

# Member Registration Renewal Instructions

## Membership Fees Paid by Employer

CPAs are required to renew their membership annually by **April 1**. Members will have the option to select “Employer to Pay” if the employer is paying the fees directly to CPA Manitoba and not reimbursing the member. After a CPA completes their annual renewal declaration and selects the “Employer to Pay” option, the invoice will be available to pay by a company administrator. Company Administrators can view all CPA Manitoba members employed by their organization and pay for their CPA Manitoba membership fees through the [CPA Manitoba portal](#).

Please email [era@cpamb.ca](mailto:era@cpamb.ca) to request having a designated individual as a “Company Administrator” and include the following information: company name, designated person’s name, email address and phone number.

To access the listing of the CPA Manitoba members at your organization who have selected “Employer to Pay” during their renewal, please refer to the following steps:

### Step 1

Log in to the [member portal](#) using your primary email address on file.

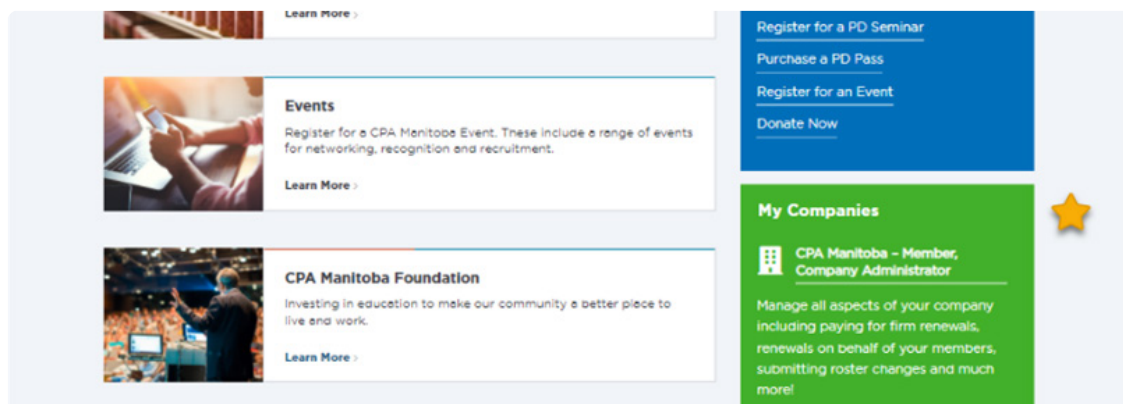
Note: If you require assistance logging in, contact [era@cpamb.ca](mailto:era@cpamb.ca) or call 204-943-1538 (press 0 for reception).

### Step 2

First time users must complete the Terms of Use, set your Communication Preferences and Update Profile information.

### Step 3

Select the company name from the green “My Companies” box on the right-hand side of the portal.



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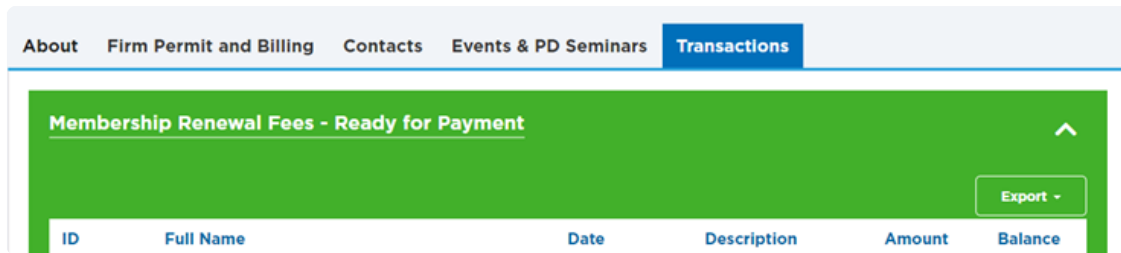
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### Step 4

Select the “Transactions” tab and click on “Membership Renewal Fees – Ready for Payment”.

Here you will find the list of CPA Manitoba members employed by your organization who have completed their renewal and selected “Employer to Pay”. From this page you are able to export the listing.



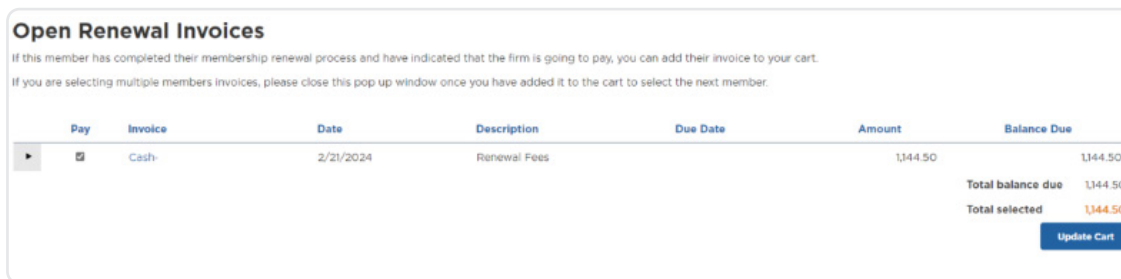
ID	Full Name	Date	Description	Amount	Balance
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### Step 5

Provide payment using one of the following payment methods.

#### Credit Card

- CPA Manitoba accepts American Express, Mastercard and Visa.
- From the “Membership Renewal Fees – Ready for Payment” section, you can select the employees you wish to add to your cart by clicking on their names.
- Invoices must be accessed one at a time to add to the cart.
- The “Open Renewal Invoices” pop-up window will appear for you to select “Pay” and “Add to Cart”.



Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input type="checkbox"/>	Cash	2/21/2024	Renewal Fees		1,144.50	1,144.50
						<b>Total balance due</b> 1,144.50
						<b>Total selected</b> 1,144.50

- To continue adding additional invoices, close the pop up and select the next member from the listing following the process above.
- Once you have added all of the applicable invoices to the cart, you can proceed to payment by accessing the Shopping Cart.
- Under Payment Details – Bill To – Select the Company.
- After payment, there will be the ability to print or download a receipt for each.

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### Cheque

- Export the list of employees who have completed the renewal and select the “Employer to Pay”.
- Alternatively, request the CPA Manitoba member to provide a copy of their membership fees invoices.
- Employers may accumulate invoices for all employees who are CPA Manitoba members and make payment for the sum total.
- Provide a spreadsheet to support the payment amount which should include the following information:

Employer Name:		ABC Company	
Employer Cheque Number:		#####	
Contact Name & Email:		Sally Smith ssmith@abc.ca	
Member Name:	ID (from export):	Invoice Number:	Invoice Amount:
J. Doe	123456	#####	\$####

For each member you can provide the ID from the export or invoice number.

- Please make cheque payable to CPA Manitoba and forward payment before April 1 to:

CPA Manitoba  
Attn: Regulatory Affairs  
1675-One Lombard Place  
Winnipeg, MB R3B 0X3

- Late fees will be applied on payments received after April 15.

### EFT

- Follow the same process as paying by cheque (noted above), except for Electronic Funds Transfers (EFTs) payments; contact [era@cpamb.ca](mailto:era@cpamb.ca) for wiring instructions.

### Important Notes

- If an employee is applying for reduction of fees, please do not pay the full amount. The employee must first apply for the reduction. Once the reduction application is approved and processed, their invoice will be re-issued for the reduced amount and the member portal will be updated with the new invoice amount.
- For employer paid member fees, please do not include a Foundation donation. Should a member wish to make a donation, the member must make the donation themselves.
- Credit card payments will not be accepted over the phone or by email.

### Questions

If you have any questions, contact [era@cpamb.ca](mailto:era@cpamb.ca).

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