

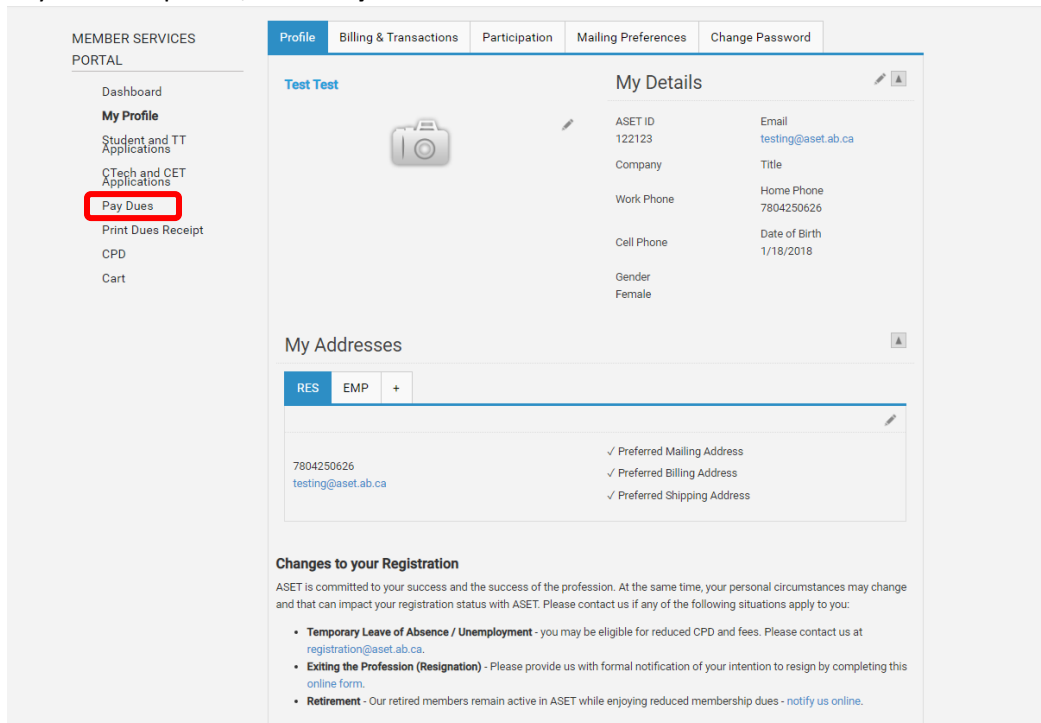
Status Change Process – Members

Effective November 1, 2019, ASET moved the status change process online. To complete a membership status change request please follow the steps below. If you have any questions, please contact ASET Registration staff at registration@aset.ab.ca.

1. Go to <http://www.aset.ab.ca> and log in to your ASET account. From the log in dropdown select “Update Profile”



2. In your ASET profile, click “Pay Dues” on the left-hand menu.



3. Any outstanding dues information should show on this summary page. Instructions for paying dues offline are also included here. (**Note:** you will still need to complete the status change process prior to accessing the offline receipt if you are choosing to do the offline payment option). Click “Renew My Membership.”

MEMBER SERVICES
PORTAL

- Dashboard
- My Profile
- Student and TT Applications
- C Tech and CET Applications
- Pay Dues**
- Print Dues Receipt
- CPD
- Cart

Pay Dues

Your ASET dues are summarized below. Members are encouraged to pay their dues prior December 31st to avoid late payment fees.

Current billing

Description	Amount (\$)	Credits	Balance (\$)
Technologist in Training Dues	160.00	0.00	160.00

Note: Your dues owing may include past due amounts that are carried over from previous periods. If you have any questions please contact registration@aset.ab.ca.

Renew my Membership

Membership Status Changes
Please click "Renew My Membership" above and select your Employment Status from the drop down list on the next page when you update your personal information. Then follow the direction prompts to complete the status change request.

Paying Membership Dues Offline
ASET offers the following options in lieu of paying through our online system.

1. Send in a cheque
2. Direct deposit via online banking
3. Paying in person at the office with debit/cash

To proceed with offline payment you will need your dues invoice. Follow through the prompts by clicking "Renew My Membership" above and on the last page of the prompts there will be an option to "Pay Offline". Click that to obtain your dues invoice for offline payment.

4. There are multiple sections of personal information that you may update on the following page.

Membership Renewal

To help us serve you better, please take a moment to update your personal information on file with ASET.

Name: Test Test
Membership ID: 122123

Preferred Mailing Address

Preferred Address: Work Residential

Work Address

Company

Address

Country

Province

City

Postal Code

Telephone

Residential Address

Address *

Country *

Province *

City *

Postal Code *

Telephone

Employment Status

Please indicate your present employment status:

Currently Employed ▼

You may choose from one of the following options:

- **Currently Employed** - Working in the profession.
- **Illness** - On employment leave from your employer due to illness.
- **Low Income** - Employed in a low income position at the time of annual dues billing up to and including the cancellation deadline. (Low income is defined as per [Government of Canada](#))
- **Not Employed** - Not working in any capacity at the time of annual dues billing up to and including the cancellation deadline.
- **Out of Province** - Temporarily working in the field in another province or country with the intent of returning to work in Alberta.
- **Retired** - Available to members who have worked in the profession for a minimum of 10 years who are no longer active in the profession in any manner.
- **Temporary Leave** - Not working due to parental leave, return to full-time study or due to compassionate reasons.

If your employment circumstances are consistent with one of these scenarios you may be eligible for reduced fees upon application to ASET. For more information please contact registration@aset.ab.ca.

ASET Communications

* Email:

* Region:

* Technology Alberta:

Mailing Preferences

Stay in touch! Review and update your personal communication preferences below.

- Opt out of Technology Alberta (both online and print)
- Opt out of Techlink
- Opt out of Career Centre Link
- Opt out of Region Link
- Opt out of Birthday Greetings
- Opt out of Teleforum calls
- Opt out of 3rd Party Mailings

Next

To update your membership status, choose the correct status from the “**Employment Status**” dropdown. Brief descriptions of the options are listed below this dropdown. When you have updated your personal information click “**Next**”.

5. You will be directed to the appropriate member status change declaration. Please read through the declaration, enter any special circumstances (if applicable), and type in your full name in the “**Signature**” field to confirm the declaration. (**Note:** if you are applying for a 3rd consecutive year of reduced dues you will be required to provide evidence to support the membership status change application. If you have questions about the required evidence, please contact ASET Registration staff at registration@aset.ab.ca.)

Change to Unemployed Status

Please review this declaration and complete the signature section to confirm your eligibility for reduced dues

UNEMPLOYMENT STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. Unemployed at the time of annual dues billing up to and including the cancellation deadline
 - b. Members who apply for unemployment status outside of this time frame are not eligible for a reduction in membership dues
2. For the purposes of defining this status with ASET, **unemployed means not working in any capacity**. The definition of unemployed is not restricted to unemployment in an applied science, information, or engineering technology field.
3. Members must certify temporary unemployment status by completing the online member status declaration. **This declaration is required annually.**
 - a. Upon application for a **third consecutive year** of temporary unemployment status, a [Proof of Income Statement](#) will be required to demonstrate continued unemployment.
 - b. In supplying the Proof of Income Statement, members may redact all personal and confidential information on the statement with the exception of the member's name and address (for identification purposes) and total income amount (Line 150).
 - c. To protect the member's personal and confidential information, Proof of Income Statements are destroyed upon review in accordance with the Registration and Practice department's guidelines for sensitive information disposal.
 - d. The Proof of Income Statement must demonstrate total income at or below the income thresholds published annually by the [Government of Canada](#).
 - i) The Registrar may consider special cases in which the members are unemployed and have a taxable income above the published thresholds
4. Members who are granted temporary unemployment status may continue to use their designation, will remain on the ASET membership roster as active members, and are exempt from the annual Continuing Professional Development (CPD) requirements for the year.

UNEMPLOYMENT DECLARATION

"I certify that I am unemployed and wish to apply for a reduction of my ASET membership dues. I understand that this declaration is required annually if my status continues."

[How to obtain a proof of income statement](#)

* **UPLOAD PROOF OF INCOME STATEMENT (Only required if applying for 3rd consecutive year of fee reduction)**

No documents found

No file chosen

Circumstances:

* Signature (type full name in field):

Test Test

Click **"Save & Continue"** to submit your status change request to ASET.

6. ASET will respond to your request within 1-2 business days. Any further inquiries may be sent to registration@aset.ab.ca.

Employment Status Adjustment Request Received

Your employment status adjustment request has been received. Please allow 1-2 business days for our staff to review your request and adjust your dues.

Once your dues have been adjusted (or your request has been declined for any reason) you will receive notification from ASET. You will not be able to pay your dues until after they have been adjusted and you have been notified.

If you need any further information or require additional assistance please contact us at registration@aset.ab.ca.

[Return to My Profile](#)

7. You will be notified via email when the status change request has been processed.
8. If approved, you will need to log back into this portal and select “**Pay Dues**” from your profile, click “**Renew My Membership**” and continue to pay the reduced dues online.

If you have any questions, please contact ASET Registration staff at registration@aset.ab.ca