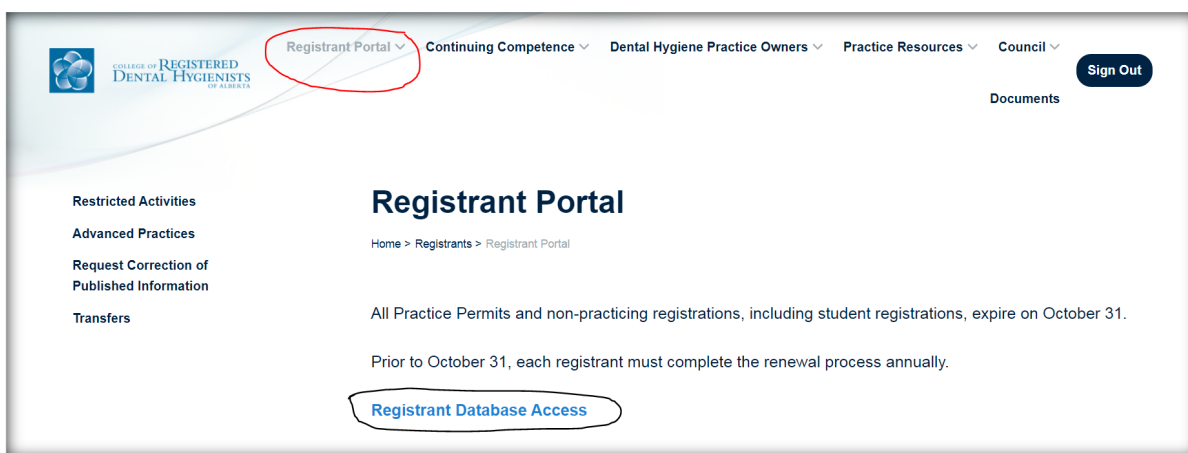


Step-by-Step Instructions for Printing Your Alberta Dental Hygiene Practice Permit and/or Registration Receipt for Income Tax Purposes

Printing of either document begins with these 4 basic procedures:

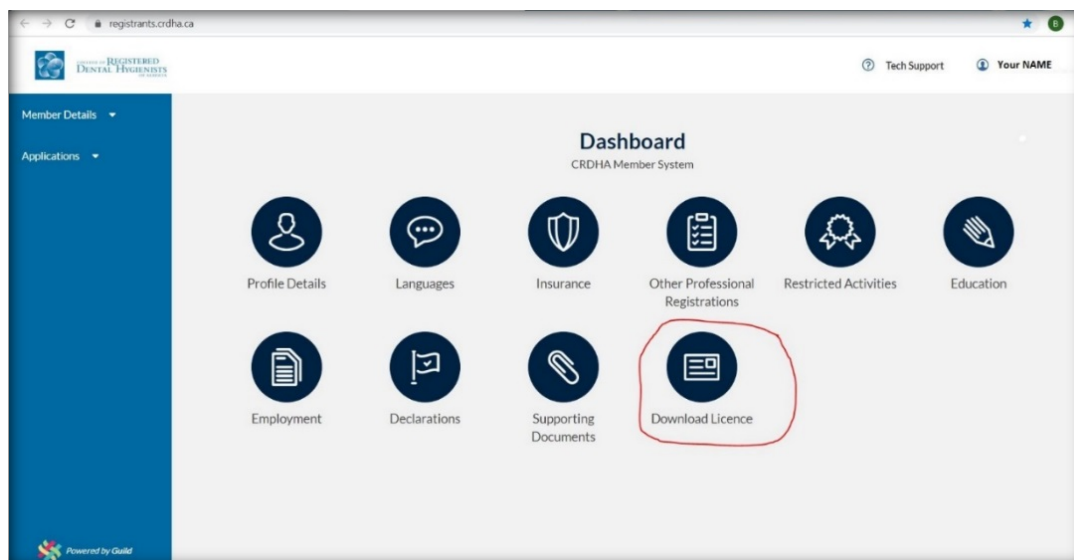
1. Sign In to the password protected part of the College [website](#). ([Instructional Video](#))
2. Select Registrant Portal from the upper menu bar.
3. Click Registrant Database Access.
4. Then log in to the registrant database. ([Instructional Video](#))



You should then be presented with your Dashboard.

[Printing Your Practice Permit](#)

1. From your dashboard, select **Download Licence**. (Alternatively, you can also select Member Details in the left-hand side menu bar and then select Download Licence.)



Note: Your practice permit is in .pdf format. Therefore, you will need a .pdf viewer, such as Adobe Acrobat Reader. These applications are generally available for download at no charge for a wide range of devices.

2. Your Practice Permit should now appear on your screen. You can choose to print or download your permit. You may need to move your mouse and “hover” to have these options appear on the upper right. You can also left click on your mouse to access the “Save as” or “Print” functions.

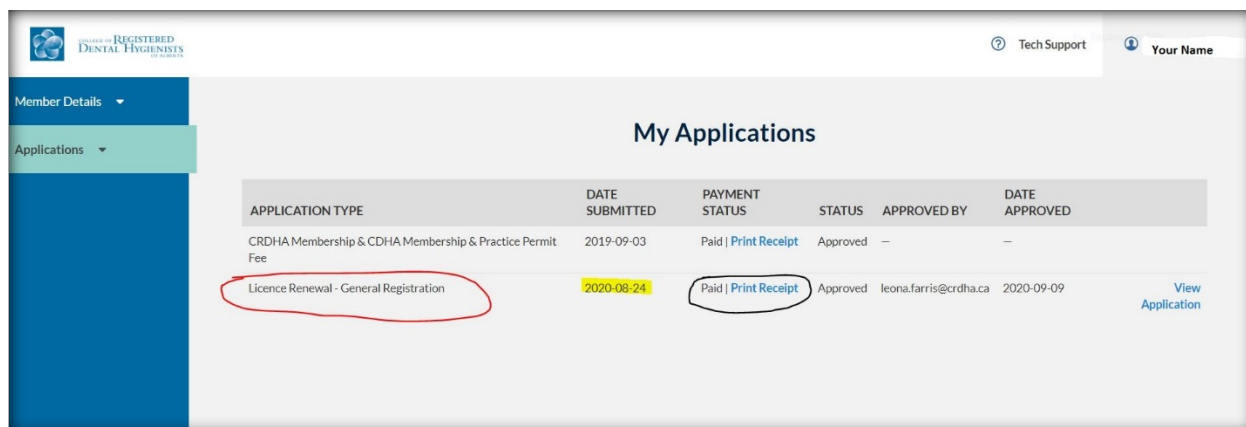
Tip: Printing your Practice Permit in colour on heavier paper stock (28lb or 105 gsm or more) or putting several blank sheets of paper behind your permit in its frame will further improve the esthetics.

Printing your Registration Receipt for Income Tax Purposes

1. From the Dashboard, select Applications from the left-hand menu, then select My Applications.

Tip: To get back to your dashboard at any time, click the College’s logo on the upper left.

2. If you were a registrant for the 2019/2020 year you will see two Application Types listed. Find the one with the most recent Date Submitted and click the blue “Print Receipt” text.



APPLICATION TYPE	DATE SUBMITTED	PAYMENT STATUS	STATUS	APPROVED BY	DATE APPROVED
CRDHA Membership & CDHA Membership & Practice Permit Fee	2019-09-03	Paid Print Receipt	Approved	—	—
Licence Renewal - General Registration	2020-08-24	Paid Print Receipt	Approved	leona.farris@crdha.ca	2020-09-09

3. Your receipt will appear, and you will have a choice to download or print the receipt. You may need to move your mouse and “hover” to find these options. You can also left click on your mouse to access the “Save as” or “Print” functions.

Note: If you require your Canadian Dental Hygienists Association (CDHA) receipt you will need to sign in to the [CDHA website](#) separately.