

## Online Renewal Instructions and Registrant Login Navigation

1. Click [Renew Now](#) or go to [www.cotbc.org](http://www.cotbc.org) and click on [Registrant Login](#)
  - Enter your User ID. It is the email address COTBC has on file, not your registration number.
  - Enter your password. Your password remains the same as last year's for those who renewed it. If it is your first time renewing, click '[forgot your password](#)' and follow the prompts. A password will be emailed to you.
  - Use the '[forgot your password](#)' feature if you can't remember your password.
  - You may encounter a second security feature called 'Verify your Browser for Alinity.'
  - Check your email inbox for a code to enter for verification. Please check your spam and junk folder if you do not see it in your inbox.
  - If you have difficulties logging in, try clearing your browser history or changing browsers. You may also try launching the Incognito window (Ctrl+Shift+N) in Google Chrome) or In Private Browsing Window (Ctrl+Shift+N in Microsoft Edge) and entering the renewal login link in the browser window.
2. Follow the prompts to update your registrant profile.
  - Questions? Read our [Registration Renewal FAQ](#)
  - Employment Information - This information is required even if you are moving to non-practicing or cancelling your registration to ensure your record is current. If you are moving to non-practicing or cancelling your registration, please provide an end date for your current employment.
  - If you hold private professional liability insurance (i.e., not insurance through your employer/health authority), be prepared to submit information on your policy provider and policy number.
3. Complete the renewal form.
  - If you are renewing in the provisional or provisional re-entry category, follow the prompts to confirm supervision remains in place.
4. Once you submit your renewal form, you may expect one of the following:
  - You will be taken immediately to the payment page OR
  - Your renewal form will be forwarded to registration for review. Staff may be in touch via email. Once the form is approved, you will receive an email that will take you to the payment page.
5. Once your renewal is complete and payment has been received, you can access your tax receipt through your registrant login home page.

## Tips for Success

- It takes time to complete the renewal, and your form may be subject to review. Give yourself plenty of time and avoid renewing at the last minute. Please renew by June 14, 2024, the administrative deadline.
- Read the instructions carefully.
- Have your login information ready. Check the email address you use to log in, especially if you have more than one or recently changed your email address.
- Have access to your email account so you can receive your code for two-factor authentication. If you are being asked to 'verify' your browser for Alinity,' wait for the code to arrive in your email; if you click the 'send new code' button, a new code will be generated, and you will need to wait for that new code.
- Do not use Internet Explorer (instead, use Google Chrome, Firefox, Safari, etc.).
- Credit cards (Visa and MasterCard) and cheques are accepted for payment.
- Problems? Try clearing your browser history, switching to another browser or device, or opening the incognito tab.
- Questions? Refer to the [Registration Renewal FAQ](#). If you have ongoing difficulty, email [registration@cotbc.org](mailto:registration@cotbc.org) or call us toll-free in BC at 1 (866) 386-6822. Victoria-area registrants are asked to use (250) 386-6822.