

1. Go to the PEGNL website www.pegnl.ca and click Log-In at the top of the page.
2. Log on to the permit 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" (PEGNL will then receive an automated email advising the new certificate has been uploaded).
10. Click "Sign Out" at the top of the screen.

Permit to Practice

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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