



Annual Certification Fee (ACF) Payment Instructions for Company Coordinator:

Annual Certification Fee (ACF)	Certification Type	Cost
Technician Fee	CIT-1, CIT-2, CIT-AG & CIS	25.00 +GST
Designer Fee	CID-Residential, CID- Commercial, CID Landscape Drip, CID- AG Sprinkler, CID- AG Trickle	50.00 +GST

Note: Employee annual certification fees are the individual's responsibility to pay. A company **may** or **may not** choose to pay these fees for their certified staff. **Only one annual certification fee is applicable per person and shall be applied to the highest certification held.**

Payment Process

Step 1: Company Coordinator can login into IIABC account using the email provided at time of application or the username set by the user. Should you need to reset your password simply click "*Recover Password Here!*". If you have forgotten your email or username, please contact the office by sending us an email at iiabc@irrigationbc.com.

Note: Only the company coordinator login can manage/edit employees and pay their certification fees in the system.

Step 2: TO MANAGE/VIEW AND PAY EMPLOYEE CERTIFICATION FEES.

Click on

COMPANY ACCOUNT

Step 3: Click on

PAY EMPLOYEE CERTIFICATION FEES

Step 4: Click on

ACTIVE EMPLOYEES

and select the applicable employees that you would like to pay for.

Step 5: Click on

PAY CERT FOR SELECTED EMPLOYEE

and you will be taken to the check out.

Step 6: This will direct you to our payment page where you can fill out your billing information and select your payment method.

Step 7: A receipt will be sent to you via email that will clearly state which employee's certification fees have been paid, for your records.

*For companies whose employees will be paying their own certification fees, directions are on the back of this page.



Annual Certification Fee (ACF) Payment Instructions for Employees or Individual Members:

TO AVOID DOUBLE PAYMENTS, PLEASE FIRST CHECK WITH YOUR EMPLOYER TO ENSURE THEY HAVE NOT PAID YOUR CERTIFICATION FEE ON YOUR BEHALF.


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Step 2: Click on



Step 3: Click on  below your certification fee. **Note:** Your cart will appear on the left bottom corner of the page with your total including tax.

Step 4: Click on



out click



this will direct you to the payment page where you can fill out your

billing and payment information and confirm your order, your total will be at the top right of the page.

Once you have reviewed and confirmed your order a receipt will be sent to you via email.

Any questions regarding the certification fee program or the certification fee payment process can be directed to vanessa@irrigationbc.com