

1. Go to the PEGNL website www.pegnl.ca and click **Login** at the top-right corner of the page.
(Mobile/Tablet users: Login is under the ☰ icon.)
2. Log on to the portal using your **permit number** as the **username**.
3. If you have forgotten the password, use forgot password and a reset email will be sent to the email on the permit.
4. After logging on you will see the welcome page below. Click Proceed to Permit Portal to continue.

Welcome to Your Permit Portal

1. To:
- a. Pay Your Current Permit Fees;
 - b. Update Your Professional Liability Insurance Information;
 - c. Update Your Profile or Contact Information;
 - d. Request Changes to Your Permit; or
 - e. Begin Your Annual Renewal.

Click the 'Proceed to Permit Portal' button below:

Proceed to Permit Portal

2. To Resign a Permit to Practice click the button below:

Resign a Permit to Practice

5. Click Insurance Tab (highlighted in blue to the right)
6. Click the "Choose File" button and select the insurance certificate pdf from your files
7. Click "Upload"
8. Select the calendar icon next to "Expiry Date of New Certificate" and select date.
9. Click "Submit my Certificate for Review" and you will be re-directed to a new page: "Insurance Certificate Successfully Uploaded".
(PEGNL will then receive an automated email advising the new certificate has been uploaded).

Permit to Practice

About	Contacts	Financial	Insurance
Professional Liability Insurance Certificate Management In accordance with the Engineers and Geoscientists Act 2008, section 12: (3), all permit holders must carry professional liability insurance. Before a permit is granted or renewed, proof of the company's insurance coverage is required. Please upload a copy of your company's professional liability insurance certificate. By-Law No. 2 (available on www.pegnl.ca) prescribes the requirements for satisfactory proof of insurance. Minimum coverage is \$250,000 per claim and \$500,000 in the aggregate. Please refer to PEGNL's website for examples of insurance certificates that satisfy the requirements. Current Insurance Status: Checklist 1. Correct format? PDF (preferred), JPG, GIF or PNG accepted 2. Coverage not less than \$250,000 per claim 3. Coverage not less than \$500,000 in aggregate 4. Coverage is for Professional Liability (not Commercial General Liability) To upload your professional liability certificate, please follow these steps: 1. Select "Choose File" 2. Locate the relevant file on your computer and select "Open" 3. Select "Upload" 4. Enter new "Expiry Date of New Certificate" 5. Select "Submit my Certificate for Review" Barr COI.pdf 2022-10-31 ✖ Choose File No file chosen ★ Upload Current Expiry Date: 02/08/2030 ★ Expiry Date of New Certificate: 02/08/2030 📅 Submit my Certificate for Review			
Sign out 🐦 in 🛒 Cart 👤 Hi, CoAdmin 60174 PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFC professional exc			

Insurance Certificate Successfully Uploaded

- If you were updating your insurance certificate during the year, and not as part of a reinstatement or annual renewal, you can now sign out at the top of this page.

10. Click "Sign Out" at the top of the screen.