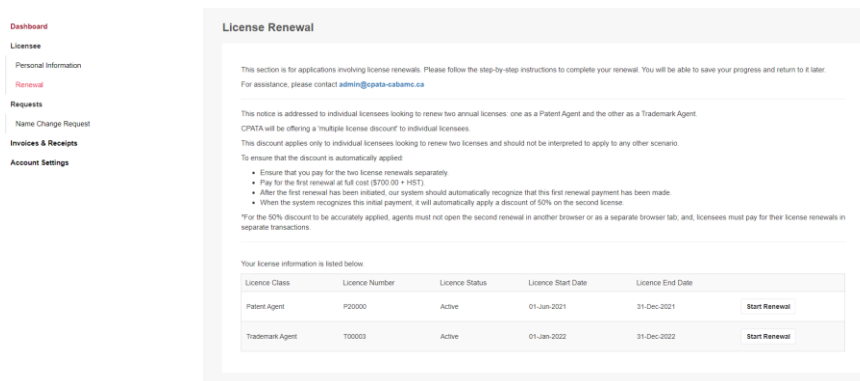


## How to Renew a Licence on the Agent Portal User Guide

1. Once you are logged in the portal, click “Renewal” on the left-hand side menu.



**License Renewal**

This section is for applications involving license renewals. Please follow the step-by-step instructions to complete your renewal. You will be able to save your progress and return to it later. For assistance, please contact [admin@cpata-cabamc.ca](mailto:admin@cpata-cabamc.ca).

This notice is addressed to individual licensees looking to renew two annual licenses: one as a Patent Agent and the other as a Trademark Agent. CPATA will be offering a "multiple license discount" to individual licensees. This discount applies only to individual licensees looking to renew two licenses and should not be interpreted to apply to any other scenario. To ensure that the discount is automatically applied:

- Ensure that you pay for the two license renewals separately.
- Pay for the first renewal at full cost (\$700.00 + HST).
- After the first renewal has been initiated, our system should automatically recognize that this first renewal payment has been made.
- When the system recognizes this initial payment, it will automatically apply a discount of 50% on the second license.

\*For the 50% discount to be accurately applied, agents must not open the second renewal in another browser or as a separate browser tab, and, licensees must pay for their license renewals in separate transactions.

Your license information is listed below:

Licence Class	Licence Number	Licence Status	Licence Start Date	Licence End Date	
Patent Agent	P20000	Active	01-Jan-2021	31-Dec-2021	<a href="#">Start Renewal</a>
Trademark Agent	T00003	Active	01-Jan-2022	31-Dec-2022	<a href="#">Start Renewal</a>

2. Ensure that your contact information, mailing and public address is up to date and click “Save and Continue”.

**Note:** All information with a red asterisk (\*) is required.

**Contact Information**

Primary Email \*   
Your e-mail address will be used for communications with the College, which may include personal and confidential information. Your email address must be private and accessible only by you.

Public Email

Language of Preference \*

**Mailing Address**

Street Address 1 \*

Suite

City \*

Province \*

Postal Code \*

Primary Phone \*

Phone Extension

3. Ensure that your place of work information is up to date. You can add a new place of work by clicking “Add new” and follow the instructions.

**License Renewal**

2 Place of Work Information Step 2 of 4

Your place of work information is listed below. Please keep your place of work records up-to-date especially for registrations, renewals and reinstatements  
To add a new place of work record, click "Add New" and follow the instructions. To edit the details of an entry, click "Update"

Firm	City	Start Date	
Dawn's TA	Toronto	January 8, 2021	<input type="button" value="Update"/>

4. Complete the declaration of Canadian residency.

**License Renewal**

3 Declarations Step 3 of 4

1. I am a Canadian resident. \*  Yes  No

5. Proceed to pay the renewal licence fees.

### License Renewal

4 Payment Step 4 of 4

**Fee Breakdown**

Invoice Item	Amount
Renewal - Patent Agent	\$700.00
GST/HST	\$91.00
<b>Total</b>	<b>\$791.00</b>

**Method of Payment**

Please select method of payment

Payment Method

6. Once the payment is processed, you can view your invoices and receipts on the left-hand side menu.

### CPATA

- Dashboard
- Licensee
  - Personal Information
  - Renewal
- Requests
  - Name Change Request
- Invoices & Receipts**
- Account Settings

#### Invoices & Receipts

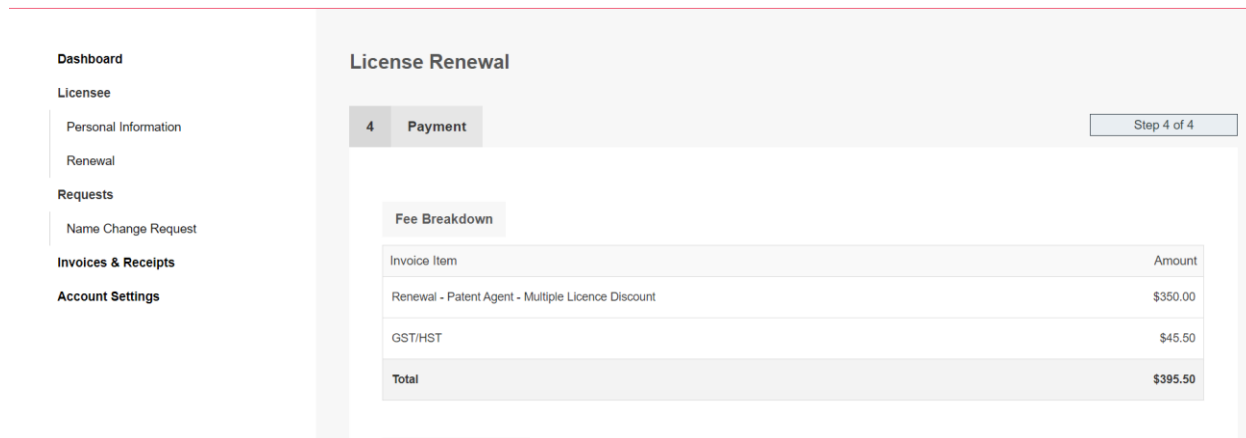
To review paid invoices, click **Review**. To review and pay any outstanding invoices, click **Review & Pay**.

Invoice Number	Issued To	Issued Date	Due Date	Amount Paid	Balance Owing	
000037	Dawn Beer	07-Jul-2021	N/A	\$791.00	\$0.00	<a href="#">Review</a>
000036	Dawn Beer	05-Jul-2021	N/A	\$395.50	\$0.00	<a href="#">Review</a>
000035	Dawn Beer	05-Jul-2021	N/A	\$75.00	\$0.00	<a href="#">Review</a>
000034	Dawn Beer	02-Jul-2021	N/A	\$791.00	\$0.00	<a href="#">Review</a>

6. If you are looking to renew two annual licenses, one as a Patent Agent and the other as a Trademark Agent, CPATA will be offering a 'multiple license discount' to individual licensees.

To ensure that the discount is automatically applied:

- Ensure that you pay for the two license renewals separately.
- Pay for the first renewal at full cost (\$700.00 + HST).
- After the first renewal has been initiated, the system should automatically recognize that this first renewal payment has been made.
- When the system recognizes this initial payment, it will automatically apply a discount of 50% on the second license.

The screenshot shows the 'License Renewal' page in the CPATA system. The left sidebar contains navigation options: Dashboard, Licensee (Personal Information, Renewal), Requests (Name Change Request), Invoices & Receipts, and Account Settings. The main content area is titled 'License Renewal' and shows 'Step 4 of 4' in the 'Payment' stage. A 'Fee Breakdown' table is displayed with the following data:

Invoice Item	Amount
Renewal - Patent Agent - Multiple Licence Discount	\$350.00
GST/HST	\$45.50
<b>Total</b>	<b>\$395.50</b>

\*For the 50% discount to be accurately applied, agents must not open the second renewal in another browser or as a separate browser tab; and licensees must pay for their license renewals in separate transactions.

This discount applies only to individual licensees looking to renew two licenses and should not be interpreted to apply to any other scenario.