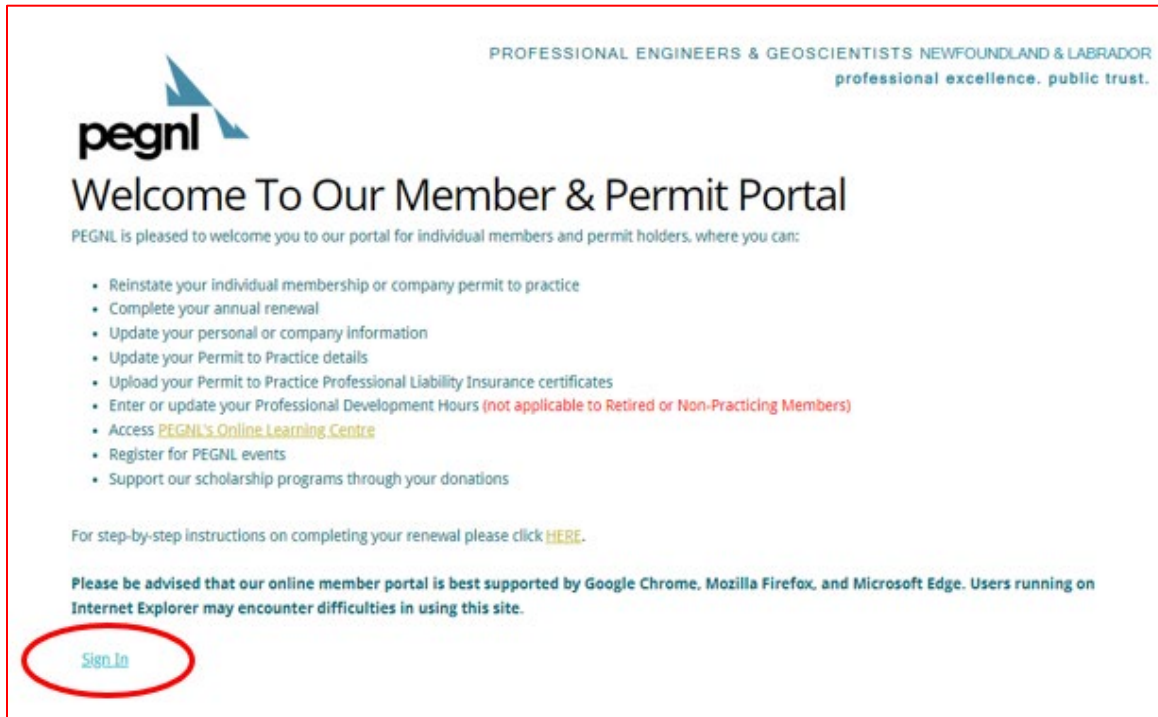


PEGNL Permit to Practice (PTP) – Changing MIRC’s and Disciplines Throughout the Year

- 1) Go to Member Portal using <https://members.pegnl.ca/> and ‘Sign in’ at the bottom of the page as shown in the first screenshot below.
- 2) **If you’re not already logged onto the PEGNL Member portal, you’ll be prompted to do so and will see the second screenshot below.** Enter your member log in information noting the username requirements in red and click ‘Sign In’.



PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR
professional excellence. public trust.

Welcome To Our Member & Permit Portal

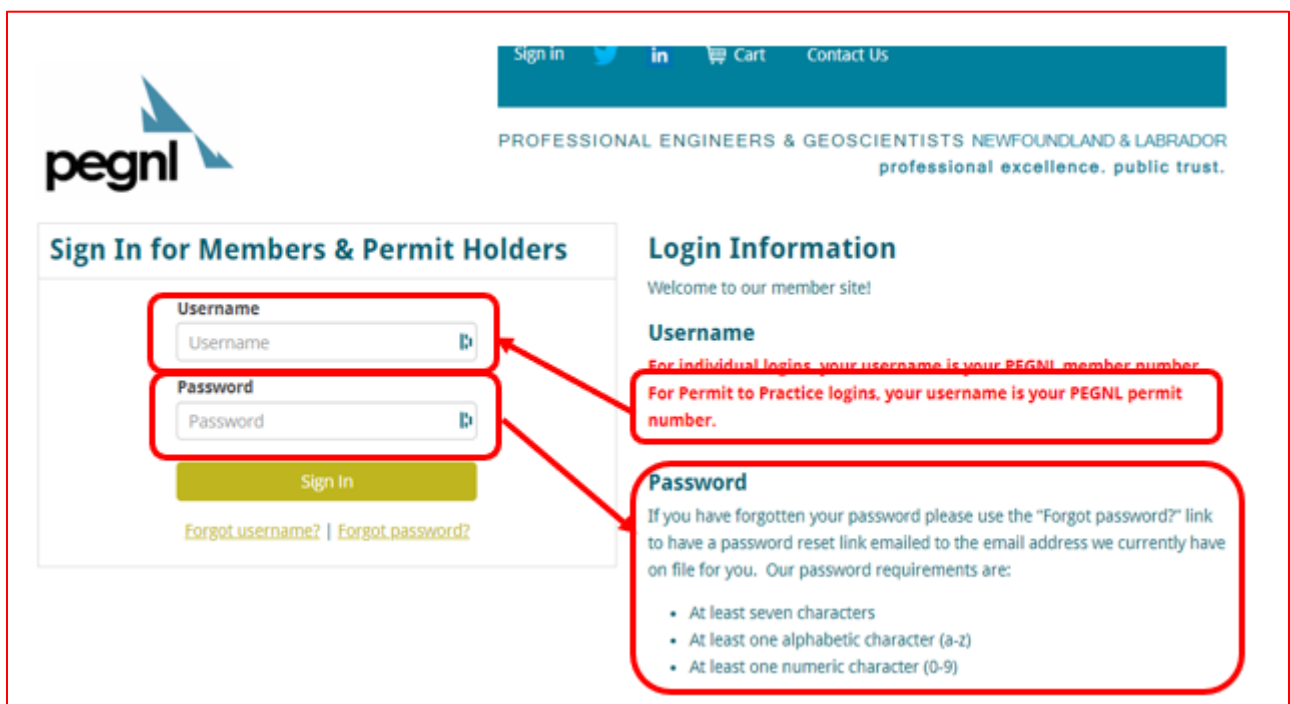
PEGNL is pleased to welcome you to our portal for individual members and permit holders, where you can:




- Reinstatement your individual membership or company permit to practice
- Complete your annual renewal
- Update your personal or company information
- Update your Permit to Practice details
- Upload your Permit to Practice Professional Liability Insurance certificates
- Enter or update your Professional Development Hours (not applicable to Retired or Non-Practicing Members)
- Access [PEGNL's Online Learning Centre](#)
- Register for PEGNL events
- Support our scholarship programs through your donations

For step-by-step instructions on completing your renewal please click [HERE](#).

Please be advised that our online member portal is best supported by Google Chrome, Mozilla Firefox, and Microsoft Edge. Users running on Internet Explorer may encounter difficulties in using this site.

[Sign In](#)



Sign in    [Contact Us](#)

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Sign In for Members & Permit Holders

Username
Username

Password
Password

[Forgot username?](#) | [Forgot password?](#)

[Sign In](#)

Login Information

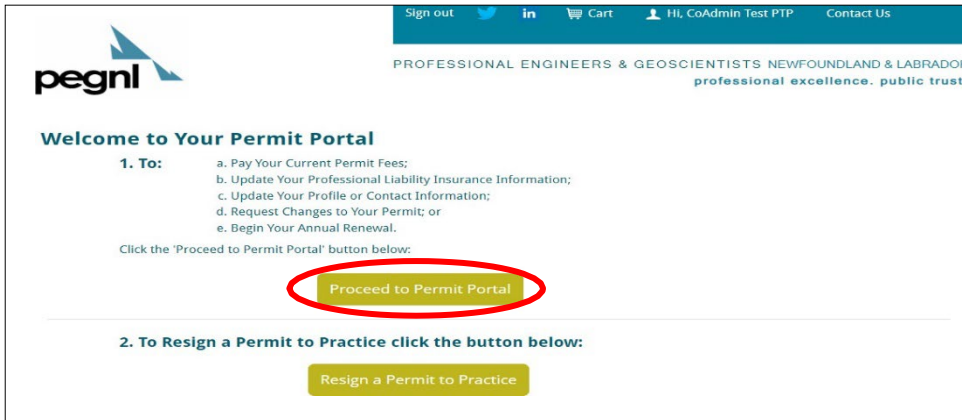
Welcome to our member site!

Username
For individual logins, your username is your PEGNL member number.
For Permit to Practice logins, your username is your PEGNL permit number.

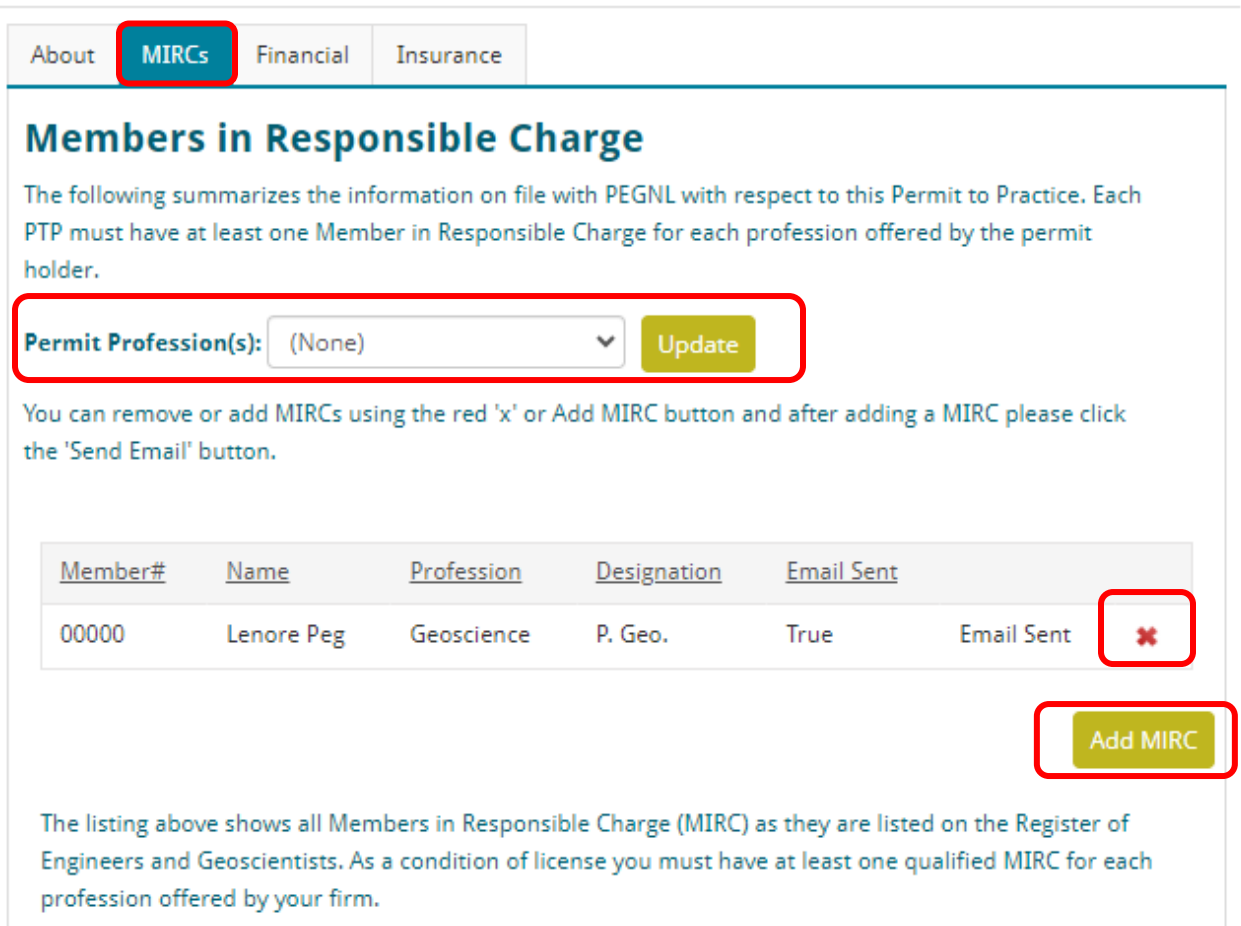
Password
If you have forgotten your password please use the "Forgot password?" link to have a password reset link emailed to the email address we currently have on file for you. Our password requirements are:

- At least seven characters
- At least one alphabetic character (a-z)
- At least one numeric character (0-9)

- 3) To make changes to your PTP, **‘Proceed to Member Portal’**; To resign your PTP, click **‘Resign a Permit to Practice’**



- 4) After you **‘Proceed to Member Portal’** from step 3, click the **MIRCs** tab and use the dropdown box next to Permit Professions to select the professions on your permit, and the select **Update**. If you wish to add or remove Members in Responsible Charge, click on either the **Add MIRC** button or the red **X** at the end of the appropriate member’s line. **Please note**, you must have at least one MIRC for each profession and you will get an error message if you try to remove the last MIRC in either profession.



- 4.1. If you click **Add MIRC** in step 4, the screen below will appear. Enter the **five-digit PEGNL member number** for the person you wish to choose as a MIRC and click **Find**.

Add MIRC

Type a PEGNL member number for a Member in Responsible Charge in the PEGNL Member Number box below and then click Find. If the member information that appears is correct, click the Select button to the left of the member number and then click Submit. If you made an error, you can enter a new member in the box and click Find again or click Cancel to return to the previous page.

PEGNL Member Number

Find

Please enter your search criteria to view results

• PEGNL Member Number:

- 4.2. If the member information that appears is correct, click the **Select column button** and the **greyed out boxes will populate**. **Select the Profession** that the person will be acting as a MIRC for from the dropdown box and hit Submit. You will return to the main MIRC page in Step 4.

Add MIRC

Type a PEGNL member number for a Member in Responsible Charge in the PEGNL Member Number box below and then click Find. If the member information that appears is correct, click the Select button to the left of the member number and then click Submit. If you made an error, you can enter a new member in the box and click Find again or click Cancel to return to the previous page.

PEGNL Member Number

Find

Select	PEGNL #	First Name	Last Name	Designation	Status	Company	iMIS Id
<input checked="" type="radio"/>	02069	William	Hunt	P. Eng.	Active	Professional Engineers & Geoscientists Newfoundland & Labrador	44976

• PEGNL Member Number:

• Member Name:

• Designation:

• Profession:

Cancel **Submit**

4.3. The table will now be populated with the chosen MIRC and you can add additional MIRCs by following Steps 4.1 and 4.2 or, if you have finished adding MIRCs, you can click the **Send Email** button next to each MIRC, to send an email to the selected MIRC. At least one MIRC for each profession must reply to the email before the Permit Certificate will be available.

To add a MIRC, click the "Add MIRC" button below and complete required information on the next page. The table below will then be populated and the chosen MIRC(s) will receive an email to which they must respond. A certificate will not be issued until at least one MIRC has accepted responsibility for each profession on the permit through that email.

Member #	Member Name	Profession	RenewalYear	Designation	
02069	William Hunt	ENG	2024	P. Eng.	<input type="button" value="Send Email"/> <input type="button" value="✖"/>

5) To add disciplines, list the professional services offered or update the company information, click on the **About** tab and follow the instructions below:

5.1. To update your company administrator email, your location or your website, click the **pencil icon** on the right of the **Profile** line, make the changes and then click **Save**

Permit to Practice

About

MIRCs

Financial

Insurance

Profile

✎

PEGNL ID N1041

Status Active

Location ON ▼

Website

www.quasarcg.com

Category

10+ PEGNL Registered Employees

Last Updated 1/17/2023

Company Administrator Email

test123@pegnl.ca

Save

Cancel

5.2. To add or remove a discipline to the ones currently displayed on the PEGNL Company Register, either click the **Add Discipline** button or the red **X** at the end of the appropriate member's line.

Disciplines Offered

<u>Discipline</u>	<u>Sub-Discipline</u>	<u>Competent Member</u>	<u>Member #</u>	
Eng - Mechanical		William C. Hunt	02069	✘

Add Discipline

5.3. If you select Add Discipline, on the screen that appears below, first select the **Discipline** you wish to add from the drop-down **Discipline** box, enter the **five-digit PEGNL member number** for the PEGNL registered person in your company who is competent in that discipline and then click **Find**.

Select a discipline from the dropdown box, and then insert the member number of a PEGNL registered employee who is competent in that discipline and click Find. If the member information that appears is correct, click the Select button to the left of the member number and then click Submit. If you made an error, you [can](#) click Cancel.

5.4. Once you hit Find above, the member information for that person appears as shown below. If the **member information** that appears is correct, click the **Select** column button to the left of the member number and then **Submit**. **If you have more than one person who is competent in a discipline, please select only one person for each discipline you want on the register. If you select more than one person per discipline, that discipline will just show up on the register multiple times as the competent member's name is not included on the register.** You can continue the process of adding **different disciplines** by repeating 5.3 and 5.4 as often as necessary. When finished, click Cancel to return to the now populated Discipline table in Step 5.2.

Select	PEGNL #	First Name	Last Name	Designation	Status	Company	BMS Id	Full Name
<input type="radio"/>	02069	William	Hunt	P. Eng.	Active	Professional Engineers & Geoscientists Newfoundland & Labrador	44976	William C. Hunt

5.5. If you wish to remove a discipline or replace the Competent Member on a discipline due to personnel changes, you can simply click the red “x” on the right side next to the member number. If this is the only discipline you have listed, you will have to add the new person first under step 5.2 before attempting removal. The system requires at least one discipline listing.

Disciplines Offered

<u>Discipline</u>	<u>Sub-Discipline</u>	<u>Competent Member</u>	<u>Member #</u>	
Eng - Mechanical		William C. Hunt	02069	✘

After clicking the “x”, click OK on the screen that appears near the top of the browser to finish the removal.

5.6. If you have finished adding disciplines, you can enter a text description of the professional engineering or geoscience services offered by your company in the text box shown below. When finished entering, click Save

Professional Services Offered

Enter the engineering of geosciences services offered by your organization in the box below.

Save

Click Sign Out in the blue bar near the top of the page when you have completed your updates.