



# Help Manual – CEA Member Firm Responsible Engineer

Consulting Engineers of Alberta has updated the website [www.cea.ca](http://www.cea.ca) with the ability for the assigned Responsible Engineers of our member firms to edit their company profile online. Accurate information is important, as sections of the profile information is displayed on the [Membership Directory](#) found on the web.

**\*When you log into the updated site, please go through these steps:**

## Step 1.

[Click here](#) to reset your password. Enter your email address and click **Submit**. The system will send you an email with instructions to update your password.

Email address\*

Submit

**Note** – If you get the message “Unable to find email”: [Click here](#) to register, to receive login instructions.

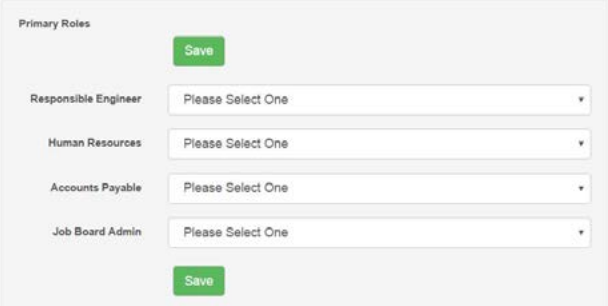
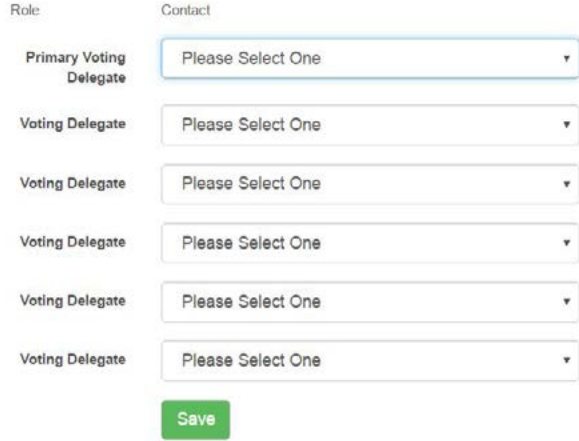
## Step 2.

After updating your password (Step 1 above), [Click here](#) to login (image below)



\*If you make any changes under any of the tabs given below, click on **Save** for each.



Tabs	Details
<b>Company Overview</b>	Displays firm head office, responsible engineer and company summary. You can update your company profile information from this tab.
<b>Offices</b>	Lists all Alberta Office locations. This information is reflected online on the <a href="#">Membership Directory</a> .
<b>Contacts</b>	<p>This tab allows you to add contacts. You can update your own individual profile from this tab.</p> <p>Other contacts listed under this tab can login and update their own profile.</p> <p>To delete contacts if they are no longer an employee at your firm, please email <a href="mailto:info@cea.ca">info@cea.ca</a>.</p>
<b>Roles</b>	<p>Defines roles for CEA.</p> <p>Note: Must first be a contact in the system</p> 
<b>Firm Member Representatives</b>	<p>Identifies current voting representatives.</p> 
<b>Fields of Specialization</b>	This information is reflected online on the <a href="#">Membership Directory</a> .
<b>International Work</b>	<p>Identifies work locations.</p> <p><b>Service Countries</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North America <ul style="list-style-type: none"> <li><input type="checkbox"/> North America - Canada</li> <li><input type="checkbox"/> North America - Mexico</li> <li><input type="checkbox"/> North America - United States</li> </ul> </li> <li><input type="checkbox"/> Africa</li> </ul>

If you have any questions or are unable to access the information as the assigned 'Responsible Engineer' please call Inderjeet Singh at 780-421-1852 or email [info@cea.ca](mailto:info@cea.ca).