

How to Pay and View Your Quality Assurance Fees Online

1. Visit the College website at <https://collegeofopticians.ca>
2. Select “Registrant Portal” at the top right corner of the homepage.



3. Login using your College of Opticians login credentials.

SIGN IN

Username

Required

Password

Required

Keep me signed in

Sign In

[Forgot username?](#) | [Forgot password?](#)

4. Select the Documents & Fees tab.

About Me **Quality Assurance** **Conduct** **Documents & Fees**



Edit **Name:** Test Registrant
Registration#: 6307
Class: Registered Optician
Status: Entitled to Practice
Paid Through: Dec 31 2023
Designations:
Date of Birth: Oct 8 1992
Gender: Male
District: Toronto



5. Under Documents & Fees, you will see your outstanding charge(s) including HST. Select “Proceed to Pay.”

Fees

Charges	Balance
Deficient Professional Portfolio Fee	100.00
Deficient Professional Portfolio Fee HST	13.00
Late Professional Portfolio Fee	50.00
Late Professional Portfolio Fee HST	6.50

Proceed to pay

6. Input your payment details. Select “Submit Order.”



INVOICE SUMMARY

Description	Balance
Renewal Fees - Test Registrant	169.50

TOTAL CHARGES

Invoice Total	169.50
TRANSACTION GRAND TOTAL	169.50

PAYMENT DETAILS

Payment amount 169.50

Payment method

*Card number

*Name on card

*Expiration date

CSC

Card address 90 Adelaide St W
Toronto, ON M5H 3V9
CANADA
[Choose another address](#)

Submit Order

7. Wait for "Order Confirmation" page to load. In the "Send another copy to" field, you're your email address to **save your Order Confirmation page for your records.**



Your receipt will also be visible under “Member Receipts” within the “Documents & Fees” tab in the registrant portal.

- Receipts
- Applications
- Other

Member Receipts

Select year payment was made:

Description	Amount	
Member Receipt	\$113.00	Click here to download