

Guide for Professional Corporation Renewal

If you are a member and a company administrator (representing your firm and registered with CPA NB) for a public practice and/or a professional corporation, the screenshot below reflects the first page you would see after logging into the member portal.

If you are logging in for the first time, you will have to **reset your password** using the 'forgot password' option. Your username is your **CPA Member number** which is the same as the old member portal. On the other hand, if you have already logged in as a member, you can continue with your set username and password.

For non-member company administrators, the username would be the **email address** registered with CPA-NB and you will have to **reset your password** using the 'forgot password' option. If you are not sure about your company administrator, please contact us at regulatory@cpanewbrunswick.ca

The screenshot displays the member portal interface. At the top, there is a user profile section with a placeholder for a profile picture and the following information: **Type** Regular Member, **Status** Active, and **Paid through** 3/31/2023.

The main content area features a blue banner titled "Time to Renew Your Membership". Below the title, it states: "The deadline to renew your membership, confirm your annual CPD compliance, submit your annual declarations, and pay your membership dues and other fees is March 31. Late fees will be assessed on April 1." A progress bar shows "10% Completed". The process is broken down into five steps: **Step 1: Confirm your annual CPD compliance**, **Step 2: Submit Member Renewal**, **Step 3: Pay My Fees**, and **Renewal Complete**.

Below the banner, a purple section contains the text: "The deadline to submit the Firm Declaration is March 31, 2023." There are two rows of information, each with a dropdown menu, a text input field, and a "Submit Declaration" button. The first row is for "(Prof. Corp) is up for renewal" and the second row is for "(Public Practice) is up for renewal".

At the bottom, there is a "CPD Reporting" section with a "Report Hours" button and an "I want to..." section with a "View my account details" link.

Red annotations are present: a red box highlights the "Time to Renew Your Membership" banner (labeled 1), and red boxes highlight the "Submit Declaration" buttons for both the Professional Corporation and Public Practice sections (labeled 2 and 3).

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1. Click on “Step 1: Confirm your annual CPD compliance” in this screenshot and follow the process to complete your member renewal. For more on completing your member renewal, please see “**Guidance for Membership Renewal.**”
2. Click on “Submit Declaration” in this screenshot to access the professional corporation renewal form.
3. Click on “Submit Declaration” in this screenshot to access the public practice renewal form. For more information on completing your public practice renewal, please see “**Guidance for Public Practice Renewal.**”

Professional Corporation Renewal Form

After completing “2” above, the professional corporation renewal form is displayed. Please see below. Answer the questions and follow the prompts to complete your professional corporation renewal.

At the end of the page, please click “Proceed to Professional Corporation Fees.”

CPA New Brunswick Statement

CPA NB is committed to protecting the privacy and confidentiality of the personal information of its registrants. CPA NB will comply with the requirements of the Personal Information Protection and Electronic Documents Act and the the Chartered Professional Accountants Act (the Act), and will use fair and reasonable practices to meet its obligations under the legislation.

By applying for renewal of firm registration, the applicant consents to the collection, use or disclosure of information as set out in CPA NB's privacy policy, legislative authorities and other governing documents. Should the applicant wish to withdraw consent for the use or disclosure of this information, they must advise CPA NB in writing and the applicant must note there may be consequences to continued registration to practice public accounting. In addition, if there is a requirement to disclose information in accordance with the Act, Regulation, Bylaws, Directives or Resolutions, withdrawal of consent for such disclosure will have no effect.

Current Information

Primary Operating Name (if different than legal name)

If you are operating under different name, please contact the regulatory department at regaffairs@cpanb.ca

Organization Structure*

Select your registration option *

- Renew
- De-register
- Did you have changes in your professional corporation structure in the past 12 months?

Other Jurisdictions

Is your firm permitted/licenced or registered to practice professional or public accounting pursuant to legislation in one or more jurisdictions in Canada? *

- Yes No

Declaration

Professional Corporation

- I declare that all the information in this renewal is true and complete and that: *
- I make this renewal on behalf of the Professional Corporation, and
 - The professional corporation complies with CPA New Brunswick Chartered Professional Accountants Act and By Laws
 - I declare that, in the last calendar year, there have been no changes to the Directors or Shareholders of the professional corporation OR the changes have been submitted to CPA New Brunswick.

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. *

Date of Submission *

2023-02-13

Please enter your full name *

Cancel

Proceed to Professional Corporation Fees

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To pay the professional corporation fees, the following pages will display. Follow the prompt to pay your professional corporation fees.

Member Portal CPD Listing CPD Reporting Event Listing

Membership Billing

Renewal Invoice.

If you wish to pay by cheque, please make cheque payable to "CPA New Brunswick" and include a copy of your invoice with the cheque.

The renewal process will not be completed until payment is received.

CPA New Brunswick
860 Main St. #602
Moncton, NB E1C 1G2

[Invoice](#)

Pay	Date	Description	Due Date	Amount	Balance Due
<input checked="" type="checkbox"/>	2/13/2023	Renewal Fees		120.75	120.75
					Total balance due 120.75
					Total selected 120.75

[Add To Cart](#)

Member Portal CPD Listing CPD Reporting Event Listing

Shopping cart

Items

Item	Quantity	Price	Total
There are no items in the cart.			

[Update](#)

Invoices

Invoice Number	Description	Balance Due
Cash-34870	Renewal Fee	120.75

Cart charges

Invoice total	120.75
TRANSACTION GRAND TOTAL	120.75

Payment Details

• Bill to

Invoice Number	Description	Balance Due
Cash-34870	Renewal Fees	120.75

Cart charges

Invoice total	120.75
TRANSACTION GRAND TOTAL	120.75

Payment Details

• Bill to

Payment amount
120.75

Payment method

Check number

[Submit Order](#)