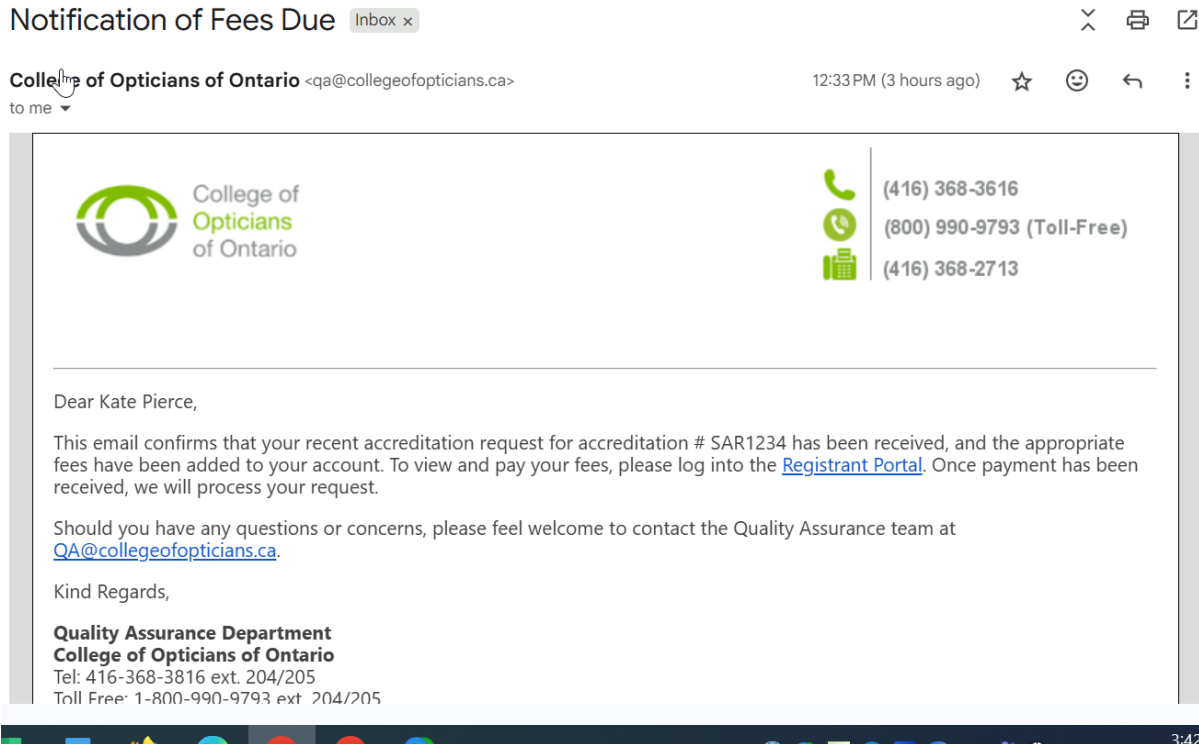


Continuing Education Provider – Payment Process

This document details the steps to be taken by CE Provider Company Administrators to successfully complete payments.

The designated CE “Admin” will receive an email with the subject “**Notification of Fees Due**”. Please see the sample below:



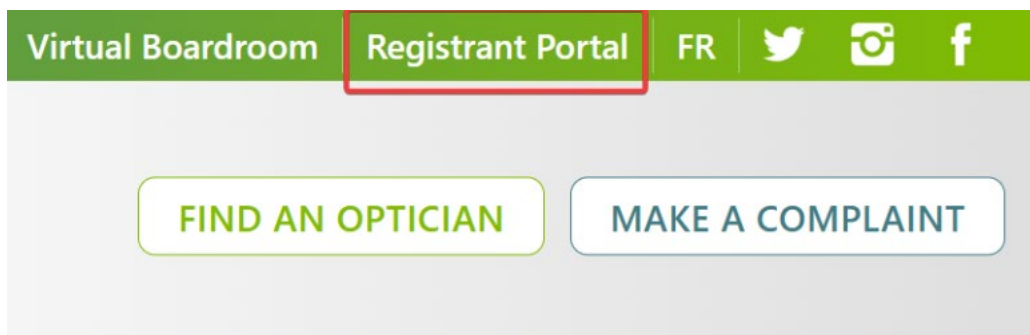
To pay the accreditation fee associated with accreditation request submissions, the CE Provider’s designated “Admin” is required to log in to the registrant portal to review open invoices and make payment.

Step 1

- Visit the College of Opticians public website (www.collegeofopticians.ca).

Step 2

- Click “**Registrant Portal**” at the top of screen to be redirected to the Registrant Portal.



Step 3

- Log in to the **Registrant Portal** using the credentials securely provided via email by the COO Staff to the CE Provider Company Administrator.

SIGN IN

Username
EYADMIN

Password
.....

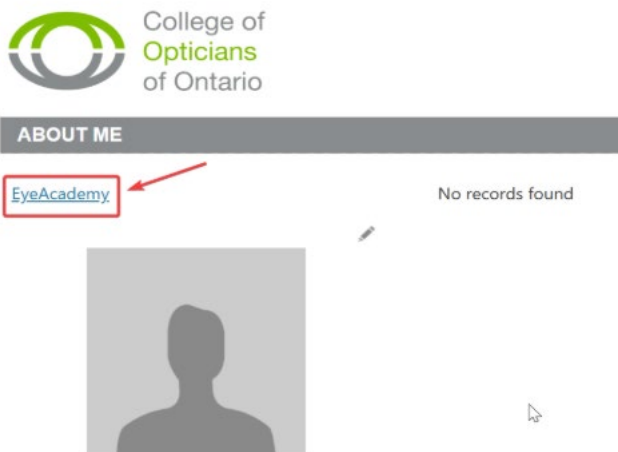
Select "Sign in" after entering the username and password. "Forgot username" or "Forgot password" options may be used at any time to reset both.

Sign In

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

Step 4

- Click on your company name in the top left corner as seen below.
- Once logged in the **"About Me"** page will be visible. (Please disregard the No records found text displayed, it will clear once the system calibrates and recognizes the user details).



- The company profile and **Financial** tab will be displayed as seen below. If there are open invoices awaiting payment, the **alert** seen below will be displayed until payment is completed.



EyeAcademy

CE Provider

Open invoices due for payment

Financial

Step 5

- Review the profile to ascertain open invoices and payments made.
- Once payment is made the status becomes Paid. You may print a receipt if required.

Financial

OPEN INVOICES Outstanding Payments to be Made

| Pay | Invoice | Date | Description | Due Date | Amount | Balance Due | |
|--------------------------|---------|-----------|---------------------------------|----------|--------|--------------------------|--------|
| <input type="checkbox"/> | 5 | 10/6/2025 | Fast Track Accreditation Review | | 226.00 | 226.00 | |
| | | | | | | Total balance due | 226.00 |
| | | | | | | Total selected | 0.00 |

Update Cart

INVOICES All Invoices to the Company

| Invoice Number | Date | Description | Amount | Balance |
|----------------|-----------|---------------------------------|--------|---------|
| 5 | 10/6/2025 | Fast Track Accreditation Review | 226.00 | 226.00 |
| 4 | 10/6/2025 | Standard Accreditation Review | 84.75 | 0.00 |

PAYMENTS All Payments made by the Company

| Date | Amount | Payment Method | Category | Status |
|-----------|--------|----------------|----------|--------|
| 10/6/2025 | 84.75 | VISA | Standard | Paid |

Print receipt

Step 6

- To pay an outstanding invoice, click the checkbox under Pay, to the left of the Invoice number to update the total.

Financial

OPEN INVOICES Outstanding Payments to be Made

| Pay | Invoice | Date | Description | Due Date | Amount | Balance Due | |
|--------------------------|---------|-----------|---------------------------------|----------|--------|--------------------------|--------|
| <input type="checkbox"/> | 5 | 10/6/2025 | Fast Track Accreditation Review | | 226.00 | 226.00 | |
| | | | | | | Total balance due | 226.00 |
| | | | | | | Total selected | 0.00 |

Update Cart

Collapsible arrow used to view the invoice details including HST

Click to update the Total

- Note that you may pay for more than 1 invoice at a time, but it is advisable to pay open invoices separately for ease in record keeping.

Step 7

- Click Update Cart once the total is confirmed.

Financial

OPEN INVOICES

| Pay | Invoice | Date | Description | Due Date | Amount | Balance Due |
|--------------------------|---|----------------------|---------------------------------|--------------------------|------------------------|-----------------------------|
| ▶ | <input checked="" type="checkbox"/> 5 | 10/6/2025 | Fast Track Accreditation Review | | 226.00 | 226.00 |
| Total balance due | | | | | | 226.00 |
| Total selected | | | | | | 226.00 |

Click to be redirected enter card details and submit order for payment processing

Update Cart

- You will be redirected to the Invoice Summary page for payment processing.

College of Opticians of Ontario

INVOICE SUMMARY

ITEMS

| Item | Quantity | Price | Total |
|------|----------|-------|-------|
| | | | |

INVOICES

| Invoice Number | Description | Balance Due |
|---------------------|--|-------------------------------|
| ▶ 5 | Fast Track Accreditation Review - EyeAcademy | 226.00 Remove |

TOTAL CHARGES

| | |
|--------------------------------|---------------|
| Invoice total | 226.00 |
| TRANSACTION GRAND TOTAL | 226.00 |

- Add credit card details and select Choose another address to include the billing address for the card. Then select Submit Order.

TOTAL CHARGES

| | |
|--------------------------------|---------------|
| Invoice total | 226.00 |
| TRANSACTION GRAND TOTAL | 226.00 |

PAYMENT DETAILS

*Bill to

EyeAcademy ▾

Payment amount

226.00

Payment method

VISA ▾

*Name on card

Kate Pierce

*Card

Card number

MM/YY

CSC

Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address

[Choose another address](#)

Submit Order

- Once Payment is successfully processed, you will receive a **Thank You message** and confirmation emails.

College of Opticians of Ontario
90 Adelaide St W Suite 300 Toronto ON M5H 3V9

Order number [1200](#)
Order date Monday, October 6, 2025
Bill to EyeAcademy
Payment method EyeAcademy will be billed for the balance due - Purchase Order Number FTAR1234.
Sold to EyeAcademy

| Item | Quantity | Price | Total |
|---|----------|--------|--------|
| Fast Track Accreditation Review FTAR1234 | 1 | 200.00 | 200.00 |

| | |
|--------------------------------|---------------|
| Item total | 200.00 |
| Tax | 26.00 |
| TRANSACTION GRAND TOTAL | 226.00 |

A confirmation is being sent to: ko.alegeh@gmail.com **Send another copy to** **Send**

Thank You

Confirmation Emails

Confirmation of Payment Inbox x



College of Opticians of Ontario <qa@collegeofopticians.ca>
to me ▾

2:23 PM (1 hour ago) ☆ 😊 ← ⋮



 (416) 368-3616
 (800) 990-9793 (Toll-Free)
 (416) 368-2713

Dear Kate Pierce,

This confirms that we have received your recent payment for accreditation # SAR1234. An official tax receipt is available to you through the [Registrant Portal](#). To access your receipt, please log into the [portal](#), select the documents tab, and the year in which the payment was made.

Should you have any questions or concerns, please feel welcome to contact the Quality Assurance team at QA@collegeofopticians.ca.

Kind Regards,

Quality Assurance Department
College of Opticians of Ontario
Tel: 416-368-3816 ext. 204/205
Toll Free: 1-800-990-9793 ext. 204/205




Payment Confirmation Inbox x



College of Opticians of Ontario <registration@collegeofopticians.ca>
to me ▾

2:23 PM (1 hour ago) ☆ 😊 ← ⋮



 (416) 368-3616
 (800) 990-9793 (Toll-Free)
 (416) 368-2713

Dear Kate,

This confirms that we have received your recent payment. An official tax receipt is available to you on the registrant portal. To access your receipt, please login to your registrant portal, select the documents tab, and the year in which you made the payment.

If you have any questions related to quality assurance, please contact the Quality Assurance team at qa@collegeofopticians.ca. Should you have any other questions or concerns, please do not hesitate to get in touch with the College, and we will be happy to assist you.

Best regards,

Registration Department
College of Opticians of Ontario