Using the CPSOs Member Portal to Open and Reply to Portal Messages
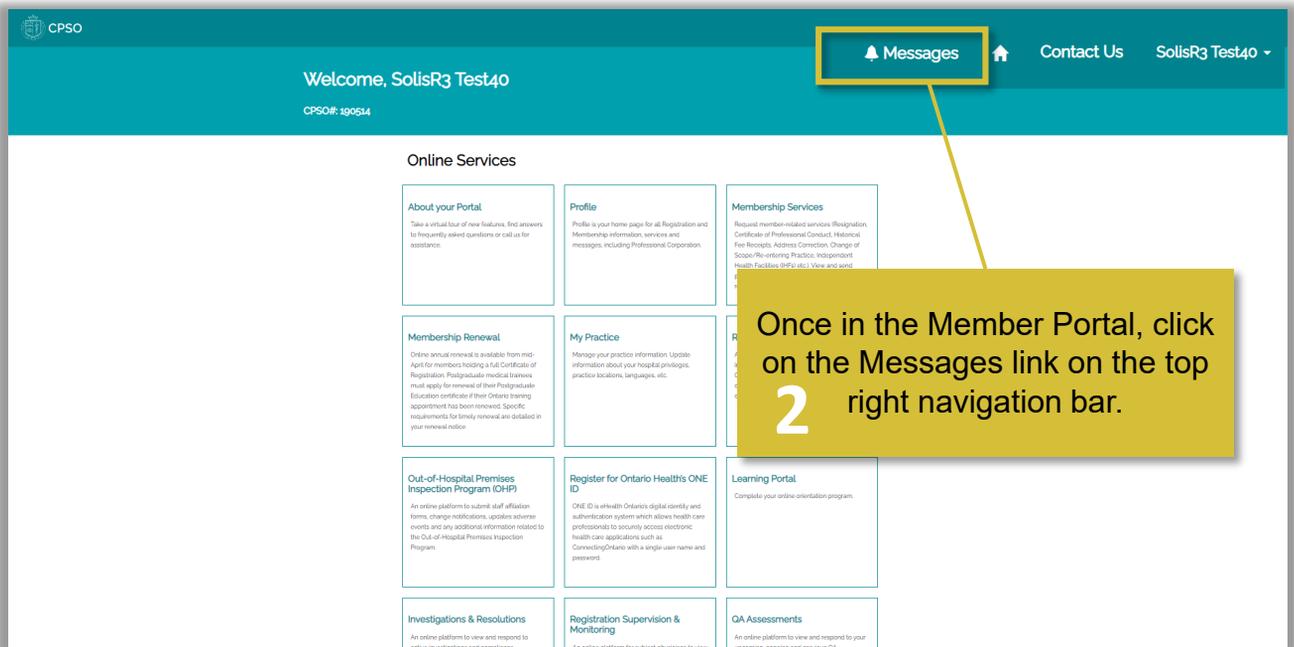
Quick Reference Guide

Follow these steps to **access the CPSO's Member Portal, check and reply to Portal Messages from the CPSO.**

1 Login to the Member Portal through the CPSO Website.

www.cpso.on.ca

2 Once in the Member Portal, click on the Messages link on the top right navigation bar.

On the Messages page you will find a list of all the Portals Messaged you have received. Click on the Portal message you wish to open.

CPSO

SolisR3 Test40
CPSO#: 190514

PERSONAL DETAILS

ADDRESSES

APPLICATIONS

FINANCIAL TRANSACTIONS

| MESSAGES 🔔

PRACTICE

REGISTRATION

SERVICE REQUESTS

QUALIFICATIONS

INVESTIGATIONS & RESOLUTIONS

Important Information about Message Centre Use

To serve you better, please only use the message centre in the Member Portal for queries about your application
department listed below:

Registration: inquiries@cpso.on.ca
Membership: membership@cpso.on.ca
Corporations: corporations@cpso.on.ca
QI Program: quality@cpso.on.ca

Thank you for your cooperation.

Click on the Portal Message Subject link to open Portal Message.

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Subject	Date Sent ↓
Second Portal Message from CPSO	March/25/2022 10:52 AM
Portal Message from CPSO	March/25/2022 10:50 AM
Registration Certificate Expired	March/17/2022 2:28 PM
Registration Certificate Expired	March/17/2022 2:28 PM

The Message window will pop-up. Here you will be able to view the message that was sent from the CPSO, download any attached documents and reply to the Message.

ℹ View details   ✕

Message

4

The inbound message.

Date Sent
March/25/2022 10:53 AM

Message

| File Edit View Format |

Paragraph   **B** *I*

Here is your Portal Message.

See attached Document

CPSO

POWERED BY TINY

Scroll down

Documents

Name ↑   Modified

ℹ View details   ✕

Here is your Portal Message.

See attached Document

Click on the document link to download attachment, if any.

5

Documents

Name ↑	Modified
📄 Sample Document.pdf (34 KB)	March/25/2022 10:53 AM

Click on the Reply button if reply needed.

6

REPLY

ℹ View details

Reply   ✕

Message

Subject *

RE: Second Portal Message from CPSO

Message

| File | Edit | View | Format |

↶ ↷ | Paragraph ⌄ | **B** *I* | ☰ ☰ ☰ ☰ | ⋯

p   POWERED BY TINY

Enter in the message of your reply.

7

Attach Documents

Attach documents, if necessary.

8

Maximum upload file size: 32MB

9

SEND MESSAGE

Send reply to the CPSO