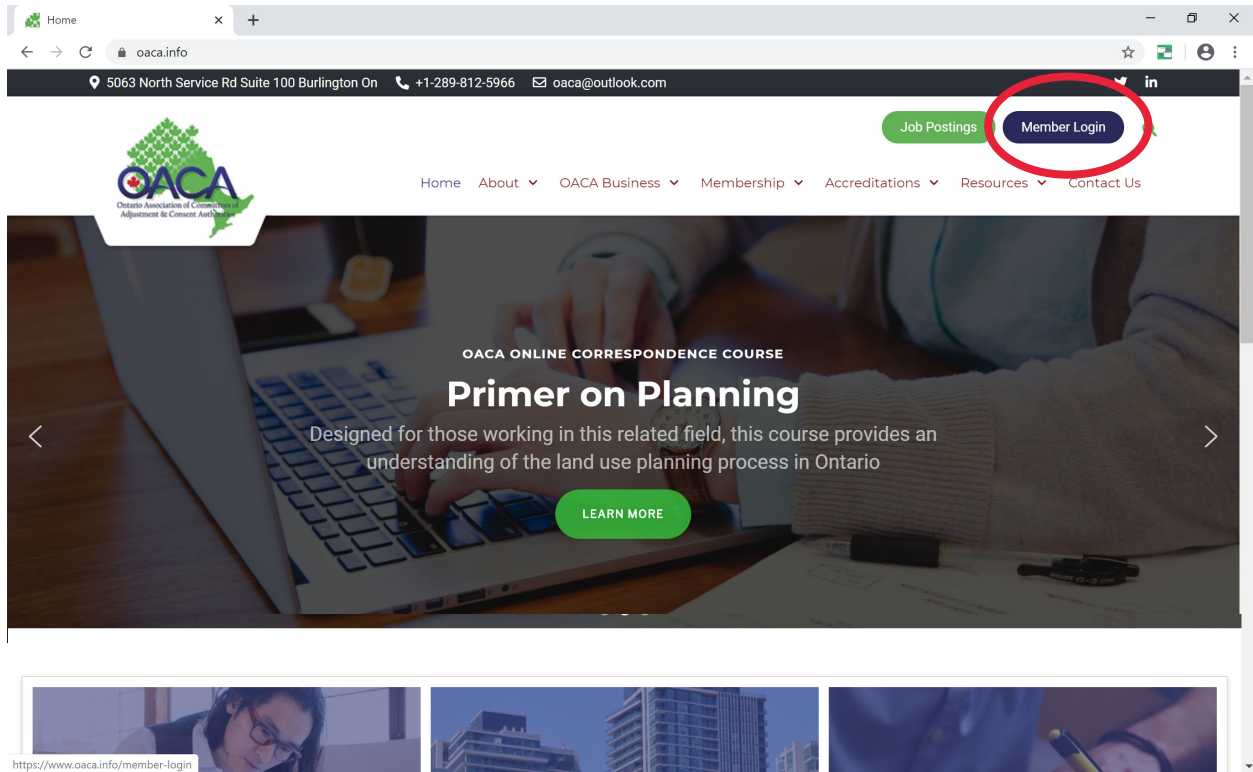


# How to Submit or Renew Annual OACA Membership Online

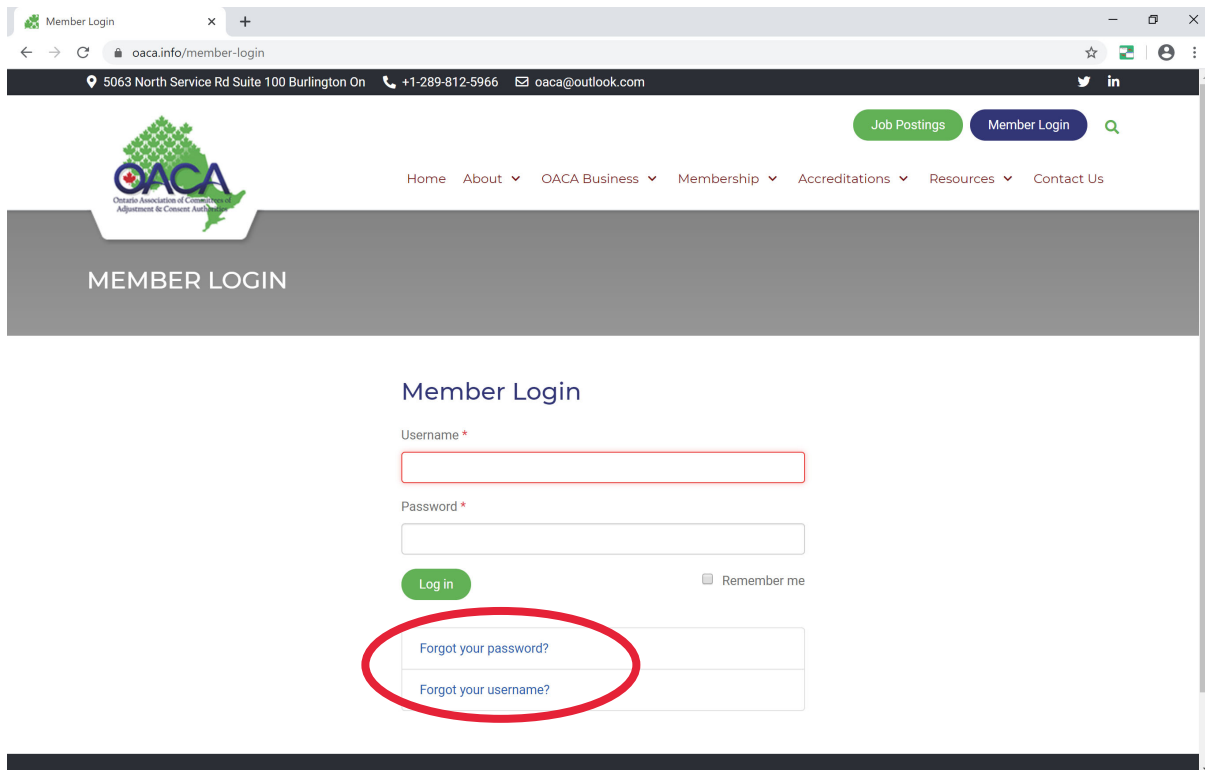
**For existing members:**

**(new members can skip to step #8)**

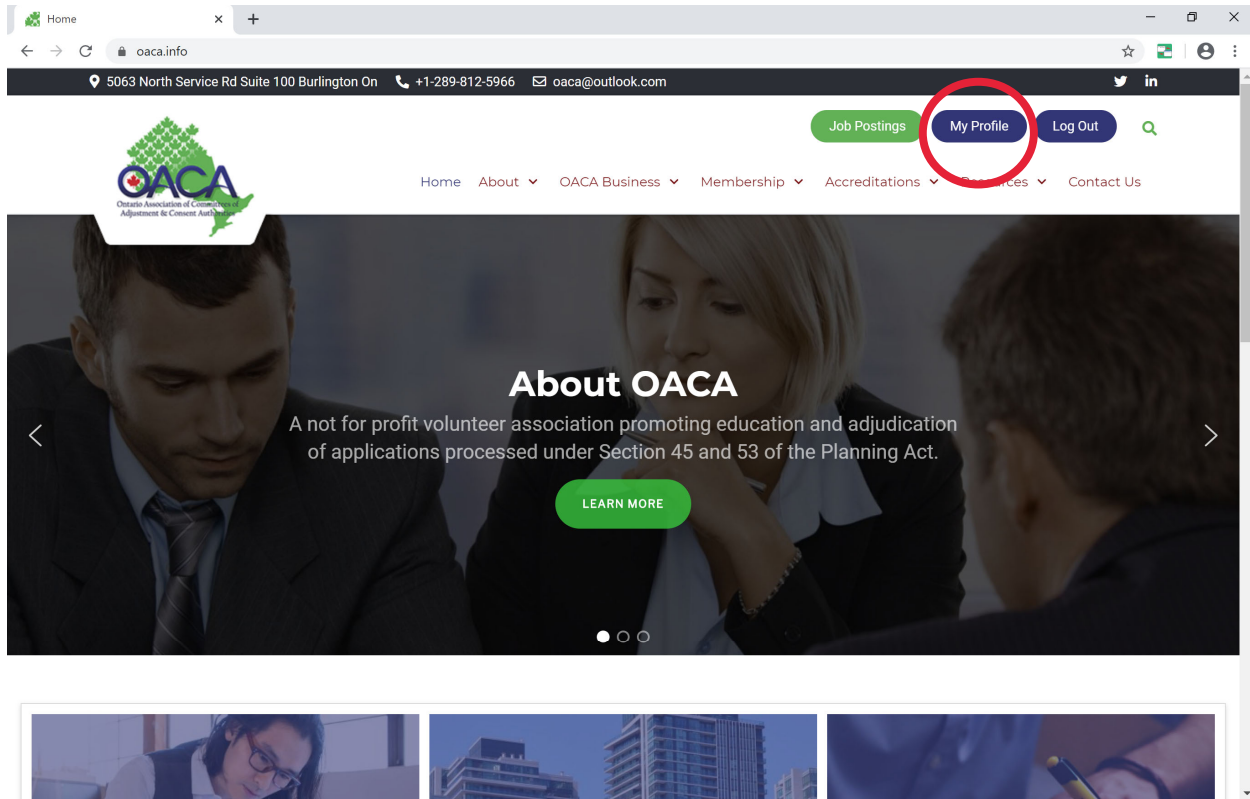
1. Click on Member Login (If you are an existing member, you MUST login before processing your membership renewal).



2. Enter your username (email address provided to OACA) and password. If you do not know your password click "Forgot your Password?" and a reset will be sent to your email.



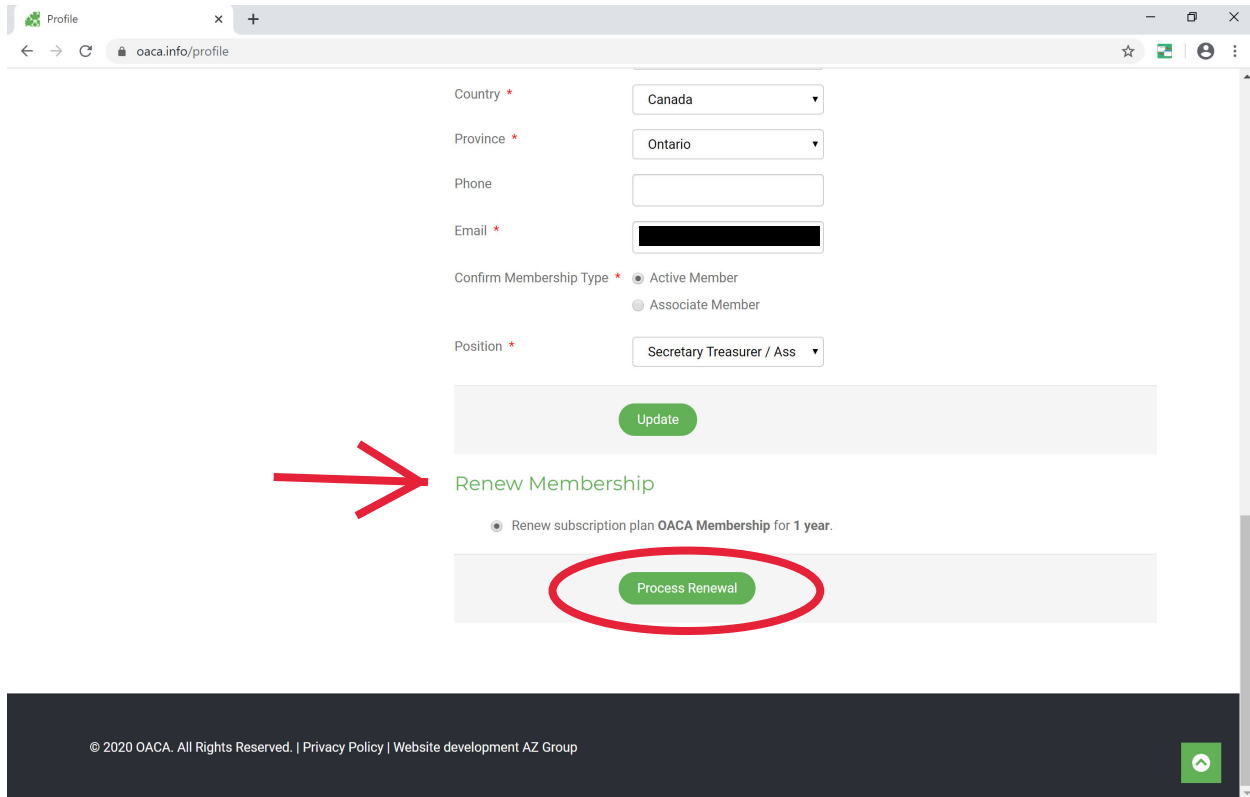
### 3. Once logged in, click on “My Profile”



### 4. Scroll through your profile and make sure that all information is up to date. If you change anything, please make sure you click on the green “Update” button at the bottom of the page.

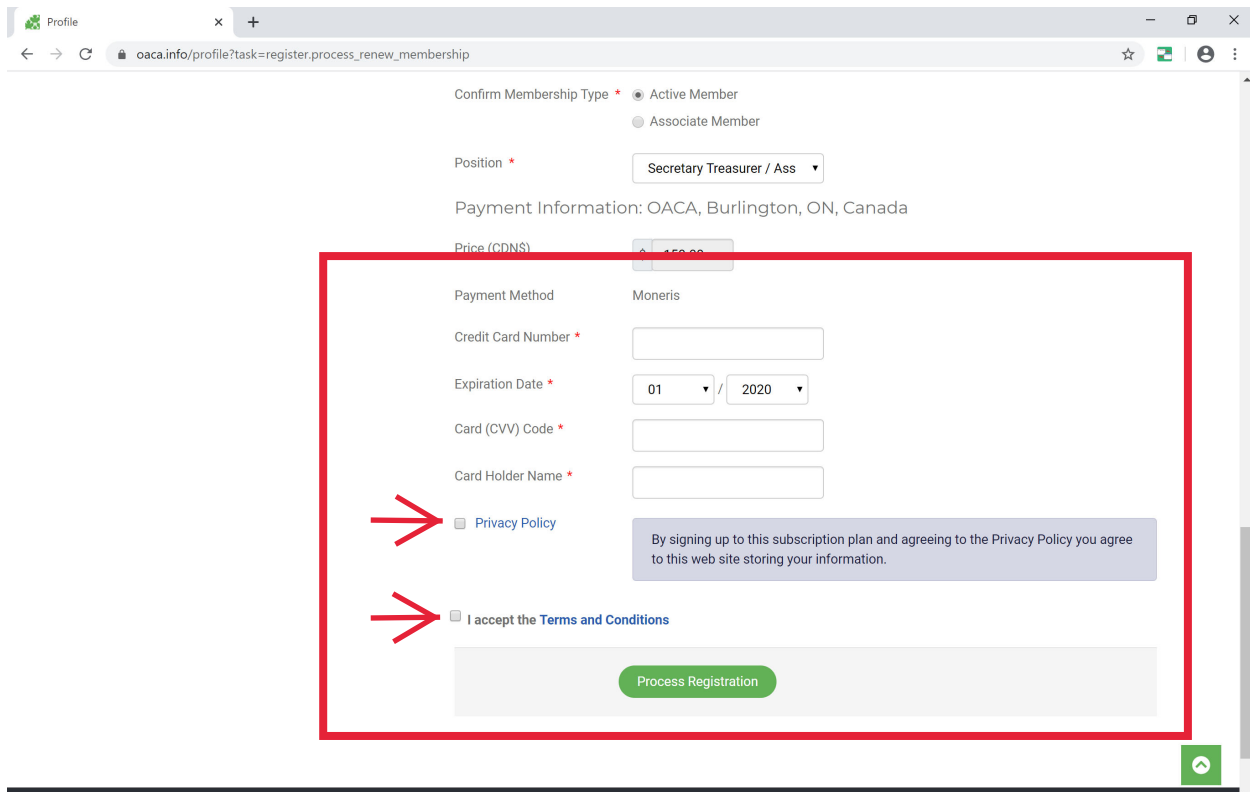
A screenshot of the OACA user profile page. The browser's address bar shows 'oaca.info/profile'. The page is divided into two main sections: 'My Menu' on the left and 'User Profile' on the right. The 'My Menu' sidebar contains links for 'Profile', 'Nominations - OACA Board of Directors', 'Board of Directors Minutes', 'AGM Minutes', 'Auditor's Report', 'Election Material', 'Membership Transfer', 'Application for Accreditation', 'Membership Directory', 'Newsletter', and 'Logout'. The 'User Profile' section has tabs for 'Edit Profile', 'My Subscriptions', 'Subscription History', and 'Registration History'. The 'Edit Profile' tab is active, showing a form with fields for 'ID' (with a redacted value), 'Username' (with a redacted value and a '.ca' suffix), 'Password', 'Retype Password', 'First Name', 'Last Name', 'Membership Directory Email Address', and 'Municipality' (with a redacted value and '(CITY) COA' suffix). There are also radio buttons for 'Powers Delegated to Committee' with options: 'Consents & Minor Variances' (selected), 'Consent Only', 'Minor Variance Only', and 'N/A'. A green 'Update' button is located at the bottom right of the form.

5. At the bottom of the page you will see “Renew Membership”, click on “Process Renewal”



The screenshot shows a web browser window with the URL `oaca.info/profile`. The page displays a profile form with fields for Country (Canada), Province (Ontario), Phone, Email, Confirm Membership Type (Active Member selected), and Position (Secretary Treasurer / Ass). Below the form is an 'Update' button. A red arrow points to the 'Renew Membership' section, which includes a radio button for 'Renew subscription plan OACA Membership for 1 year.' and a 'Process Renewal' button circled in red. The footer contains copyright information: © 2020 OACA. All Rights Reserved. | Privacy Policy | Website development AZ Group.

6. Scroll to the bottom of the page and enter your credit card information. Once entered, click “Process Registration”. Make sure you accept privacy policy (check box) and accept terms and conditions (check box) before clicking process registration.



The screenshot shows the same web browser window with the URL `oaca.info/profile?task=register.process_renew_membership`. The page displays the 'Process Registration' section, which includes fields for Payment Method (Moneris), Credit Card Number, Expiration Date (01 / 2020), Card (CVV) Code, and Card Holder Name. Below these fields are two checkboxes: 'Privacy Policy' and 'I accept the Terms and Conditions', both of which are highlighted with red arrows. A 'Process Registration' button is located at the bottom of the section. The footer contains copyright information: © 2020 OACA. All Rights Reserved. | Privacy Policy | Website development AZ Group.

7. Once you process registration, this page will appear. You will also receive an email with your receipt attached (to submit for reimbursement to your municipality/organization, if applicable).

The screenshot shows a web browser window with the URL `oaca.info/profile/subscription-complete`. The page is titled "Subscription Complete" and includes a "My Menu" sidebar on the left. The main content area displays a confirmation message and a list of subscription details.

**My Menu**

- Profile
- Nominations - OACA Board of Directors
- Board of Directors Minutes
- AGM Minutes
- Auditor's Report
- Election Material
- Membership Transfer
- Application for Accreditation
- Membership Directory
- Newsletter
- Logout

**Subscription Complete**

Thank you for renewing your subscription. Your renewal details are as follows:

Plan	OACA Membership
Email	[REDACTED]
Subscription Start Date	Friday, 12 July 2019
Subscription End Date	Thursday, 31 December 2020
First Name	[REDACTED]
Last Name	[REDACTED]
If you would like an email address to be included in our Membership Directory, please provide it below:	
Membership Directory Email Address	[REDACTED] ca
Municipality	[REDACTED] (CITY) COA
Powers Delegated to Committee	Consents & Minor Variances
Street Address	[REDACTED]
Address Line 2	
City/Town	[REDACTED]
Postal Code	[REDACTED]
Country	Canada
Province	Ontario
Phone	

Confirm Membership Type: Active Member

For new members:

8. If you are a new member, please click on "Membership Application Form" and complete required information/payment details.

The screenshot shows the OACA Membership Application Form page. The header includes the OACA logo, contact information, and navigation links. The main content area features a large banner with the text "OACA MEMBERSHIP" and a red circle highlighting the "OACA Membership" link in the navigation menu.

**Membership Application Form**

5063 North Service Rd Suite 100 Burlington On | +1-289-812-5966 | oaca@outlook.com

Job Postings | Member Login

Home | About | OACA Business | Membership | Accreditations | Resources | Contact Us

OACA Membership

OACA MEMBERSHIP

Membership

OACA Membership Subscription

## Frequently Asked Questions (FAQs)

### 1. Can I submit an application form and cheque by mail?

No. In order to provide more efficient service and to accurately track member data, OACA does not accept cheques and hard copy forms by mail. All member transactions are tied to your unique member ID, so at any time you can view any transaction made with OACA by clicking on the “My subscriptions” tab (which is your membership renewal) or the “Registration History” tab to see all events attended or training taken.

The screenshot shows the OACA member profile page. On the left is a 'My Menu' sidebar with links like 'Profile', 'Nominations - OACA Board of Directors', 'Board of Directors Minutes', 'AGM Minutes', 'Auditor's Report', 'Election Material', 'Membership Transfer', 'Application for Accreditation', 'Membership Directory', 'Newsletter', and 'Logout'. The main content area is titled 'User Profile' and has several tabs: 'Edit Profile', 'My Subscriptions' (highlighted with a red circle), 'Subscription History', 'My Pages', and 'Registration History'. Below the tabs is a table with the following data:

First Name	Last Name	Event	Registration Date	Registrants	Amount (CDN\$)	Registration Status	Invoice Number
Christine	[redacted]	2019 Fall Seminar	08-07-2019	1	\$175.00	Paid	OACA [redacted]
Christine	[redacted]	Committee of Adjustment Training	08-01-2019	1	\$0.00	Paid	OACA [redacted]
Christine	[redacted]	Job Posting Test	08-01-2019	1	\$0.00	Paid	OACA [redacted]

### 2. In the past, as a Secretary-Treasurer, I have always processed my Committee Member memberships, can I still do this?

Memberships are to be completed online, and members can submit the receipt they receive for reimbursement with the municipality/organization. If your Committee members cannot process their own memberships, the Secretary-Treasurer or staff can renew memberships by obtaining their Committee members' login information to do so. When registering new members, please do not use a common email address for all memberships. Email addresses and all contact information must be unique for the member applying in order to ensure that they receive all communications and elections/voter information.

Please note that any manual registrations completed by OACA upon request will be subject to a \$30 administrative fee per registration.