

## Online Renewal Instructions

To renew your membership, please follow the steps below:

1. Go to [ssot.sk.ca](http://ssot.sk.ca) and log on to your SSOT Member profile with your User ID and Password. If you do not have your login information or are having difficulty logging in, please contact SSOT as soon as possible at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)
2. Choose '**Click Here to Renew Your Registration**'.
  - If, after clicking 'Renew your Registration', you are not prompted to move through a series of tabs and simply receive a message that states "SSOT has successfully received your Registration", please contact the SSOT office immediately as your renewal has not been properly activated
3. Proceed through the following tabs - **Welcome, Profile, Confirmation, Declaration, and Payment** - and ensure the information is up-to-date and reflects any changes over the course of the past year
  - As per Policy #03 – Register of Members, it is required that up-to-date information on all members is maintained in the register and that members are responsible for ensuring this information is provided and up-to-date. Please note that if a member needs to be contacted for regulatory reasons and the information on the register is out-of-date, that member will be deemed to be not in good standing until the information is updated
4. If the changes you are trying to make to your profile are not available on the system (e.g. your employer or educational institution is not listed in the drop down box), please contact SSOT at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca) to make this change
5. Please refer to the enclosed fee schedule for payment details. Payment options include:
  - Credit card (Visa, Mastercard)
  - If your employer pays your fees directly, choose the cheque option and print the receipt on the 'Membership Card and Receipt' page to provide to your employer (if needed)

Please review the enclosed information for reference regarding the fee schedule, practice hours policy, and parental/child care leave information sheet. Please also refer to the Renewal Checklist and Frequently Asked Questions pages to assist with your online renewal.

**You will receive email confirmation from SSOT when your renewal has been submitted and received in full.**

Please contact SSOT ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) immediately if you encounter any technical difficulties or have any questions while completing your online renewal.