Individual Membership & Permit to Practice Renewals

Step by Step Instructions
Table of Contents

Individual Membership Renewal Instructions

1.1 - Engineers Yukon Web Page
1.2 - Login Page
1.3 - Membership Main Page
1.4 - Welcome to Easy Renewals
1.5 - CPD: With no previous hours recorded
1.6 - CPD: With existing hours recorded
1.7 - CPD: Summary sheet review
1.8 - CPD - Select year
1.9 - CPD - Enter activity credit hours
1.10 - CPD: Reporting elsewhere
1.11 - Contact Information
1.12 - Mandatory National Secondary Professional Liability Insurance Program - Screen 1
1.13 - Mandatory National Secondary Professional Liability Insurance Program - Screen 2
1.14 - Preferences for Mailing
1.15 - Volunteer Categories
1.16 - Member Declaration
1.17 - Payment Options
1.18 - Order Summary

Permit to Practice Renewal Instructions

2.1 - Engineers Yukon Web Page
2.2 - Login Page
2.3 - Membership Main Page
2.4 - Permit to Practice Renewal Welcome Page
2.5 - Permit to Practice Contact Information
2.6 - Permit to Practice Responsible Members
2.7 - Permit to Practice Payment Options
2.8 - Permit to Practice Order Summary
Individual Membership
Renewal Instructions
Membership Renewals - Individual Members

To renew your membership, please proceed as follows:

1. Navigate to www.engineersyukon.ca.
2. Click on the “Member Login” button (last on the right side of the main header menu).
Membership Renewals - Login Page

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

Instructions:

1. Click on the “Renew Now” button in the top right corner.
Membership Renewals - Welcome to Easy Renewal

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

Instructions:

1. Click on the “Add New” button.

*Note: If you have recorded CPD hours previously, you will be directed to Page #1.6 - “CPD with existing hours on file”.
Membership Renewals - CPD: With existing hours on file

Instructions:

1. Click on the “Add New” button.

*Note: If you have recorded CPD hours previously, you will be directed to Page #1.5 - “CPD - No previous hours recorded.”
Membership Renewals - CPD: Summary Sheet

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

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

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

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

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

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

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

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

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

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

Instructions:

1. Select the radial button for your desired payment option.
2. Press the “Next” button.
Membership Renewals - 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 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
To renew your Permit to Practice, please proceed as follows:

1. Navigate to www.engineersyukon.ca.
2. Click on the “Member Login” button.
Permit to Practice Renewal - Login Screen

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:

1. 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

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

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.
2.6 Permit to Practice Renewal - Responsible Members

Instructions:

1. Review the list of Responsible Members in the table.
2. If you require changes, submit them by email to aenzenauer@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

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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Quantity</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit to Practice Dues 2020/01/01 - 2020/12/31</td>
<td>$265.00</td>
<td>1</td>
<td>$265.00</td>
</tr>
</tbody>
</table>

| Sub Total | .................................................... | $265.00 |
| Tax       | .................................................... | $15.25  |
| Total Amount | .................................................... | $280.25 |

Billing Address

123 Anywhere Street
Anywhere, Yukon
Y1A XXX
(867) 555-1111

Payment

Payment Method*
- CreditCardBambersCheckout
- CreditCardBambersCheckout

I agree to the Terms and Conditions

*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.