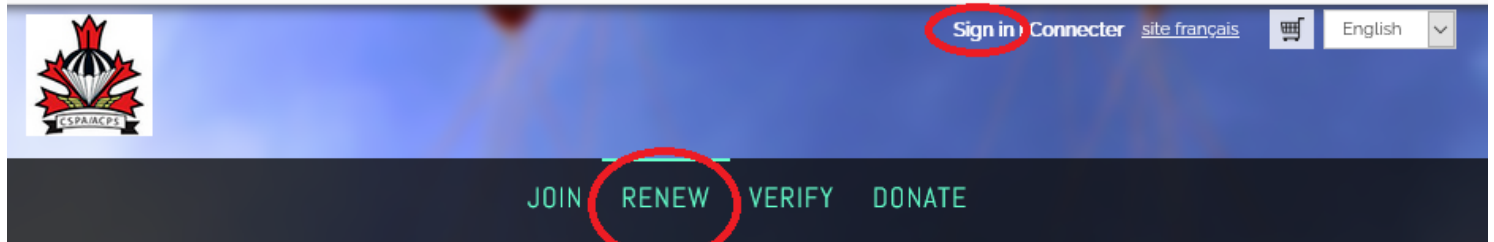


Instructions – Renew your affiliation

1. First ensure you have completed the instructions for logging into your online profile for the first time. If you haven't, you can view these instructions [here](#). If you have already completed this, move on to step 2.
2. Visit <https://cspa.imiscloud.com/Public-EN>
3. Click “Renew” OR “Sign in” and enter your login details.
 - Reminder – your username is your email address



If you wish to renew your CSPA affiliation, once you have logged into your account, click on your name at the top right-hand corner of the screen. This should present your account profile page.

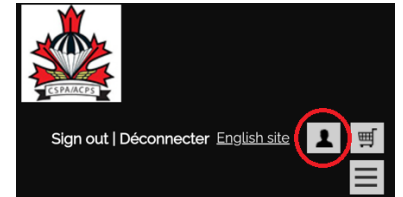
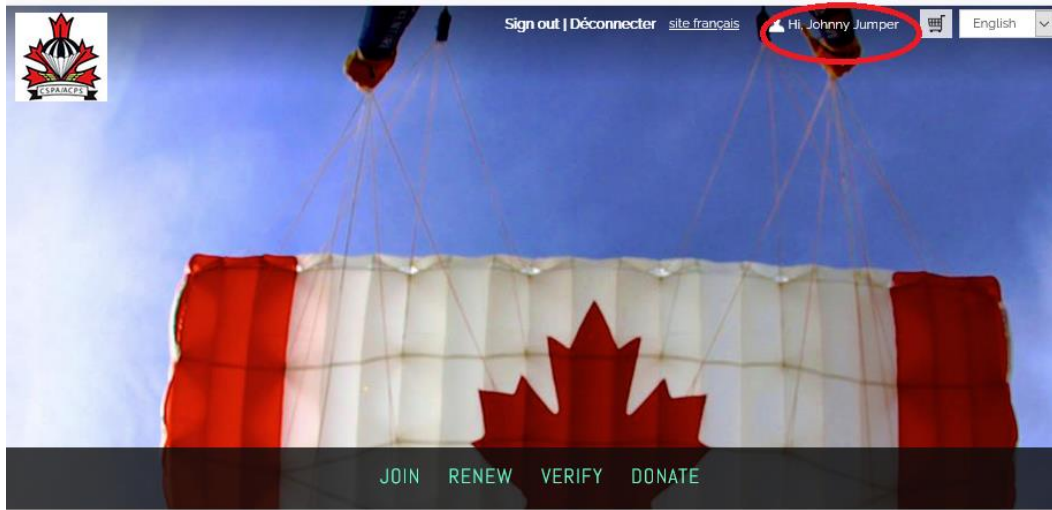
When your affiliation is due for renewal, you will receive an email with an invoice. You will therefore see a button "Renew Now" to click to pay your dues.

If you expire in less than 30 days and you do not see the Renew Now button, please contact imis@cspa.ca with your CSPA # and we will assist you.

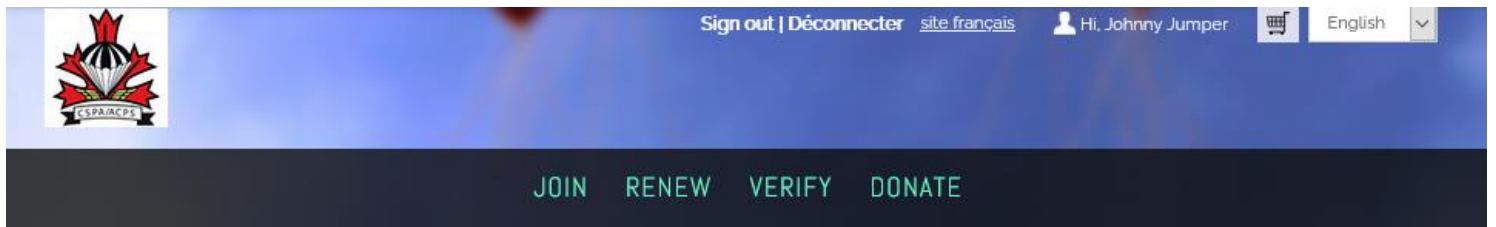
Ratings - for the time being, please send all rating revalidation forms to office@cspa.ca while we figure out how to automatically process them.

The image shows a login form with two input fields: 'Username' containing 'johnny@cspa.ca' and 'Password' with masked characters. Below the fields is a green arrow-shaped 'Sign In' button, which is circled in red. At the bottom, there are two links: 'Forgot username?' and 'Forgot password?'.

4. Once your login is successful, click on “Hi [your name]” at the top right hand corner. This will now present you with your profile. Mobile users, click on the silhouette of the head.



5. When your affiliation is due for renewal, you will receive an email reminder. You will therefore see a button "Renew Now" to click to pay your dues/invoice. If you expire in less than 30 days and you do not see the Renew Now button, please contact imis@cspa.ca with your CSPA # and we will assist you.



6. Please verify your purchase and enter your payment details. Click "Submit Order". You will receive a confirmation of your purchase on the screen as well as an email receipt.

Items

Item	Quantity	Price	Total
There are no items in the cart			

Update

Invoices

Invoice Number	Description	Balance Due	
Cash-23315	Renewal Fees	94.00	Remove

Cart charges

Invoice total	94.00
TRANSACTION GRAND TOTAL	94.00

Payment details

Payment amount 94.00

Payment method

* Name on card

* Card number

* Expiration date

* CSC

Card address
204-1468 Rue Laurier
Rockland ON K4K 1C7
CANADA
[Choose another address](#)

Submit Order

7. Your new expiry date will now be reflected. If your expiry date did not advance by at least a full year, please contact imis@cspa.ca. We are still working out settings in automation processes.



Johnny Jumper
PARACHUTISME ADRÉNALINE
613-123-4567
johnny@cspa.ca

CSPA # 23315 | Type Reg. Participant | **Expiry date 10/31/2021**

ABOUT ME | MY PARTICIPATION | PREFERENCES | COPS | BREVETS
RATINGS | CERTIFICATIONS

8. If you have any questions about any information in your profile or if you encounter any difficulties with this process please contact imis@cspa.ca

Note for coaches and instructors: for the time being, please send all [rating revalidation forms](#) to office@cspa.ca while we continue to work on how to automate the process in this new system.