COLLEGE OF CHIROPRACTORS OF ONTARIO

MEMORANDUM

To: CCO Members

From: Dr. Kyle Grice, President
Mr. Scott Stewart, Treasurer

Date: October 2026

Re: **2027 Incorporation Renewal**

I. Introduction

Incorporation renewal for 2027 is available online through the member portal. Please complete your professional corporation renewal and payment online so that all information and payment is collected and processed. Incorporation renewal and payment must be completed on or before January 6, 2027 or your certificate will be subject to a late fee of $52. If a corporation does not renew by March 1, 2027, the corporation will be suspended and you will not be permitted to provide chiropractic services through a corporation in Ontario.

II. Instructions on Logging into the CCO Member Portal

Please follow these instructions for logging into the CCO Member Portal to renew your professional corporation for 2027:

1. Follow the link to www.cco.on.ca;
2. Click on "Member Login" on the CCO homepage;
3. Use your registration number or email address that you used to activate your account and password to log in. If you forgot your password, please click on "Forgot Password" to reset your password, using your email address that you used to activate your account;
4. Once logged in, click "Renew Professional Corporation" and follow the instructions to renew your certificate of registration for 2027.
5. You may view, download and print your receipt for your 2026 professional corporation renewal.

If you have not created an online account in the CCO Member Portal, please follow these instructions to create your online member profile:

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1. Follow the link to www.cco.on.ca;
2. Click on "Member Login" on the CCO homepage;
3. Click "Activate Now" to set up your member profile for the first time;
4. Enter your CCO registration number (3 or 4 digits) and click "Activate";
5. Follow the instructions and enter the information that is required to set up your online member profile;

6. Enter a private email address that is accessible only to you that you use or intend to use for communication with CCO;
7. You will receive a link in that email. Click on the link;
8. Create a Password;

Following creation of an online member profile, you may log into the member self-service area by clicking the "Member Login" link at www.cco.on.ca. Please use your Username (Registration Number) and Password to log in. If you have forgotten your password, please click the "Forgot Password" button and enter the email address you used to activate your account to reset your password.

III. Professional Corporation Renewal

Once logged into your member profile, please follow the link to "Renew Professional Corporations" and carefully read and follow the instructions in every step for renewing your professional corporation. You may log out of the corporation renewal process at any time and your answers will be saved and you can continue where you left off. You can also use the "Previous" and "Next" buttons to go to different pages within the renewal and review and change any answers.

IV. Corporation Renewal Payment

The fee for incorporation renewal is **$210.00** and is due by **January 6, 2027**. A late penalty of **$52.00** will apply to fees received ***after*** January 6, 2027 and the certificate of authorization will be suspended on March 1, 2027 if fees have not been received.

V. Payment Methods

There are two methods of payment acceptable for 2027 Incorporation Renewal:

1. Credit Card Payment Option (Visa, MasterCard and American Express accepted)

Please enter your credit card information. Once completed, your fees will be processed immediately and securely online.

2. Cheque Payment Option

Please indicate on the Payment screen of the online renewal that you will be paying by mailing a cheque to CCO. Make cheque(s) payable to the College of Chiropractors of Ontario. Please note, your renewal will be pending upon receipt of the cheque by CCO. Cheques that are returned N.S.F. or are non-negotiable (i.e., misdated, not signed or otherwise miswritten) will be returned to the member and a $52 charge will be levied in addition to the late fee, if applicable.

On receipt of your incorporation renewal, you will be forwarded a 2027 renewal sticker to be placed on your certificate of incorporation.

Thank you!