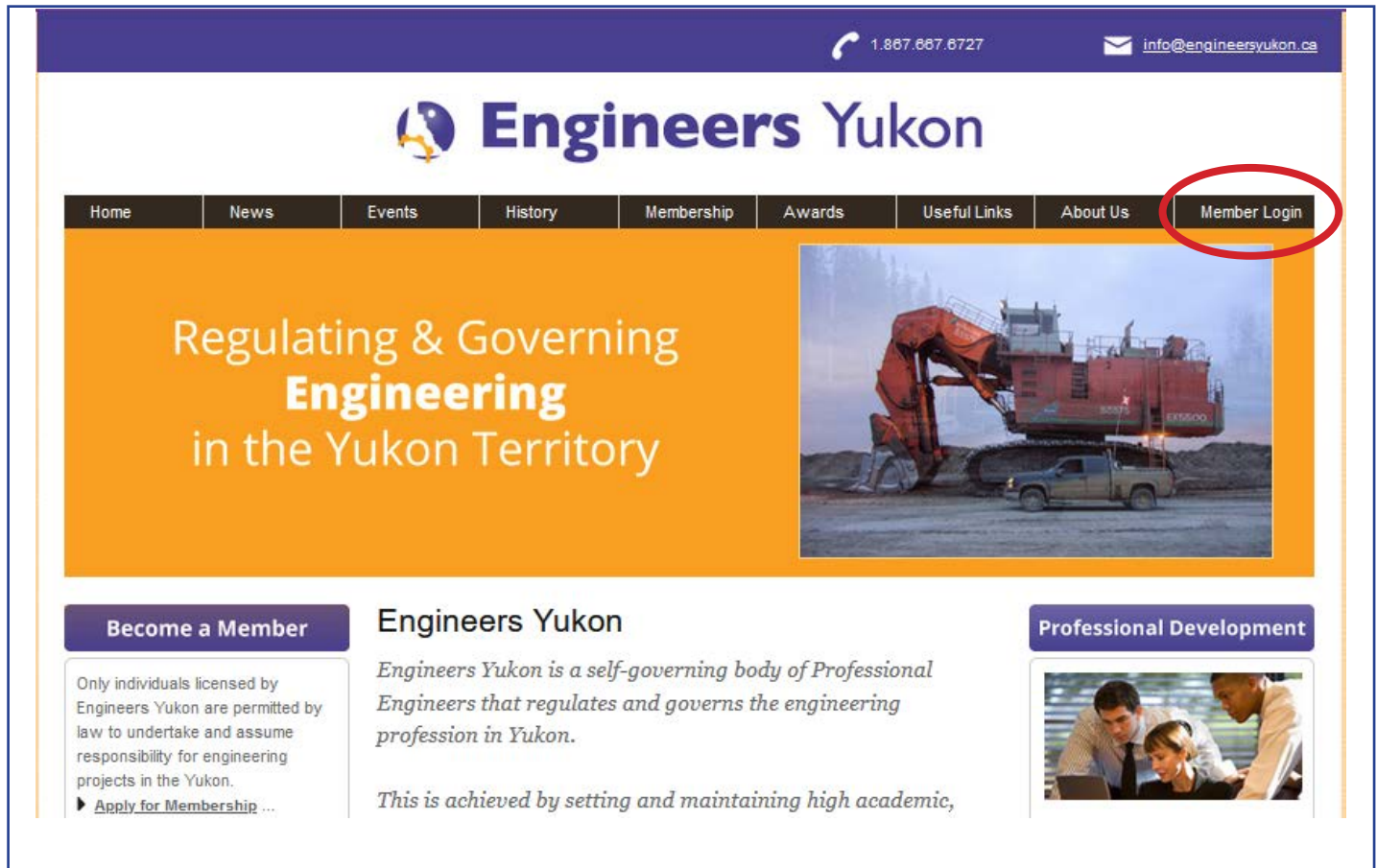
1. Review the order summary and confirm your items, quantities and fees.
2. Review your billing address and edit the information, if required, by clicking on the “Edit” button.
3. Review your payment method.
4. Accept the Terms and Conditions by selecting the corresponding checkbox. You may review the Terms and Conditions by clicking on the corresponding link.
5. If paying online now by Visa or Mastercard, click on the “Proceed to Payment” button.



# **Permit to Practice Renewal Instructions**



## Permit to Practice Renewal - Navigation



**To renew your Permit to Practice, please proceed as follows:**

1. Navigate to [www.engineersyukon.ca](http://www.engineersyukon.ca).
2. Click on the "Member Login" button.

## Permit to Practice Renewal - Login Screen



User ID is your Engineers Yukon Membership or Permit number (if dash exists remove it – ex. 0051-LL would be 0051LL)

Password

☐ Remember Me?

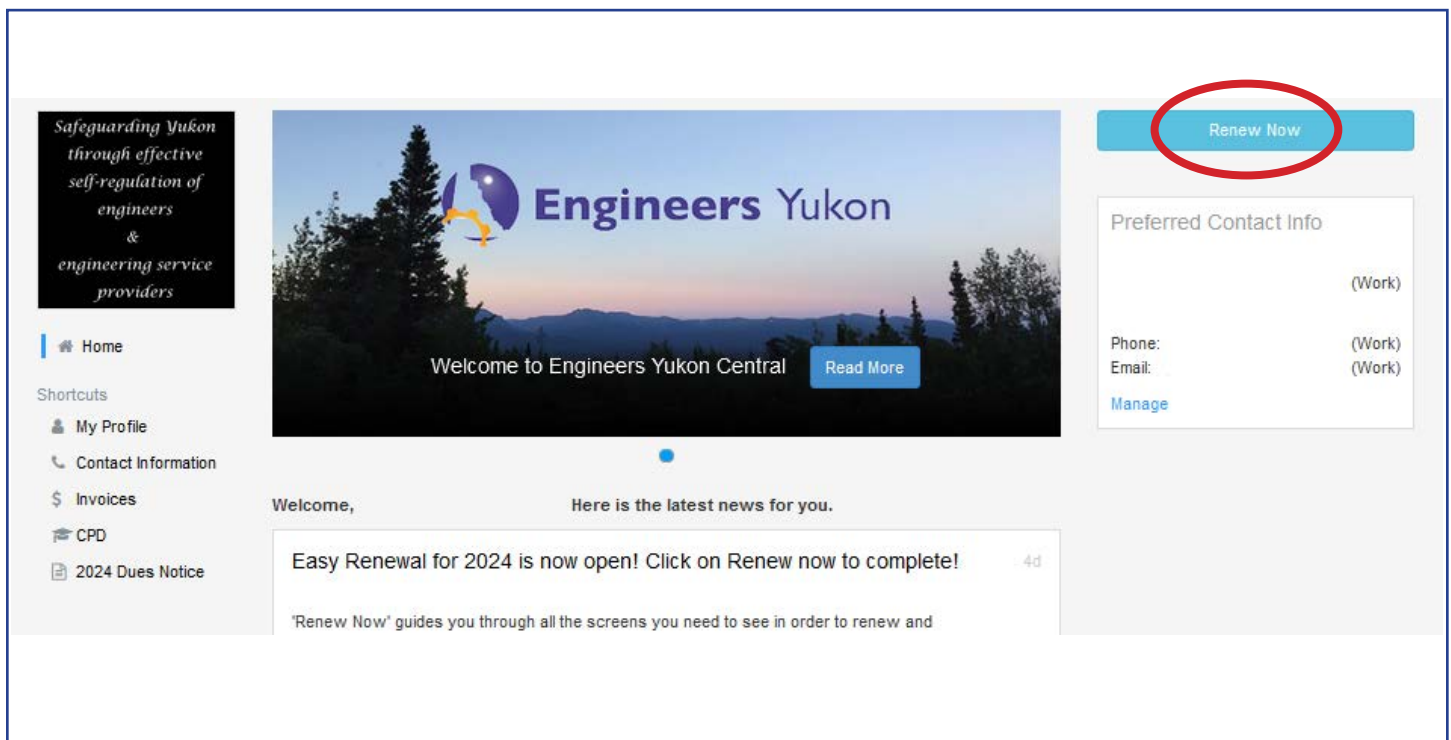
[Forgot your password?](#)

### Instructions:

1. Enter your Permit Number in the “User ID” field.
2. Enter your password.
3. Press the “Sign in” button.



## Permit to Practice Renewal - Renewals Main Page



### Instructions:

I. Click on the “Renew Now” button.

## Permit to Practice Renewal - Renewal Welcome Page



Welcome to Easy Renewal for Permit to Practice (P2P)

In a few easy steps, you will be guided through each screen you need to see in the On-Line Profile in order to successfully renew your Permit to Practice.

**Conditions required in order for this Permit to Practice to be renewed online:**

1. The Permit to Practice status must be "In Good Standing" at the time of renewal; and
2. At least one of the Responsible Members listed on the Permit must have already renewed their individual membership

**Note:** A Permit holder must have at least one Engineers Yukon professional member or limited license holder in order for a Permit to Practice to remain active. If a Permit holder no longer has a responsible professional, then the Permit to Practice is not valid and will be revoked until there is a responsible person in place. The permit holder must surrender their permit stamps and certificates when there is no member or licensee to assume responsibility for the professional practice of the applicant. If your Permit is no longer valid, the firm cannot practice engineering in the Yukon until the firm has met all requirements under the Act.

**Important:** this renewal is for the company Permit to Practice only. Individual members must renew & pay their annual dues separately.

Membership Category:


☒ P2P

Next

## Instructions:

1. Review the conditions that apply for renewing Permits to Practice online.
2. Select the "P2P" radial button.
3. Press the "Next" button.

## Permit to Practice Renewal - Contact Information



**Engineers Yukon**

Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

*Review the contact information for accuracy*

Review the Permit contact information listed below for accuracy and make any necessary changes using the edit button. Note: leave address line 1 as the main contact person's name and do not adjust the address types

**Work** [Edit](#)

123 Anywhere Street  
Anywhere, Yukon  
Y1A XXX

Phone:  
Email:

[Add Contact Information](#)

### Instructions:

1. Review your contact information.
2. If required, correct or change the information by selecting the “Edit” link.
3. Add additional contact information by selecting the “Add Contact Information” link.
4. Press the “Save” button.
5. Press the “Next” button.

## Permit to Practice Renewal - Responsible Members

### P2P Responsible Members

If you require any changes to the Responsible Member(s) as shown in the table below, submit them to the Engineers Yukon office by email to [registration@engineersyukon.ca](mailto:registration@engineersyukon.ca)

Instructions, including documentation required, for changing Responsible Members as well as other changes required are outlined in the Permit to Practice information package and can be found here <https://engineersyukon.ca/permit-to-practice-information.php>

To cancel the Permit to Practice, a written request signed by the C.O.O. or equivalent, or Authorized Designate must be submitted to Engineers Yukon by email to [info@engineersyukon.ca](mailto:info@engineersyukon.ca) or mail to the Engineers Yukon office at Suite 205 – 104 Elliott Street, Whitehorse, YT Y1A 0M2.

Member Id	Name	Responsible Member	Designation	Membership Status	Discipline
1234	Jane Doe	<input checked="" type="checkbox"/>	P. Eng.	Active	Environmental
1234	John Doe	<input checked="" type="checkbox"/>	P. Eng.	Active	Environmental

**Please Note:** Each discipline must have a designated P. Eng. registered with Engineers Yukon. Engineers Yukon must be informed of any changes or additions to the designated engineers for each discipline

### Declaration – List of Responsible Members

As the Authorized Signing Officer for this Permit to Practice, I hereby certify that (choose one):

☐ The list of Responsible Members is current, true and accurate.  
Note – There may be some members who have not renewed membership, that is just for your information.


☐ Changes to the list of Responsible Members have been submitted to the Engineers Yukon office.  
Note – you do not need to wait for the changes to be reflected here before proceeding with the renewal, as long as you have submitted them.

Click Next to confirm that you wish to renew this Permit to Practice (P2P).  
**Important:** this renewal is for the company Permit to Practice only. Individual members must renew & pay their annual dues separately.

## Instructions:

1. Review the list of Responsible Members in the table.
2. If you require changes, submit them by email to [registration@engineersyukon.ca](mailto:registration@engineersyukon.ca).
3. Under the 'Declaration' section, select the radial button of the desired option.
4. Press the "Next" button.

## Permit to Practice Renewal - Payment Options



Suite #205-104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
867.667.6727  
info@engineersyukon.ca

Payment Options

☐ I want to pay online now by Visa or Mastercard.

☐ I am not paying online. I am paying by cheque and confirm I will remit payment prior to the December 31st deadline.

**IMPORTANT NOTICE IF MAILING IN PAYMENT:** A late fee in the amount of 25% of the fee owing will be levied on any annual fee remitted or postmarked after December 31st.

### Instructions:

1. Select the radial button for your desired payment option.
2. Press the “Next” button.

## Permit to Practice Renewal - Order Summary

Order Summary (Canadian Dollars)

Item	Fee	Quantity	Sub Total
Permit to Practice Dues 2024/01/01 - 2024/12/31	\$280.00	1	\$280.00
Sub Total			\$280.00
Tax			\$14.00
Total Amount			\$294.00

Billing Address

Edit

Contact Name\*

Organization Name

Address

123 Anywhere Street  
Anywhere, Yukon  
Y1A XXX

Email\*

Phone Number\*

Payment

Payment Method\*

CreditCardBamboraCheckout

CreditCardBamboraCheckout

☐ I agree to the [Terms and Conditions](#)

Previous

Proceed to Payment

Cancel

*\*Instructions on next page.*

## Permit to Practice Renewal - Order Summary

### Instructions:

1. Review the order summary and confirm your items, quantities and fees.
2. Review your billing address and edit the information, if required, by pressing the “Edit” button.
3. Review your payment method.
4. Accept the Terms and Conditions by selecting the corresponding checkbox. You may review the Terms and Conditions by clicking on the corresponding link.
5. If paying online now by Visa or Mastercard, click on the “Proceed to Payment” button.



**Engineers Yukon**