

2018/2019 Renewal Process

If your organization pays the membership fees for multiple OAVT members and you would like to pay for all fees in one lump payment (either by credit card or cheque), please follow these instructions:

Instructions For OAVT Members (i.e. RVTs, Pending members)

1. As an OAVT member you must “renew” online individually. There are several checkboxes that need to be marked along the way. Renewals can only be done from within an individual’s OAVT account.
2. Once you get to the payment step, please select “cheque” and proceed with the payment. This will finalize the renewal and put you on a list waiting for payment.

OR

3. Renew online and use a company credit card when choosing the credit card option.

*If you are requesting a reduction in dues because you are on leave per OAVT By-Laws (parental or sick leave) then you must fill out the Reduced Dues Application Form which can be found under “Forms” in your OAVT account. When you fill out the form, be sure to include a letter from your employer or physician. Once the online form is received and processed, you will be notified that your account has been updated to reflect the reduction and you can log on and complete the renewal process at the reduced rate.

Instructions for Employer/Organization

1. Inform your staff to proceed with their individual renewals and choose “cheque” as their payment option (see instructions above).
Make a list of all of your staff (first and last names, RVT, Pending, Limited) and email the list to Loretta@oavt.org along with payment for everyone on the list per the amount shown in their individual profiles.
2. Once step 1 is complete;
 - a. If paying by cheque, please mail the cheque as per usual (OAVT, 107-100 Stone Road W, Guelph, ON N1G 5L3).
 - b. If paying by credit card, please call Loretta at 519-836-4910, ext. 221 and provide the credit card information.
3. Once the payment has been made, we will go through your staff list and mark them as paid in the system. They will all receive a “paid” invoice in their OAVT accounts. **Make sure your list isn’t missing anyone, or they won’t be marked as paid and their renewal for the year won’t be complete.**

*For employees requesting a reduction in dues because they are on leave per OAVT By-Laws (parental or sick leave) then they must fill out the Reduced Dues Application Form which can be found under “Forms” in their OAVT account. When they fill out the form, they must include a letter from their employer or physician. Once the online form is received and processed, they will be notified that their account has been updated to reflect the reduction and they can log on and complete the renewal process at the reduced rate.

Please let us know if you have any questions. Thanks