



Use this checklist to gather the information you will need to register your Extra Provincially Registered Company with BCeID.

- Registration number (Note: Your Registration Number is issued by BC Registry Services.)
- Your Legal Name
- Your Email Address
- Your Phone Number

Upon registering online:

- A request for your Business BCeID account will be created and we will mail the instructions for completing your registration to the Chief Financial Officer at the verified business address within two business days (along with your forwarding instructions, if applicable).
- You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).

Extra Provincial companies that do not meet the normal BCeID registration requirements may also apply for a Business BCeID as an "Other" business type.

Go to the BCeID Website <https://www.bceid.ca>

Click Register for a Business BCeID

Types of BCeID | Service Directory | Locations | Agreements | FAQs | Contact Us

Register Login

A BCeID account provides secure access to online government services.

It's Convenient
Many government services are available online. You can use your BCeID account to log in to [participating services](#).

It's Secure
BCeID uses secure technology and policies to enable authorized access to information.

It Respects Your Privacy
Learn more about the [B.C. government's privacy policies](#) and the [BCeID privacy policy](#).

Register for a BCeID

There are three [types of BCeID](#) accounts.

Already know what type you want to register for?

- [Register for a Business BCeID](#)
- [Register for a Personal BCeID](#)
- [Register for a Basic BCeID](#)

Not sure which one to register for?

The type of BCeID you need depends on the service you want to use. To find out what type you need:

- [Find the service in the service directory](#). Many of the services that use BCeID are listed in the directory.
- If you can't find the service in the directory, check with the service provider and they'll be able to tell you the type you need.

Already Have a BCeID?

Manage your BCeID account, such as:

- Update your contact information, user ID, password, login preferences
- Update your businesses preferences and manage business BCeID accounts
- Use the activation code you received in the mail to complete your Business BCeID registration process
- Continue an existing Business BCeID registration at the step you left off
- Check the registration status of your Personal or Business BCeID registration

[Log in to Manage Account](#)

BCeID Help Desk is open Monday to Friday (except statutory holidays) from 8:30am to 5:00pm Pacific Time / 9:30am to 6:00pm Mountain Time.

1 888 356-2741 (Canada and USA toll free)
604 660-2355 (Within lower mainland or outside Canada and USA)
bceid@gov.bc.ca



1. Review the information on the Register for a Business BCeID

Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It'll take about 15 minutes.

- Step 1: Getting Started**

This step includes a few registration set up questions. You'll need to:

 - **Confirm you're not already registered.** A business or organization may only register once. Check if your business or organization is registered in the [business directory](#). If it's registered, contact them.
 - **Confirm you're authorized to register the business or organization.** The person who registers the business must accept the [Business Registration Agreement](#). Only a principal or a person authorized by a principal can accept the terms of this agreement.
 - **Select your business type.** How you prove the identity of your business or organization is based on the business type. Depending on the [business type](#), you may be asked to provide additional information, such as if you have a OneStop account.
 - **Indicate if you're converting a Basic BCeID to a Business BCeID.**
- Step 2: Your Business Contact Information**

Tell us who you are and provide your contact information.
- Step 3: BCeID Account Details**

Choose your user ID and password.
- Step 4: Business Details**

It depends on what type of business you're registering how you'll complete this step. [Learn more about how to verify a business.](#)
- Step 5: Accept Terms**

Accept the [Terms of Use](#) and [Business Registration Agreement](#).

[Start registration >](#)

Have a registration already in progress?

Go to Manage Account to:

- Use the activation code you received in the mail to complete your Business BCeID registration process
- Continue an existing Business BCeID registration at the step you left off
- Check the registration status of your Personal or Business BCeID registration

[Log in to Manage Account](#)

Registration Checklist

The information you'll need to register and the way you'll prove the identity of your business or organization depends on your business type:

- [Proprietorship](#)
- [General Partnership](#)
- [BC Corporation](#)
- [Extra Provincially Registered Company](#)
- [BC Incorporated Society](#)
- [Extrajvincial Non-Share Corporation](#)
- [Other \(none of the above\)](#)

Under Step 1: Getting Started

Ensure your business is not already registered with BCeID

• **Confirm you're not already registered.** A business or organization may only register once. Check if your business or organization is registered in the [business directory](#). If it's registered, contact them.

Confirm you're authorized to register the business of organization

• **Confirm you're authorized to register the business or organization.** The person who registers the business must accept the [Business Registration Agreement](#). Only a principal or a person authorized by a principal can accept the terms of this agreement.

Select your business types

• **Select your business type.** How you prove the identity of your business or organization is based on the business type. Depending on the [business type](#), you may be asked to provide additional information, such as if you have a OneStop account.

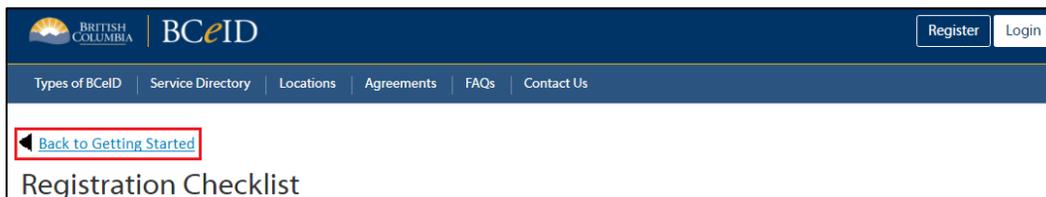
Review the **Registration Checklist**. Select your type of company and review the information needed to register your company with BCeID.

Registration Checklist

The information you'll need to register and the way you'll prove the identity of your business or organization depends on your business type:

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After you have finished reviewing the information, select the **Back to Getting Started**



The screenshot shows the BCeID website header with the British Columbia logo and 'BCeID' text. Navigation links include 'Types of BCeID', 'Service Directory', 'Locations', 'Agreements', 'FAQs', and 'Contact Us'. A 'Back to Getting Started' button is highlighted with a red box. Below the navigation bar, the text 'Registration Checklist' is visible.

Once you reviewed the 5 Steps to **Register for a Business BCeID** account and have collected to correct information, you can select **Start Registration** at the bottom of the page to apply for a new BCeID.



2. Is your organization already registered?

If you are certain your organization is **not** registered with BCeID, select **No**.

Is your organization already registered?

Yes or uncertain. Search the Online Business Directory before continuing.

No, my organization is not registered. Continue registering.

Click **Continue**.

3. Are you authorized to register your organization?

Select **YES** I am authorized-saying that your company has designated you to be their point person for BCeID. Click **Continue**.

Are you authorized to execute the Business BCeID Registration Agreement on behalf of your organization and willing to be a Business Profile Manager?

- Yes, I am authorized and willing to be a Business Profile Manager.
- No, I am not authorized.
Choosing this option will cancel your registration. An authorized individual can register your organization and create a BCeID account for you.
- No, I am not willing to be a Business Profile Manager.
Choosing this option will cancel your registration.

4. Select your business type:

If you are registered with B.C. Registry Services as an extraprovincial corporation, select **Extra Provincially Registered Company** and click **Continue**.

What type of business are you registering?
If you are not sure, see [Business Types](#) for definitions.

Select your business type:

- Proprietorship
AKA sole proprietorship, doing business as, firm
- General Partnership
Excluding limited partnership (LP) and limited liability partnership (LLP)
- BC Corporation
Name ends in Ltd, Ltée, Inc, Limited, Corporation, Corp or ULC
- Extra Provincially Registered Company
AKA extraprovincial company, extra-pro, ex-pro
- BC Incorporated Society
A not-for-profit organization incorporated in BC
- Extraprovincial Non-Share Corporation
An "Extraprovincial Non-Share Corporation" means a society or association, incorporated or otherwise, formed outside British Columbia. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares.
- Other
None of the above. For example, LP, LLP, non-registered society, association, charity, business registered outside Canada

5. Read through the information on the **Extra Provincially Registered Company Registration Details** page, and click **Continue**.

6. Do you want to convert an existing Basic BCeID?

Select **No** and click **Continue**

Do you want to convert an existing Basic BCeID?
If you have an existing Basic BCeID, you may convert it to a Business BCeID. If you do this, Online Services accessed with the existing Basic BCeID may not be accessible with the new Business BCeID.

- No, do not convert an existing Basic BCeID
- Yes, convert my existing Basic BCeID account
You will be prompted to logon with your Basic BCeID. If you are unable to logon you will not be able to return to this page and will have to start the registration process from the beginning.

7. Collection of Personal Information:

Enter in the details as required on this screen

- Surname
- Given/First name
- Contact Email
- Contact Phone Number

Click **Continue**

8. Choose User ID

- Enter a user ID
- Create a password
- Select three password hint questions and enter the answers.
Important! Your answers will be used to prove you are the owner of your BCeID account. You will only be able to reset your password if you answer all three questions correctly.
- Check the **I'm not a robot** box

Click **Continue**

9. Verify Registration with B.C. Registry Services:

- Enter in your **Registration Number**
- Click **Continue**

Work through the remaining screens to:

- Identify your Business or Organization
- Read and accept terms and conditions

Your request will go to an Identity Services Analyst for review. Once the Identity Services Analyst has approved your request, a registration letter containing an activation code and instructions will be mailed to the Chief Financial Officer at the verified address. **You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).**

Once you have completed your registration online, you need to set your Business BCeID account preferences to ensure you can access the Weigh2GoBC service.