

# The Prospectors Guide to ~~the Galaxy~~ **BC OnLine**

BC OnLine  
400a 4000 Seymour Place  
Victoria, BC V8X 5J8

1-800-663-6102  
Fax (250) 953-8222



**BC OnLine**  
[www.bconline.gov.bc.ca](http://www.bconline.gov.bc.ca)

## Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>How to Set Up Your BC OnLine Account.....</b>	<b>1</b>
Build Your BC OnLine Application Form.....	1
Receiving Your Package From BC OnLine .....	19
<b>Signing On to BC OnLine .....</b>	<b>20</b>
First Time Signon .....	21
<b>Printing in BC OnLine.....</b>	<b>23</b>
<b>How to Put Money Into Your BC OnLine Account .....</b>	<b>25</b>
<b>BC Assessment Searches.....</b>	<b>27</b>
BCA - Address Range Search .....	32
Return to BC OnLine and pick Land Titles .....	33
<b>Land Title Searches .....</b>	<b>34</b>
<b>Corporate Registry .....</b>	<b>38</b>
<b>Signing Off From BC OnLine .....</b>	<b>45</b>

## Introduction

BC OnLine gives you access to a variety of government services such as Land Titles and BC Assessment. Land Title database records the legal owner of property in British Columbia. While BC Assessment is not the official database of property ownership, the owner information is usually correct.

The advantage to using BC Assessment is that unlike Land Titles, BC Assessment allows you to search by the civic address. Property in Land Titles is easiest located by using the property Parcel IDentification or PID.

Some customers use BC Assessment to search by address to obtain the PID. Then they use the PID in Land Titles to locate the owner.

## How to Set Up Your BC OnLine Account

Setting up a new BC OnLine account requires that you generate an electronic form and then print that form. Once printed, you then sign the form and send it to BC OnLine by either fax, email attachment, or mail.

Once we receive your application, please allow us two to three business days to create your account. Make a note on your application form if you would like us to email or fax you notification that your account is set up.

Payment for searches is done through an account you maintain with BC OnLine. The most efficient way to maintain your account is to use BC OnLine's Electronic Cheque option.

The instructions in this section walk you through completing the forms needed to set up an account with BC OnLine. These instructions provide recommendations for a BC OnLine account that will suite the needs of the average prospector customer. Your needs may differ from the recommendations in this document, so feel free to alter your setup as you see fit.

## Build Your BC OnLine Application Form

The BC OnLine web site runs a "Wizard" that steps you through the process to build an application for a BC OnLine account and associated userids. The Wizard will ask a number of questions needed to complete the application form.

When the form is completed, you will print the form, then fax, email, or mail it to BC OnLine along with a photo copy of a cheque marked VOID. The photocopy of the void cheque is needed to ensure the correct bank account numbers are entered into the computer system.

With BC OnLine, you don't send banking or credit card information over the Internet. When your account with BC OnLine gets low, you can write an electronic cheque against your bank account to top up your account. This sends BC OnLine instructions to transfer the funds, but does not send your sensitive financial information over the Internet.

To begin, go to the BC OnLine home page at [www.bconline.gov.bc.ca](http://www.bconline.gov.bc.ca)



Figure 1: BC OnLine home page

First click the **Become a Registered Customer** button.

Every Application Form screen has two navigation buttons at the top and bottom. This is to reduce the need to scroll the screen up and down to get to the Proceed or Back buttons. You may use either the top or bottom buttons.

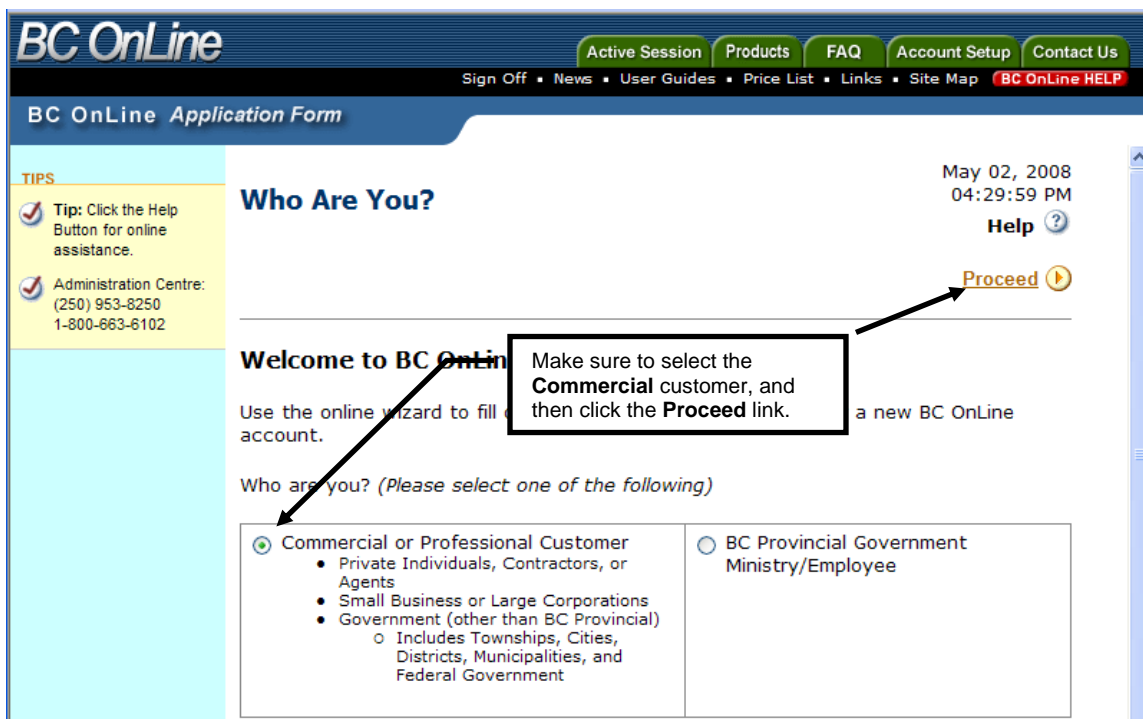


Figure 2: General Category screen

Prospectors will fall into the **Commercial or Professional Customer** category, so make sure you select that radio button and then click the **Proceed** link on the right.

**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

May 05, 2008 08:19:07 AM

**Help ?**

**Introduction**

[Return](#) [Proceed](#)

**PLEASE READ BEFORE PROCEEDING**

Please ensure the appropriate authority signs the application form.

Before you begin, ensure that you have the following information:

Commercial or Professional Customer

- Business or Personal name, address, phone, fax, and account contact name
- Full name, e-mail, phone and fax for each BC OnLine user
- A Void Cheque (Third party of record)

**Note:** An opening deposit of **\$100** is required for all Canadian bank accounts to open a new account. For US bank accounts, a minimum of **500 CAD** is required. The account will be activated once the initial funds have been deposited.

An appropriate authority must sign the application and, if applicable, EFT forms.

Before proceeding, please read and accept the [Terms and Conditions of Agreement \(PDF\)](#).

☒ I accept the BC OnLine Terms and Conditions of Agreement.

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 3: Introduction screen.

The BC OnLine Introduction screen will display. This screen provides a summary of what you will need to complete this application form.

Click the **I accept** box and click **Proceed**.

**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

assistance.

✓ Administration Centre:  
(250) 953-8250  
1-800-663-6102

✓ If applying as a  
business, enter full  
legal name of your  
organization.

✓ Update your personal  
name if you are  
applying as an  
individual.

✓ Use an address format  
that is applicable to  
your country and mail  
system.

[Return](#) [Proceed](#)

Fill in the following information.

**Account Information**

Do you want your BC OnLine account in your business name or personal name?  
Choose one:

☒ Business Name  
☐ Personal Name

Business Name:   
Branch/Division (if applicable):

**Mailing Information**

Mailing Address:   
City:   
Province:   
Country:   
Postal Code:

**Account Contact Information**

First Name:   
Last Name:   
Phone Number:  Ext:  (555)555-5555  
Email Address:   
Fax Number (if applicable):  (555)555-5555

[Return](#) [Proceed](#)

Figure 4: Account Information screen.

Select whether you wish to open your account in your personal name or the name of a company or firm. Then complete the mailing and contact information for your account.

When you have finished completing the screen, click the **Proceed** link.

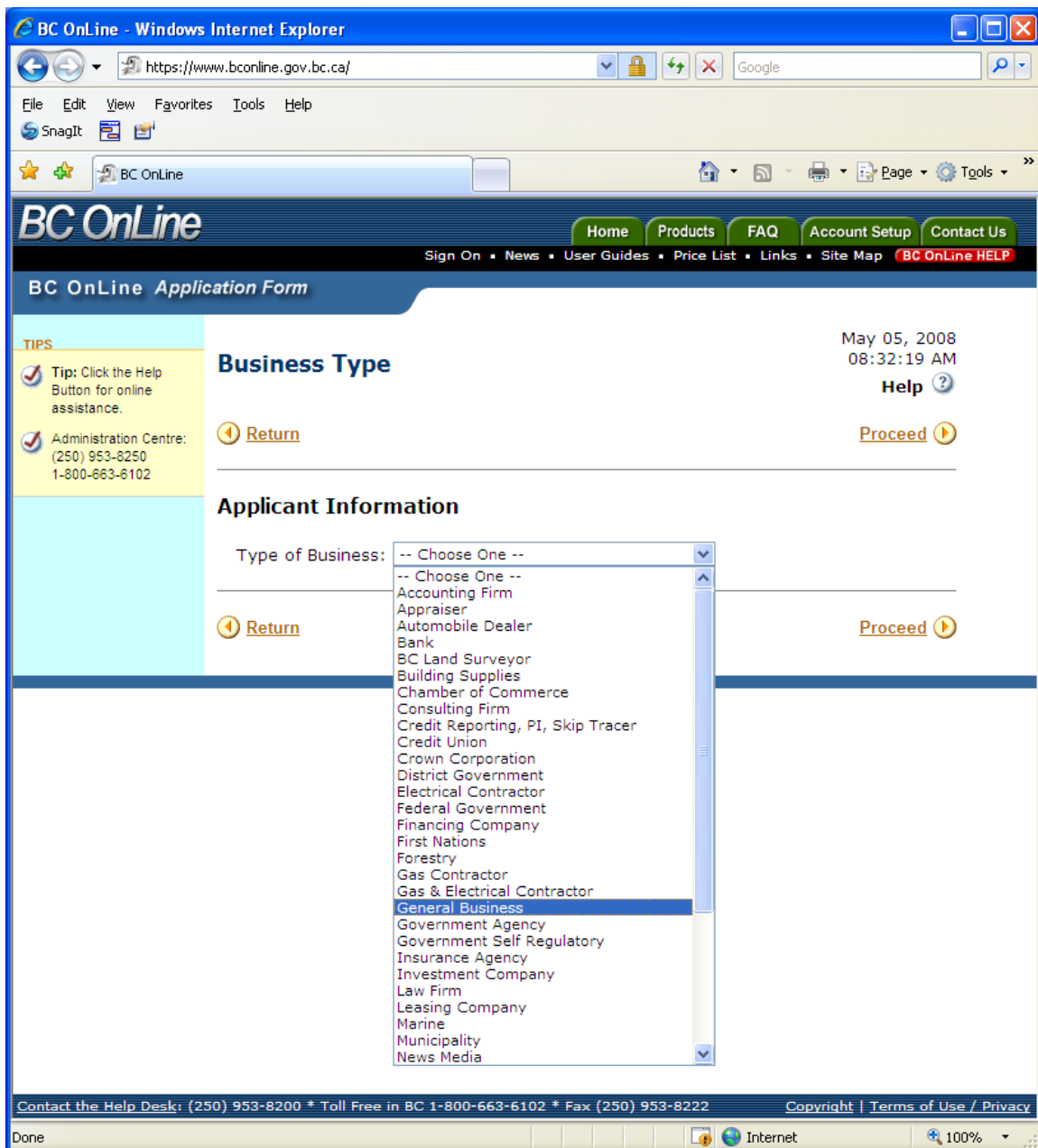


Figure 5: Business Type screen.

For type of business, select **General Business** and then click **Proceed**. (*Resource Exploration will be coming soon*)

**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- [Complete description of each product](#)
- [Price List of products](#)
- You can add new products to your account in the future.
- Downloadable [User Guides](#) are available to help you use the products.
- [ICBC will determine access to their Products.](#)

**Product Packages**

Select the first two options, Land Package and Corporate Registry and then click Proceed

May 05, 2008 08:40:16 AM [Help ?](#)

[Return](#) [Proceed](#)

**Select the products that you require:**

- ☒ Land Information Package:  
Land Title and Survey Authority, BC Assessment, Rural Property Tax, Site Registry, OneMove econveyance™, Tax Certificates Online, Atsource, E-Registry Agent ETray™, Emergis Real Estate
- ☒ Corporate Registry
- ☐ Personal Property Registry
- ☐ Manufactured Home Registry
- ☐ ICBC/Motor Vehicle Office Access
- ☐ Datawitness® Services
- ☐ Court Services Online

If you selected the **Land Information Package** and you intend to download Land Title documents or plan images to your PC over the web, please see our website for [information about image viewer software](#)

[Return](#) [Proceed](#)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 [Copyright](#) | [Terms of Use](#) / [Privacy](#)

Figure 6: Products Selection screen.

Select the first two options for the Land Information Package and Corporate Registry. These two options will give you access to Land Titles, BC Assessment, and Corporate Registry.

You may add other products if you like. However, there are restrictions to the ICBC/Motor Vehicle package that you may not qualify for.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- Statements must be printed by a user with sufficient authority

**Statement Option**

May 05, 2008 08:55:27 AM  
**Help** ?

[Return](#) [Proceed](#)

**Account Statement Frequency**

Choose how often would you like to print your account statement.

☐ Daily ☐ Weekly ☒ Monthly

[Return](#) [Proceed](#)

Figure 7: Statement screen.

The statement frequency determines how often BC OnLine generates a statement of your activity. Note that this is a statement and not an invoice. Since charges are paid for out of your deposit account with BC OnLine, there are no invoices.

Most prospector customers will accept the default Monthly statement. If you feel that your activity in BC OnLine warrants more frequent statements, select either Daily or Weekly.

Select **Monthly** and then click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- V-Word is necessary:
  - to protect your account from unauthorized use
  - for access to ICBC
  - for access to some Registry phone-in services
- V-Word can be up to 8 characters in length and in any combination of letters, numbers and symbols.

**Verification Word**

May 05, 2008 09:14:38 AM  
**Help** ?

[Return](#) [Proceed](#)

Provide a Verification Word for your account.

Verification Word:  (up to 8 characters)

[Return](#) [Proceed](#)

Figure 8: Verification Word screen.

The Verification Word is a verbal password for your account with BC OnLine. Enter a Verification Word that will be easy for you to remember and then click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- When you sign on, a warning message will display if your account balance is below the amount indicated here.
- Warning level is not linked to your electronic payment method and will not trigger a transfer of funds to your account.

**Account Low Balance Warning**

May 05, 2008 09:19:19 AM  
 Help ?

Return Proceed

Account Low Balance Warning level: \$100

Return Proceed

Figure 9: Low Balance screen.

The low balance warning is simply a reminder that the funds in your BC OnLine account is getting low. Depending on how much work you plan to do on any given day, you may want to either lower or increase your warning level from the example shown.

**Main Menu**

For: [ PA21655 ] [ JULIE B TEST ACCOUNT -- TCOL TEST ] May 05, 2008 09:31:01 AM

Page Up Page Down Check for Prints Help ?

Folio: Submit Reset BC OnLine Mailbox Services

**NOTE: ACCOUNT BALANCE IS BELOW YOUR WARNING LEVEL**

**Select an application**

☐ EMERGENCY NEWS - TEST ☐ Personal Property - TEST

Figure 10: Sample of Low Balance warning message.

If the balance of your account does fall below your warning level, the message shown in Figure 10 will display. This does not affect your ability to search; it's just a reminder to replenish your account.

Type a low balance warning amount and click **Proceed**.

[Home](#)
[Products](#)
[FAQ](#)
[Account Setup](#)
[Contact Us](#)

[Sign On](#)
[News](#)
[User Guides](#)
[Price List](#)
[Links](#)
[Site Map](#)
[BC OnLine HELP](#)

BC OnLine Application Form

TIPS

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-863-6102
- Each new user will be assigned their own userid.
- There is no charge for a userid.

## User List

Return

Proceed

Enter user information by clicking Add New User for each person requiring access to BC OnLine.

After you add a userid to the list, you may edit the details. Do this by clicking the checkbox next to the list entry and then clicking Edit Selected Entry. You may edit only one user at a time.

You may also remove any users from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

Add New User

Edit Selected Entry

Remove from List

Select	User Information

Return

Proceed

May 05, 2008 09:35:38 AM

Help

Click the Add New User button

Figure 11: User List screen.

Everyone in your account should have their own userid for BC OnLine. Userids are free, so it's a good idea for everyone to have their own for audit and security reasons.

Click the **Add New User** button.

**BC OnLine** Home Products FAQ Account Setup Contact Us

Sign On • News • User Guides • Price List • Links • Site Map • **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250  
1-800-663-6102
- Information on the roles of Basic, Contact and Prime Contact
- There must be at least one Prime Contact for each account.

**Add User** May 05, 2008 09:41:13 AM Help ?

Return Proceed

Complete the following.

**User Information**

First Name:

Last Name:

Phone Number:  Ext:

E-Mail Address:

Fax Number (if applicable):

**Authority**

What level of authority should this user have?

☐ Basic ☐ Contact ☒ Prime Contact

Return Proceed

Ensure that you make yourself the **Prime Contact**.

Figure 12: User Information screen.

Complete the User Information with your name, phone number, email, and if you have one, your fax number.

It is important that you select **Prime Contact** for yourself. Prime Contacts have more authority in BC OnLine than Basic users. Prime Contacts can see the balance of the account and has authority over other users in your account.

If you will be adding other people to your account, you can give them Basic authority.

When you have finished completing the screen, click **Proceed** and you will return to the User List screen where you can add more users to your account.



**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

May 05, 2008 10:02:46 AM

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- [Detailed information about the Automatic EFT](#)
- [Detailed information about the On-Demand Electronic Cheque](#)
- [Detailed information about Online Banking](#)
- [Detailed information about other payment methods](#)

## Payment Options

[Return](#)

**Select Electronic Cheque for your Payment Option.**

[Proceed](#)

*Note: Deposits by paper cheque and credit card are not accepted by BC OnLine.*

Choose one or more payment options for your BC OnLine account:

*Note: You must choose at least one electronic payment option. You may choose as many options as you require.*

- ☐ Automatic Electronic Funds Transfer
  - use BC OnLine to add funds automatically overnight
- ☒ On-Demand Electronic Cheque
  - use a BC OnLine e-cheque to add funds
  - takes only 10 minutes
- ☐ Online Banking
  - use your personal internet bank account
  - may take up to 3 business days
- ☐ Other
  - for large volume customers
  - US or international customers

[Return](#) [Proceed](#)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 14: Payment Options screen.

Since your use of BC OnLine may be seasonal, we recommend that you select the Electronic Cheque option. This allow you the maximum flexibility to top up your BC OnLine account while reducing the amount of money tied up in your account when it's not needed.

Automatic Transfer and Online Banking may not provide the ability to quickly put funds into your account when you need it.

The On-Demand Electronic Cheque allows you to instantly top up your BC OnLine account. If your account is revoked due to lack of funds (you won't be able to do searches if your account is revoked) it can take up to 10 minutes to reinstate your account once you write an Electronic Cheque.

Select **On-Demand Electronic Cheque** and click **Proceed**.

BC OnLine

Home

Products

FAQ

Account Setup

Contact Us

Sign On • News • User Guides • Price List • Links • Site Map • BC OnLine HELP

BC OnLine Application Form

TIPS

✓ Tip: Click the Help Button for online assistance.

✓ Administration Centre:  
(250) 953-8250  
1-800-863-6102

✓ [Void Cheque](#)

May 05, 2008  
10:09:31 AM  
**Help** ?

[Return](#) [Proceed](#)

### Bank Account Information

You have selected the Automatic EFT and/or On Demand Electronic Cheque as an option for payment of your BC OnLine account. Provide your financial institution account information.

*Note: A [minimum starting balance of \\$100 CAD is required](#) for new accounts, and must be deposited before using the account.*

*Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory or your bank must provide confirmation of your bank account.*

#### Bank Information

Bank Account Number:

Financial Institution:

#### Effective Date

Indicate the date you wish this agreement to take effect:

2008

05

05

YYYY

MM

DD

[Return](#) [Proceed](#)

Figure 15: Bank Account information screen.

Type the name of your Financial Institution, make the effective date today, and then click **Proceed**.

**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

May 05, 2008 10:14:41 AM

**Electronic Cheque**

[Return](#) [Proceed](#)

You have selected the On-Demand Electronic Cheque as an option for payment of your BC OnLine account. Complete all fields below.

*Note: A minimum starting balance of \$100 CAD is required for new accounts, and must be deposited before using the account.*

*Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory **or** your bank must provide confirmation of your bank account.*

**On-Demand Electronic Cheque Information**

Number of signatures required on each Electronic Cheque:

☒ 1 or ☐ 2

Each cheque amount NOT to exceed: \$

[Return](#) [Proceed](#)

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- [Detailed information about the Electronic Cheque](#)
- [Void Cheque](#)
- Electronic Cheque Agreements are available only to customers with an account in a Canadian bank.
- There is a service charge for any rejected payment items.

Figure 16: Electronic Cheque information screen.

For the On-Demand Electronic Cheque Information section, select 1 signer and the maximum amount of each cheque. Having one signer for the electronic Cheque is adequate for most medium to small firms.

You can set the maximum amount of the cheque to any amount you wish. Note that you can write as many cheques as you like, so if you find you need more than the maximum will allow, simply write yourself more cheques.

Select **1** for the number of signers, make the maximum of each cheque **an amount** appropriate for your use of BC OnLine, and click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

BC OnLine Application Form

**TIPS**

- ✓ Tip: Click the Help Button for online assistance.
- ✓ Administration Centre: (250) 953-8250 1-800-663-6102
- ✓ [Detailed information about the Electronic Cheque](#)
- ✓ [Void Cheque](#)

May 05, 2008 10:25:00 AM  
 Help ?  
 Return Proceed ▶

## Cheque Approver List

You have selected the On-Demand Electronic Cheque as an option for payment of your BC OnLine account.

*Note: A [minimum starting balance of \\$100 CAD is required](#) for new accounts, and must be deposited before using the account.*

*Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory **or** your bank must provide confirmation of your bank account.*

### Approvers

Enter approver information by clicking New Approver for each person who is authorized to send an Electronic Cheque.

After you add an approver to the list, you may edit the details. Do this by clicking the checkbox next to the list entry and then clicking Edit Selected Entry. You may edit only one approver at a time.

You may also remove any approvers from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

Select	Approver Name
<input type="checkbox"/>	

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 17: Electronic Cheque approvers screen.

Like adding people to your account, this screen allows you to add people who are authorized to write an electronic cheque. If you set up more than one person to your BC OnLine account, you can authorize more than one person to write an electronic cheque.

Click the **Add New Approver** to add the first signer to your account.

**BC OnLine** Application Form

Home Products FAQ Account Setup Contact Us  
Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

May 05, 2008 10:30:09 AM  
Help ?

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- Cheque Approvers:
  - are assigned a User ID
  - are approved by persons with signing authority for the bank account

**Add Approver**

Return Proceed

Complete the following.

**Approver Information**

First Name: Eddie  
Last Name: Findem

Return Proceed

Figure 18: Approver information screen.

Type the **first name**, and then the **last name** of the approver and then click **Proceed** to add the person and return to the Cheque Approvers List screen.

You may also remove any approvers from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

Add New Approver Edit Selected Entry Remove from List

Select	Approver Name
<input checked="" type="checkbox"/>	Eddie Findem

Return Proceed

(250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 19: List of Approvers screen.

If you wish to add more people who can write an electronic cheque, click the Add New Approver button. You can also edit or remove people from this list.

When you are finished adding approvers, click the **Proceed** link.

**BC OnLine**

Home Products FAQ Account Setup Contact Us

Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102

May 05, 2008 10:34:01 AM

**Summary**

[Return](#) [Confirm](#) [Help](#)

Verify that the following information is correct. This data will be used to create your BC OnLine account.

Should you find any errors in the information below, click the Return button until you reach the screen with the incorrect information. Update the information, and continue to click Proceed until you reach this screen again.

When you are satisfied with your application data, click the Confirm button.

**Summary**

Action  
New BC OnLine Account

**General Account Information**

Business Name/Applicant Name  
Eddie's Exploration & Discovery Corp

Branch/Division

Business Type (Code)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 20: Summary Review screen.

The summary of your application form will display. You can review this summary to ensure that you completed everything correctly. Clicking the Return link will step you back through the screens in sequence.

When you are satisfied everything is correct, click **Confirm**.

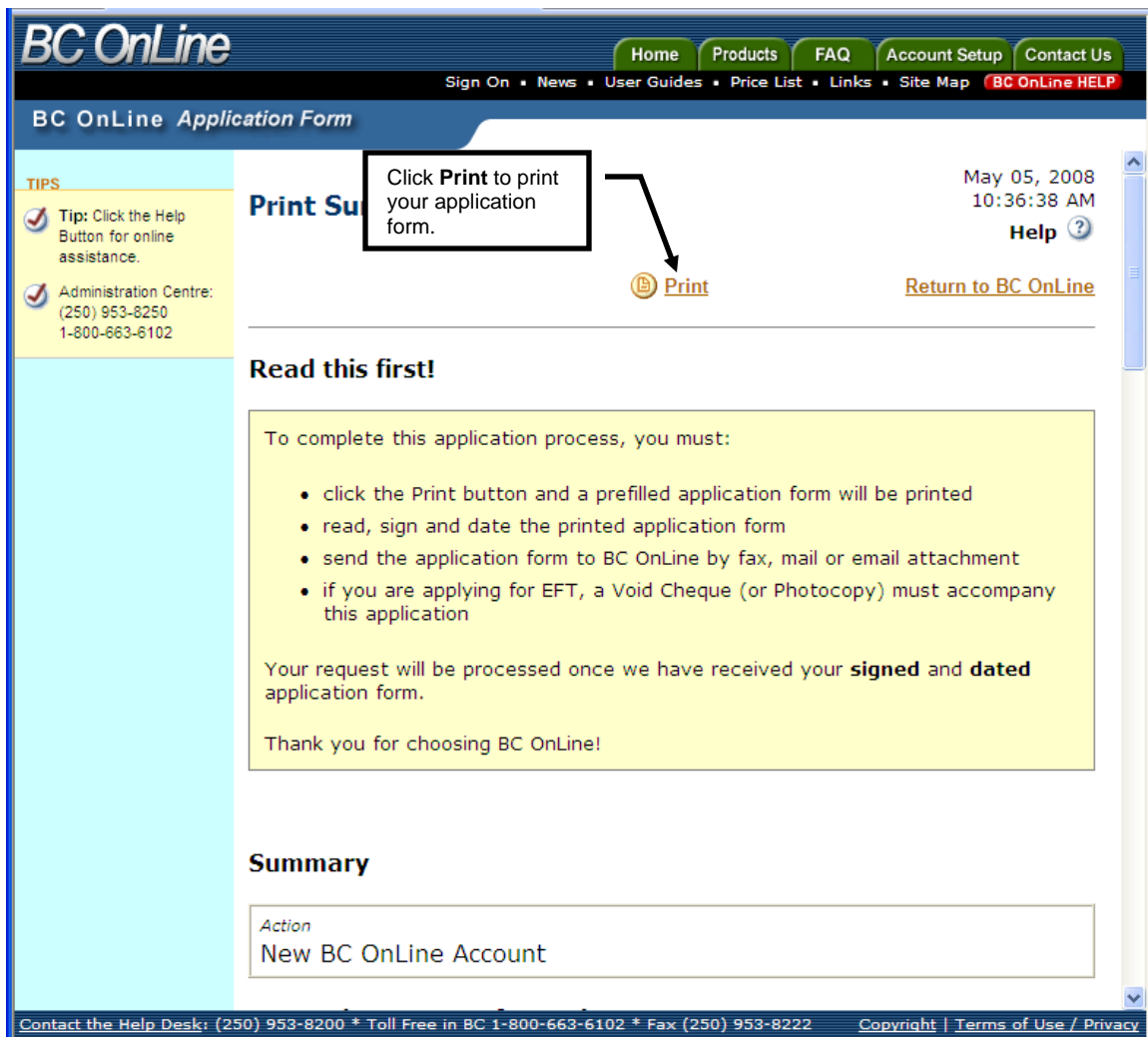


Figure 21: Print Application screen.

After confirming the information in your application form is correct, you need to print the form. Click the **Print** link to send your application form to your printer.

You will be printing two forms. One is your application for a BC OnLine account and the other is authorizing your Electronic Cheque. Following the instructions in this document, page 2 will be where you sign your BC OnLine application form, and page 4 will be where you sign your Electronic Cheque Authorization.

You must sign both forms.

When you send in your application form and electronic cheque authorization, be sure to include a photocopy of a void cheque.

## **Receiving Your Package From BC OnLine**

It normally takes 2 to 3 days to process a new BC OnLine account. If you wish to receive notification by fax or email that your account is set up, please make a note on your application form.

Once your account is set up, we will send you:

- Your account number and userid
- Your accounts Default Password
- Instructions on how to change your Default Password to one of your own choosing
- Instructions on how to write yourself an electronic cheque.

Make sure that you keep the package we send you in a safe place. If you ever forget your password, we'll reset it back to the default. Having your default password handy will make the process to establish a new password much easier.

## Signing On to BC OnLine

When you are first issued your BC OnLine userid, it is issued with a default and expired password. Before you can sign on to the service, you must change the password to something of your own choosing. Although BC OnLine passwords don't expire, you can change them whenever you choose.

To better protect your password, we recommend changing your password at least once a year. It is a good idea to choose a special date or anniversary to remind yourself to change your password.

Passwords must be at least 6 characters long and no more than 8 characters. Passwords can be any combination of letters, numbers, or special characters.



Figure 22: BC OnLine Home Page

If you have already established a password, just type your userid and password, and then click the **Sign On** button.

If you are signing on for the first time, see the next section, First Time Signon.

## First Time Signon

If you are signing on for the first time, click the **Need to change your password?** link on the BC OnLine home page to display the change password screen.

BC OnLine

Home Services FAQ Account Mgmt. Contact Us

Sign On News User Guides Price List Links Site Map BCOL HELP

Welcome to the BC OnLine WWW PROD Server.

Sign On	Change Password
Customers who just want to sign on need only complete this section and click <b>Sign On</b> .	Customers who want to sign on and change their password need to complete this section and click <b>Sign On</b> . You will want to change your password if:
<ul style="list-style-type: none"><li>• you are a first-time user with a default password</li><li>• you have had your password reset to the default</li><li>• you just want a new password</li></ul>	<ul style="list-style-type: none"><li>• you are a first-time user with a default password</li><li>• you have had your password reset to the default</li><li>• you just want a new password</li></ul>
Userid: <input type="text"/>	Userid: <input type="text"/>
Password: <input type="text"/>	Password: <input type="text"/>
<input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/>	New Password: <input type="text"/>
	Confirm Password: <input type="text"/>
	<input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/>
	For new password rules, please click <a href="#">here</a> .
It is your responsibility to take the necessary precautions to ensure that your ID and password are kept secret. You should make sure that no one is physically watching as passwords are entered. It is important to remember to exit the browser when leaving the computer. If the PC is left unattended with the browser running and a valid ID and password cached, anyone can gain access to your account.	

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms & Conditions

Figure 23: Change Password screen

To change your password, use the Change Password section on the right side of the screen:


1. Type your **userid** in the User Id field and press the tab key to move to the Password field.
2. In the Password field, type your old password (or your **default** if you are signing on for the first time) and press the tab key to move to the New password field.
3. In the New password field, type a **new password** that is between 6 and 8 characters and press the tab key to move to the Confirm password field.
4. In the Confirm password field, **re-type your new password** to verify your typing.
5. When you have completed all four fields, click the **Sign On** button.

When you have successfully changed your password, a confirmation screen will display. The government security system used by BC OnLine remembers old password so you cannot use a password more than once.



Figure 24: Password change confirmation screen

When you receive the Password Change Confirmation screen, click the **Submit** button to display the BC OnLine main menu.

 **Note:** If you have problems signing on, contact the BC OnLine Help Desk at 1-800-663-6102 or (250) 953-8200 between 8am and 7pm Monday to Friday Pacific Time.

## Printing in BC OnLine

Printing for applications such as Land Titles is handled differently than from new applications such as BC Assessment or Corporate Registry.

If you use your browser's print function on a BC OnLine web screen, you will print all the navigation buttons, and probably only part of the information. Some searches require that you click **Page Forward** to see more of the results.

Requesting a print by clicking the BC OnLine **Print** button will send the entire search to your BC OnLine **Check for Prints** button.

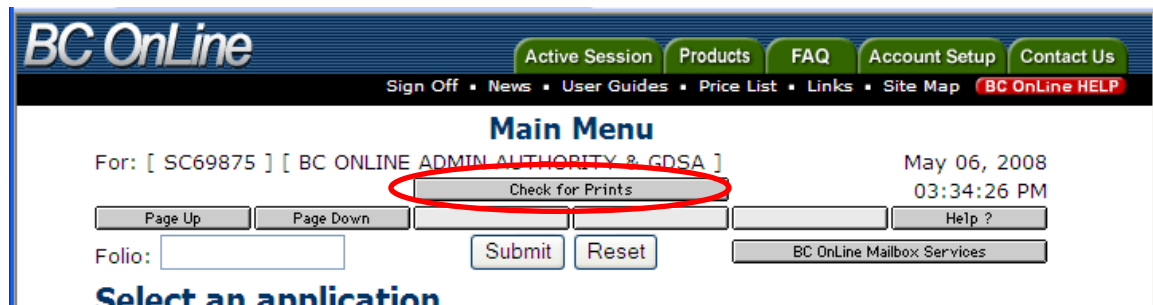


Figure 25: Check for Prints button.

Using the Check for Prints button, you can pick up the print and display the entire search. Once the entire search is displayed, you can then use your browser's print function to print the search, or save it to a file for later reference.

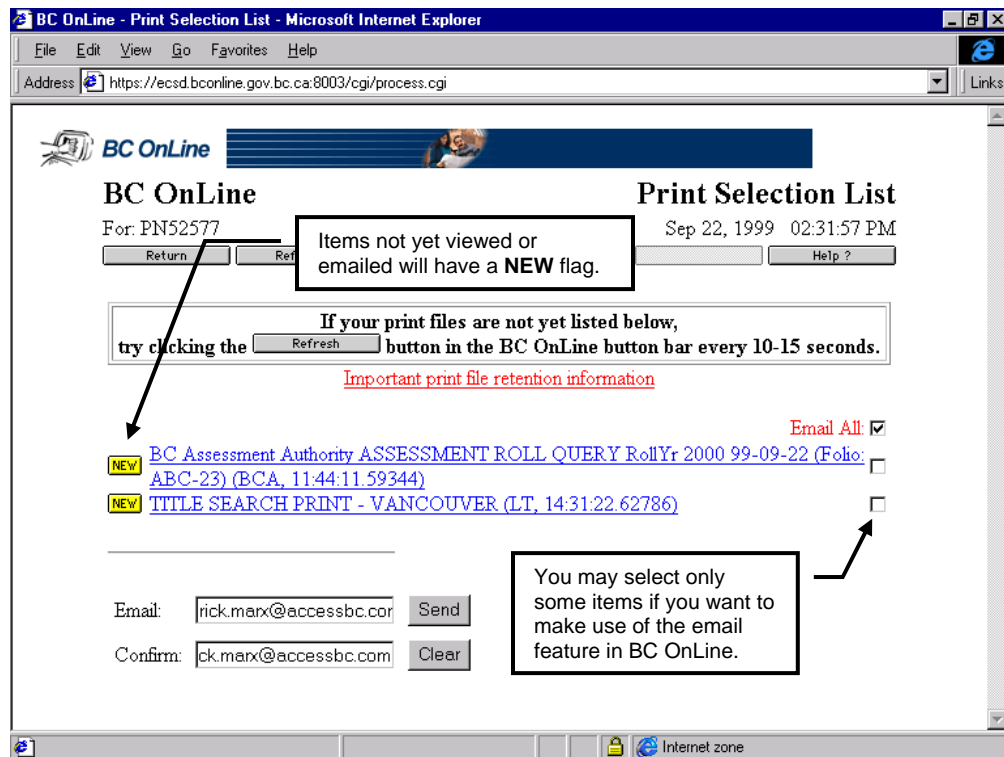
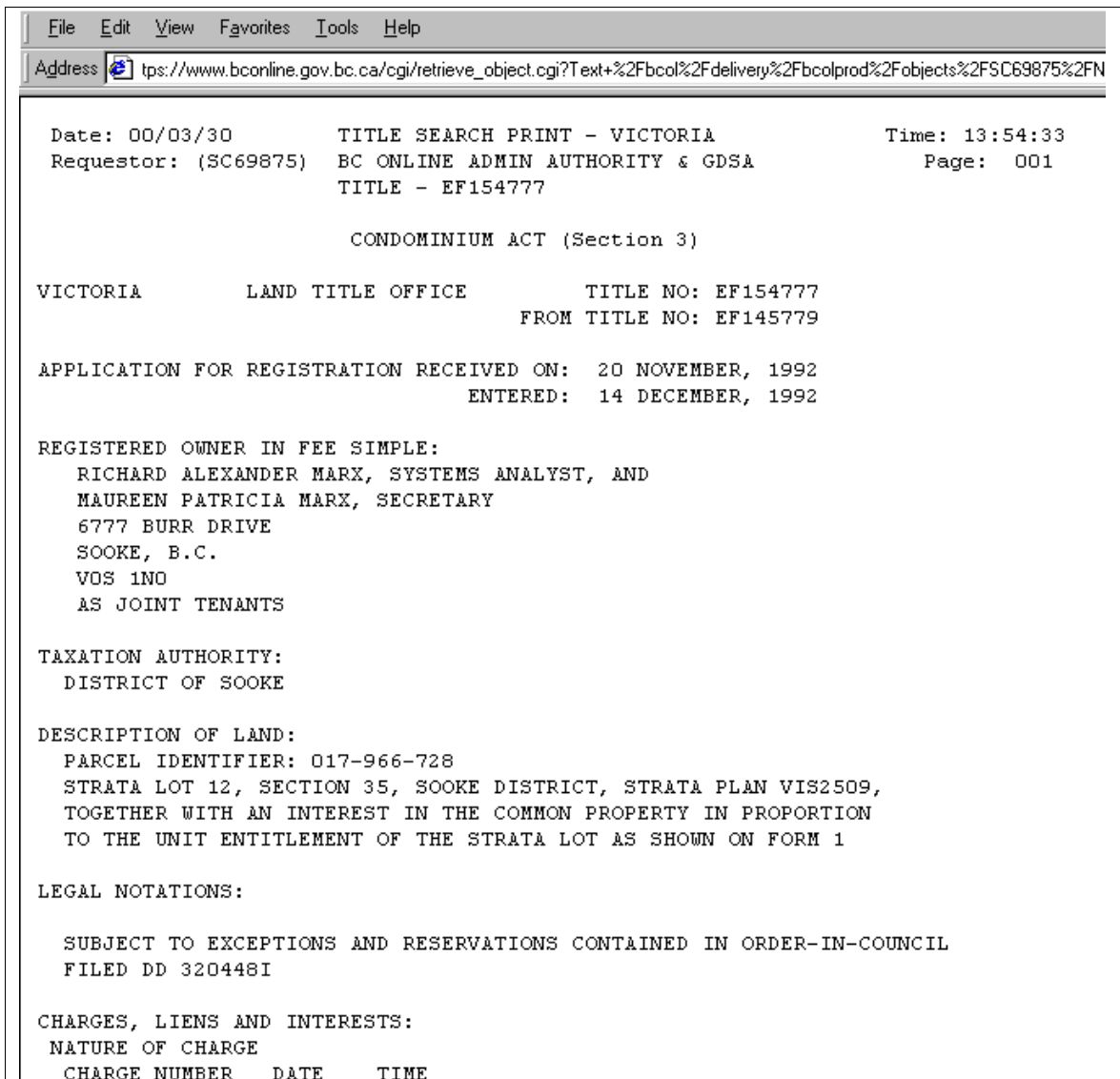


Figure 26: Print Selection List.

When you click your **Check for Prints** button, the print items you requested will be displayed for you.


Clicking on the link to a print will display the contents of the print. Once displayed, you can use your browser to print the search.

As well as clicking on each item to display and then print a search, you can email searches to yourself or anyone else. If you email the search results, you will need to type the email address twice to confirm your typing. Once the email address is entered in the Email and Confirm boxes, click **Send**.



The screenshot shows a web browser window with the address bar displaying a URL from tps://www.bconline.gov.bc.ca. The page content is a land title search result for Victoria, dated 00/03/30. It includes details about the registered owner (Richard Alexander Marx), the parcel identifier (017-966-728), and the strata lot (12). The search was received on November 20, 1992, and entered on December 14, 1992. The page also lists legal notations and charges.

File Edit View Favorites Tools Help

Address  tps://www.bconline.gov.bc.ca/cgi/retrieve\_object.cgi?Text+%2Fbcol%2Fdelivery%2Fbcolprod%2Fobjects%2FSC69875%2FN

Date: 00/03/30 TITLE SEARCH PRINT - VICTORIA Time: 13:54:33  
Requestor: (SC69875) BC ONLINE ADMIN AUTHORITY & GDSA Page: 001  
TITLE - EF154777

CONDOMINIUM ACT (Section 3)

VICTORIA LAND TITLE OFFICE TITLE NO: EF154777  
FROM TITLE NO: EF145779

APPLICATION FOR REGISTRATION RECEIVED ON: 20 NOVEMBER, 1992  
ENTERED: 14 DECEMBER, 1992

REGISTERED OWNER IN FEE SIMPLE:  
RICHARD ALEXANDER MARX, SYSTEMS ANALYST, AND  
MAUREEN PATRICIA MARX, SECRETARY  
6777 BURR DRIVE  
Sooke, B.C.  
VOS 1NO  
AS JOINT TENANTS

TAXATION AUTHORITY:  
DISTRICT OF SOOKE

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 017-966-728  
STRATA LOT 12, SECTION 35, SOOKE DISTRICT, STRATA PLAN VIS2509,  
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION  
TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

LEGAL NOTATIONS:

SUBJECT TO EXCEPTIONS AND RESERVATIONS CONTAINED IN ORDER-IN-COUNCIL  
FILED DD 320448I

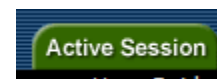
CHARGES, LIENS AND INTERESTS:  
NATURE OF CHARGE  
CHARGE NUMBER DATE TIME

Figure 27: Details of a Land Title search.

When you have the details of a search displayed, you can use your browser to print or save the search.



Use your browsers' **Back** button to return to the Print Selection List, or your **Active Session** tab to return to your BC OnLine session.



## How to Put Money Into Your BC OnLine Account

The simplest way to top up your BC OnLine account is with the Electronic Cheque option.

### Account Management

Figure 28: Account Management option selected.

From the BC OnLine main menu, select **Account Management** and click **Submit**.



- ☐ Account/Userid Manag
- ☒ Electronic Cheque

Figure 29: Electronic Cheque option selected.

From the Account Management screen, select **Electronic Cheque** and click **Submit**.

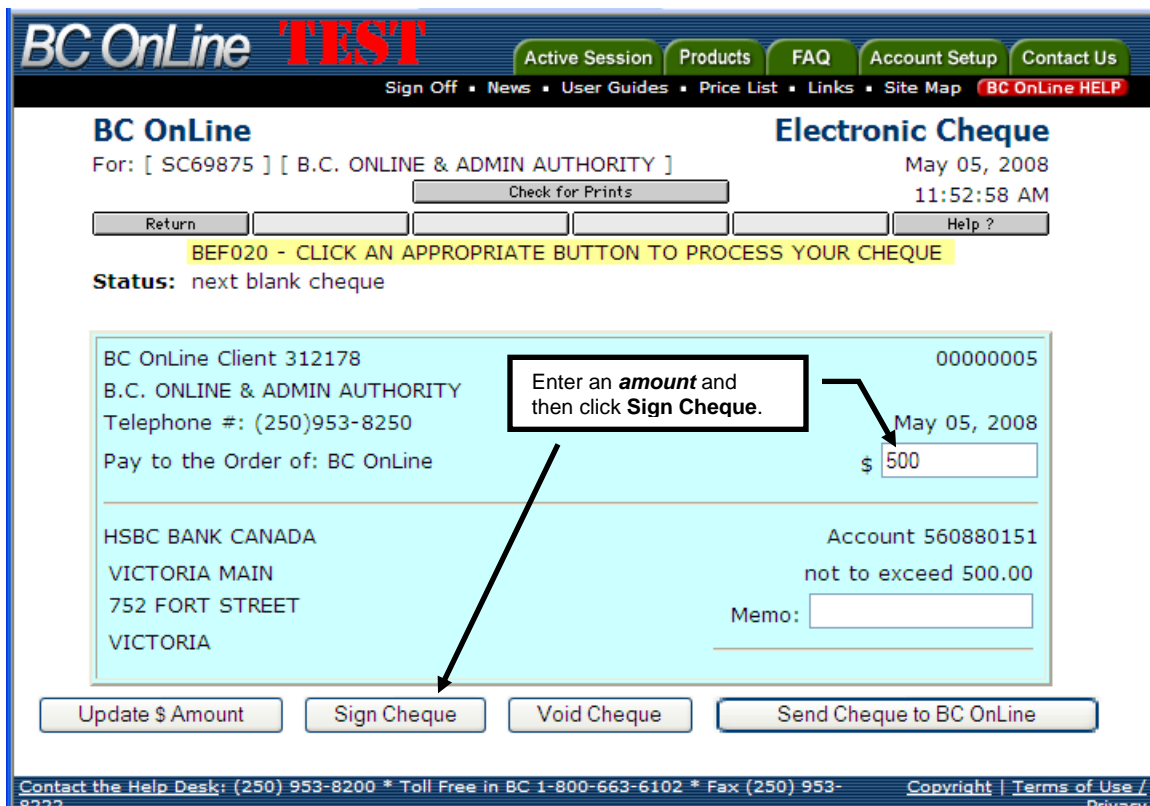


Figure 30: Blank cheque.

When the cheque displays, enter an **amount** to deposit to your BC OnLine account, then click the **Sign Cheque** button.

**BC OnLine TEST**    [Active Session](#)   [Products](#)   [FAQ](#)   [Account Setup](#)   [Contact Us](#)  
[Sign Off](#) • [News](#) • [User Guides](#) • [Price List](#) • [Links](#) • [Site Map](#)   **BC OnLine HELP**

---

**BC OnLine**                      **Electronic Cheque**  
For: [ SC69875 ] [ B.C. ONLINE & ADMIN AUTHORITY ]                      May 05, 2008  

01:17:01 PM

BEF006 - YOU HAVE SIGNED THIS CHEQUE, BUT NOT YET SENT IT

**Status:** signed

BC OnLine Client 312178	00000005
B.C. ONLINE & ADMIN AUTHORITY	
Telephone #: (250)953-8250	May 05, 2008
Pay to the Order of: BC OnLine	\$ 500.00
FIVE HUNDRED & ..... xx/100 dollars	
<div style="display: flex; justify-content: space-between;"> <div> HSBC BANK CANADA  VICTORIA MAIN  752 FORT STREET  VICTORIA </div> <div> Account 560880151  not to exceed 500.00  Memo: <input type="text"/>  SC69875 MARX, RICHARD A. </div> </div>	

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222      Copyright | Terms of Use / Privacy

Figure 31: Completed and signed cheque.

Once you have signed the cheque, click the **Send Cheque to BC OnLine** button. Your account will instantly be credited for the amount of the cheque. Note that if your account is revoked for lack of funds, it may take up to 10 minutes for your account to be reinstated.

## BC Assessment Searches

For this demonstration, we will be looking for legal title to property at **6777 Burr Road** in Sooke, British Columbia. Since the Land Title office does not recognize street addresses, we will use the BC Assessment system to look up the Parcel Identifier (PID) for this property.

The screenshot shows the BC OnLine Main Menu. At the top, there is a navigation bar with links: Active Session, Services, FAQ, Account Mgmt., and Contact Us. Below this is a secondary navigation bar with links: Sign Off, News, User Guides, Price List, Links, Site Map, and BCOL HELP. The main content area is titled "Main Menu" and displays the user's session information: "For: [ SC69875 ] [ BC ONLINE ADMIN AUTHORITY & GDSA ]" and the date/time "Oct 25, 2001 10:11:47 AM". There are buttons for "Check for Prints" and "Automated Delivery Service". Below these are buttons for "Page Up", "Page Down", "Submit", and "Reset". A "Folio:" input field is present. The "Select an application" section lists various services with radio buttons. The "B.C. Assessment" option is selected. A box labeled "Select BC Assessment..." points to this option. Another box labeled "...then click Submit." points to the "Submit" button. At the bottom, there are "Submit" and "Reset" buttons. The footer contains contact information for the Help Desk and copyright details.

BC OnLine

Active Session Services FAQ Account Mgmt. Contact Us

Sign Off News User Guides Price List Links Site Map BCOL HELP

**Main Menu**

For: [ SC69875 ] [ BC ONLINE ADMIN AUTHORITY & GDSA ] Oct 25, 2001 10:11:47 AM

Check for Prints Automated Delivery Service

Page Up Page Down Submit Reset

Folio:

**Select an application**

☐ Deposit Account System ☐ Personal Property Reg.

☐ Site Registry ☐ Corporate Registry

☒ B.C. Assessment ☐ Land Titles

☐ Payment/Adjustment Entry ☐ Electrical & Gas Permits

☐ Rural Property Tax ☐ CLE Land Pract.upd Jul 30

☐ Manufactured Home Reg. ☐ LandData BC

☐ Account Management ☐ Tax Bulletins Nov/99

☐ GDSA Functions ☐ BC ONLINE NEWS OCT 22

☐ VS-Wills Notice & Search

Submit Reset

...then click Submit.

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms & Conditions

Figure 32: How to select an application.

On the BC OnLine main menu, select BC Assessment and then click **Submit**.

[Active Session](#)
[Products](#)
[FAQ](#)
[Account Setup](#)
[Contact Us](#)

[Sign Off](#)
[News](#)
[User Guides](#)
[Price List](#)
[Links](#)
[Site Map](#)
[BC OnLine HELP](#)

BC Assessment Web Query

SC69875  
Dec 16, 2005  
10:35:45 AM

**Property Lookup**  
Folio:

**Introduction**  
[Help ?](#)  
[Proceed ▶](#)

**Property Lookup**

- introduction**
- search criteria
- search results
- confirmation
- report

[BC OnLine Mailbox Services](#)

**Tip:** Click the Help Button for online assistance.

[Previous Roll Years](#)

**Introduction**  

The search transaction queries the BC Assessment databases for properties in BC. Searches may be based on several different criteria. If more than one home meets the criteria submitted, then a list of matches is displayed, and allows the selection of one complete record for display. Once a home is selected, a report confirmation screen is displayed. If you choose to proceed, a charge for the full report is incurred and automatically debited from your BC OnLine account.

**"owner"** , as defined in s. 1 of the Assessment Act, includes registered tenants for life, holders of registered agreements for sale, and taxable occupiers of property owned by the Crown, a local government or other tax exempt owner.

**Disclaimer**  
This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

[Proceed ▶](#)

[Contact the Help Desk: \(250\) 953-8200 \\* Toll Free in BC 1-800-663-6102 \\* Fax \(250\) 953-8222](#)
[Copyright | Terms of Use / Privacy](#)

Figure 33: BC Assessment Introduction Screen.

The first time you select BC Assessment, an introduction screen will display. Click any of the **Proceed** links on the right side of the screen.

**BC OnLine**

Active Session | Products | FAQ | Account Setup | Contact Us

Sign Off | News | User Guides | Price List | Links | Site Map | **BC OnLine HELP**

**BC Assessment Web Query**

PE76412  
Dec 16, 2005  
10:45:05 AM

**Property Lookup**

Folio:

**Search Criteria** [Help ?](#)

**Property Lookup**

- ☒ introduction
- ☒ **search criteria**
- ☐ search results
- ☐ confirmation
- ☐ report

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.

[Previous Roll Years](#)

**Choose Report and Enter Search Criteria**

**Available Reports**

<input type="radio"/> Owner Location Report	\$7.57
<input checked="" type="radio"/> <b>Assessment Roll Report</b>	<b>\$10.07</b>
<input type="radio"/> Assessment Inventory Report	\$16.07

**Search Criteria**

Roll Year:

Area:

Jurisdiction:

Street #:  to

Unit #:

Address Search

Street:  Dir:

Surname:

First Name:

Free Form Name:

Name Search

[Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch](#)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 34: BC Assessment search criteria screen.

The BC Assessment search criteria screen will display. From this screen we can choose which of three reports we want on the property, and how we want to search for the property. For this exercise, we will accept the default Assessment Roll Report and we will search by street address.

Type the address you are looking for in the Address Search area of the screen. Complete the Street Number field in full, but only type the name of the street followed by an asterisk in the Street Name field.

Notice the asterisk was used at the end of the street name. BC Assessment and Site Registry are the only registries that make use of the asterisk as a wild card.

Using the asterisk will pick up all variations of Burr such as "Road", "Rd.", "Street", "St.", "Avenue", and "Ave.". As well as picking up all Burr streets, it would also pick up all streets such as "**Burr**lington".

Click the **Address Search** button when you are ready to start your search.

**BC OnLine**

Active Session Products FAQ Account Setup Contact Us

Sign Off News User Guides Price List Links Site Map **BC OnLine HELP**

**BC Assessment Web Query**

SC69875  
Dec 16, 2005  
10:51:54 AM

**Property Lookup**

Folio:

[Return](#) [Cancel](#) [Confirm](#) [Help ?](#)

**Assessment Roll Report  
Billing Confirmation**

Date: Dec 16, 2005  
Time: 10:51:54 AM  
Account Name: MARX, RICHARD A.

Roll Year: 2005  
Jurisdiction: 349 - District of Sooke

From Street #: 6777  
Street Name: burr\*

If you confirm, your BCOL account will be debited the amount of \$10.00.

[Return](#) [Cancel](#) [Confirm](#)

Property Lookup

- ☒ introduction
- ☒ search criteria
- ☒ search results
- ☒ **confirmation**
- ☐ report

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.

[Previous Roll Years](#)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright Terms of Use / Privacy

Figure 35: Report Confirmation screen.

Most addresses in BC are unique. The BC Assessment database found only one record that matched the address entered, so you were presented with the confirmation screen. If more than one record had matched the address, an index screen would display where you could select the address you need.

Click the **Confirm** link to proceed. The system will display the report and your BC OnLine account will be debited the search fee.

**BC OnLine**

Active Session Products FAQ Account Setup Contact Us

Sign Off News User Guides Price List Links Site Map **BC OnLine HELP**

**BC Assessment Web Query**

SC69875  
Dec 16, 2005  
01:06:37 PM

**Property Lookup**

Print New Search

**Property Lookup**

- Introduction
- search criteria
- search results
- confirmation
- report**

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.

Previous Roll Years

**Assessment Roll Report**

**Disclaimer**

This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

**Report Date:** Dec 16, 2005 **Report Time:** 01:06:37 PM  
**Folio:** SC69875 **For:** SC69875

**Roll Year:** 2005 **Land Title PID for the property:** 017-966-728  
**Area:** 01  
**School District:** 62  
**Neighbourhood:** 151 - SOOKE VILLAGE/SASEENOS  
**Property Address:** 6777 BURR DR VICTORIA BC  
**Owner Name:** MAUREEN P & RICHARD A MARX **# of Owners:** 2  
**Owner Address:** 6777 BURR DR SOOKE BC V0S 1N0  
**Document No:** FF154777  
**PID:** 017-966-728  
**Legal Description:** Lot 12, Plan VIS2509, Section 35, Sooke Land District, Portion BARELAND

**2005 Value**

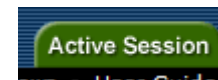
Property Class	Improvement	Land

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 36: BC Assessment search.

This Assessment search shows the Land Titles PID. We will use that PID (017-966-728) in the Land Title system to locate the legal title to the property.

To return to the BC OnLine menu so you can select Land Titles, click the green **Active Session** tab.



Before we leave BC Assessment, there is one trick that you might find useful. If you are not sure of an address, you can display a range of addresses.

## BCA - Address Range Search

You may find the following tip useful if you are unsure of the exact address of a property. There is no fee for this type of search if you are just browsing the index listing.

**Search Criteria**

Roll Year: 2005  
Area: - all areas -  
Jurisdiction: - all jurisdictions -

Street #: 6700 to 6799  
Unit #:   
Street: burr\*  
Dir: - none -

Address Search

Figure 37: Street Search input screen looking for all properties in 6700 block.

In the example above, 6700 was entered as the Street Number and 6799 was entered in the **to** field. This will return all properties from 6700 through to 6799 on Burr Dr.

Note that this method will return properties in the 6700 block on **Burr**lington in as well. As you can see, Figure 38 lists all properties in the 6700 block of Burr Dr.

**BC OnLine**

Active Session Products FAQ Account Setup Contact Us

Sign Off News User Guides Price List Links Site Map **BC OnLine HELP**

**BC Assessment Web Query**

SC69875  
Mar 28, 2006  
10:15:23 AM

**Property Lookup**

Folio:

**Search Results**

Help ?

**Property Lookup**

- ☒ introduction
- ☒ search criteria
- ☒ **search results**
- ☐ confirmation
- ☐ report

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.

**Previous Roll Years**

**Choose Property**

Folios to display: 30

Jurisdiction	Street Address
349 - District of Sooke	<a href="#">6766 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6767 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6776 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6777 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6786 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6787 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6796 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6797 BURR DR VICTORIA BC</a>

**New Search**

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright Terms of Use / Privacy

Figure 38: Search results for 6700 block.

This technique will allow you to see the property addresses in a range of numbers. If you do not have the correct address, this can help you deduce the correct property.

**Note:** There is no charge for this search until you select one property for display or print.

## Return to BC OnLine and pick Land Titles

Click the green Active Session tab to return to the BC OnLine main menu.  
From the main menu, you can select Land Titles.



### Select an application

- ☐ Deposit Account System
- ☐ Site Registry
- ☒ Land Titles

*Figure 39: Portion of main menu with Land Titles selected.*

## Land Title Searches

We can search the Land Title office with the PID obtained from the BC Assessment.

**BC OnLine** Active Session Products FAQ Account Setup Contact Us  
Sign Off • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

### Land Title and Survey Authority

For: [ PM34490 ] [ MARX, RICK ]  
As Of: 08/05/08 08:16:35

Main Menu

Folio:

**BCOL SERVICE CHARGE (SRVCHG) APPLIES TO ALL REMOTE A**

### Electronic Filing

- [Submit Document Package](#)
- [Submit Corrective Declaration](#)
- [Submit PTT Acct Authorization](#)
- [Submit Surveyor Registration](#)
- [Submission Management](#)
- [PTT Account Management](#)
- [Notifier Log Inquiry](#)
- [Download Form Templates](#)
- [Request Plan Number](#)

### Land Title Search

Victoria  Land Title District

Search by: Parcel ID (PID) - all titles and pending numbers

Search Criteria:

- [EFS Lawyer & Notary Locator](#) helps you find a lawyer or notary in your city who is e-filing.
- [EFS Getting Started website](#) with instructional video screencasts and checklists - everything you need.
- [Tax Certificates Online](#) simplifies obtaining property tax information from participating municipalities.

[Electronic Filing News, Information and Reference Manual](#)

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 40: Land Titles main menu.

To search for property in Land Titles using the PID, the Search By field is already set to search by PID. Just type the **PID** in the Search Criteria field and click **Submit**.

**BC OnLine**

## Land Title System

For: SC69875 MARX, RICHARD A.  
As Of: 00/06/21 09:14:57

**Selection List**  
Jun 21, 2000  
09:14:57 AM

Folio: **PENDING** Use the drop down box to choose a Print option.

**Search by Parcel ID Showing All Titles and Pending Titles**

**NO FURTHER SELECTIONS**

**Information:** Select **D** for Display or **P** for Print  
**Current and Cancelled Information:** Select **E** to Display or **Q** to Print

**Note:** Additional owners may be included on titles displayed.  
**017-966-728 S/VIS2509/////12**  
**PENDING APPLICATIONS: NONE**

EF154777 REGISTERED MARX, RICHARD ALEXANDER  
EF145779 CANCELLED INNER BASIN DEVELOPMENTS LTD.  
EF137739 CANCELLED BURR, PETER ROBERT

This search reveals one registered title and two cancelled titles associated with the PID.

Copyright © 1999 Access BC Information Services Ltd. All Rights Reserved.

Figure 41: Select P for print to send search to Check for Prints button.

All titles associated with this PID will display. Select the title you want with a **P** or **Q** and click **Submit** to send it to your "Check for Prints" button.

**Note:** Because of the way printing is handled in BC OnLine, it is recommended that you always print your search results rather than view them.

Use the **Check for Prints** button to print and display the search. Once the search is displayed, you can then use your browser's print function to print the search, or save it to a file for later reference.

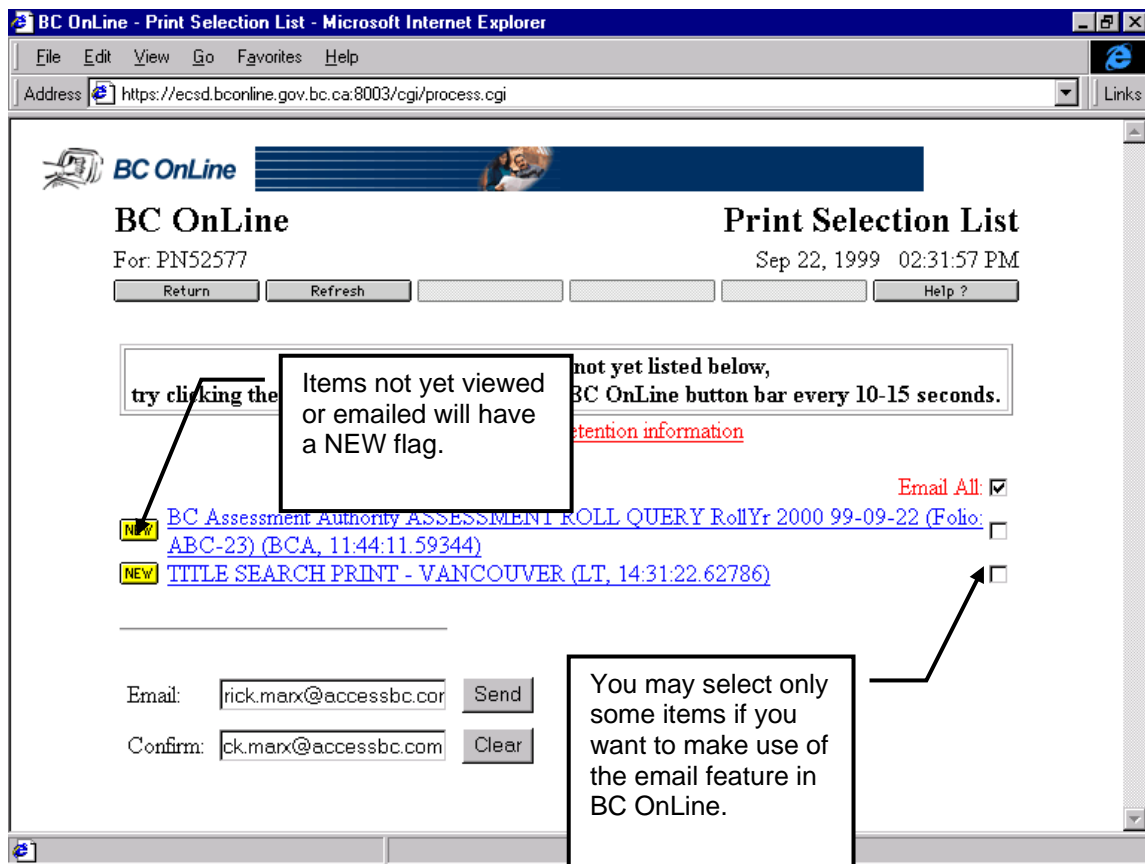


Figure 42: Print Selection List.

When you click your **Check for Prints** button, all searches will be displayed for you.

Clicking on the link will display the contents of the search. Once displayed, you can use your browser to print the search.

As well as clicking on each item to display and then print a search, you can email searches to yourself or anyone else. If you email the search results, you will need to type the email address twice to confirm your typing. Once the email address is entered in the Email and Confirm boxes, click **Send**.


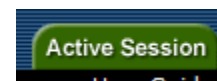
File Edit View Favorites Tools Help		
Address  tps://www.bconline.gov.bc.ca/cgi/retrieve_object.cgi?Text+%2Fbcol%2Fdelivery%2Fbcolprod%2Fobjects%2FSC69875%2FN		
Date: 00/03/30	TITLE SEARCH PRINT - VICTORIA	Time: 13:54:33
Requestor: (SC69875)	BC ONLINE ADMIN AUTHORITY & GDSA	Page: 001
TITLE - EF154777		
CONDOMINIUM ACT (Section 3)		
VICTORIA	LAND TITLE OFFICE	TITLE NO: EF154777 FROM TITLE NO: EF145779
APPLICATION FOR REGISTRATION RECEIVED ON: 20 NOVEMBER, 1992 ENTERED: 14 DECEMBER, 1992		
REGISTERED OWNER IN FEE SIMPLE: RICHARD ALEXANDER MARX, SYSTEMS ANALYST, AND MAUREEN PATRICIA MARX, SECRETARY 6777 BURR DRIVE Sooke, B.C. V0S 1N0 AS JOINT TENANTS		
TAXATION AUTHORITY: DISTRICT OF SOOKE		
DESCRIPTION OF LAND: PARCEL IDENTIFIER: 017-966-728 STRATA LOT 12, SECTION 35, SOOKE DISTRICT, STRATA PLAN VIS2509, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1		
LEGAL NOTATIONS:  SUBJECT TO EXCEPTIONS AND RESERVATIONS CONTAINED IN ORDER-IN-COUNCIL FILED DD 320448I		
CHARGES, LIENS AND INTERESTS: NATURE OF CHARGE CHARGE NUMBER      DATE      TIME		

Figure 43: Details of a Land Title search.

When you have the details of a search displayed, you can use your browser to print or save the search.



Use your browsers' **Back** button to return to the Print Selection List, or your **Active Session** tab to return to your BC OnLine session.



## Corporate Registry

There may be times when the property you are interested in is owned by a corporation rather than individuals. The Corporate Registry records information on all companies or firms doing business in British Columbia.

When you select Corporate Registry from the BC OnLine menu, you search for BC and Extra Provincial companies by clicking on the blue **Go to Corporate Online** button. You search for firms and societies by scrolling down the page and entering your search criteria.

The screenshot shows the BC OnLine Corporate Registry interface. At the top, there's a navigation bar with links like 'Active Session', 'Services', 'FAQ', 'Account Setup', and 'Contact Us'. Below this, the 'Corporate Registry' section is active, displaying user information (SC69875) and a date (Jul 15, 2004). A 'Main Menu' section includes a 'Folio' input field and a 'Check for Prints' button. A yellow highlighted box contains the text: 'QU01 - ENTER SEARCH CRITERIA AND PRESS APPROPRIATE BUTTON'. Below this, a 'Select a service below' section features the 'CORPORATE online' logo and a 'Go to Corporate Online' button. A callout box points to this button with the text: 'Click here to search for BC companies and Extraprovincial companies.' Another callout box points to the 'Name Reservations' section with the text: 'Use this area to search for Partnerships, Proprietorships, or Societies.' The 'Name Reservations' section includes a radio button for 'Name Approval Request'. Below this, the 'Registry Index, Ledgers and File Requests' section has a heading 'Select a radio button, enter your search criteria, and click Submit.' and four radio buttons: 'View Document Ledger Entries', 'Active Firms', 'Active Corporate Index', 'Historical Firms', and 'Historical Corporate Index'. A 'Search Criteria' input field and a 'Submit' button are at the bottom. A footer bar contains contact information for the Help Desk and copyright details.

Figure 44: Corporate Registry Menu.

If you are searching for firms or societies, in the Registry Index section, select the type of company or society to search (Active Firm or Active Corporate Index for a society). Then type the first half of the name and click Submit.

To search for companies, just click the blue **Go to Corporate Online** button.

When you click the Go to Corporate Online button, you will be directed to the Corporate Online Services Page.



Figure 45: Corporate Online Services menu.

From the Corporate Online Services menu, click the Registry Search link to begin your search.

The screenshot shows the 'BC OnLine' corporate search interface. At the top, there are navigation links: 'Active Session', 'Services', 'FAQ', 'Account Setup', and 'Contact Us'. Below these are links for 'Sign Off', 'News', 'User Guides', 'Price List', 'Links', 'Site Map', and 'BC OnLine HELP'. The main header features the 'CORPORATE online' logo and a 'Need Help?' link with a question mark icon. A secondary navigation bar includes 'main', 'menu', 'your work', 'your companies', and 'your profile'.

The central 'Search' section is titled 'Enter Search Criteria'. It contains a text box for 'a. Incorporation / Registration Number in BC:' and a radio button labeled 'OR'. Below this is another text box for 'b. BC or Extraprovincial Company Name:' with the text 'access bc' entered. There are two radio buttons for 'Active (only)' and 'Historical (only)'. A 'Next' button is at the bottom right. Annotations with arrows point to the search criteria boxes and the 'Next' button.

**Annotations:**

- Box 1: "Type the first half of the company you are looking for here..." points to the input box for 'a. Incorporation / Registration Number in BC:'.
- Box 2: "...and then click the burgandy Next button." points to the 'Next' button.

**Left Sidebar:**

**STEPS**

- Corporate Search
  - Corporate Name Index
  - Corporate Information
  - Corporate Summary

**SEARCH**

Corporate Name Index	Free
Corporate Information	Free
Corporate Details and documents	\$7

Figure 46: Corporate Online search criteria screen.

The Search Criteria screen allows you to complete the input box labeled “a. Incorporation/Registration Number in BC” to search by the company type and number.

To search by company name, you complete the “b. BC or Extraprovincial Company Name” input box.

You may also search for Active and Historical companies by clicking on the appropriate radio buttons.

Just type **the first half of the company name** in the b. Company Name input box and then click the burgundy **Next** button.



Figure 47: Corporate Online index screen.

On the Corporate Index screen, click the company name link to see more about the company.

The illustration in Figure 48 shows the Corporate Information screen. Some information about the company is available from this screen. To view details such as registered office and director name and address, you will need to pay for the search, and then click the “View Corporate Summary” to see details of the company.

**BC OnLine** Active Session Services FAQ Account Setup Contact Us  
Sign Off News User Guides Price List Links Site Map BC OnLine HELP

**CORPORATE online** Need Help? Visit the Corporate Online Help Centre

main menu your work your companies your profile

Back New Search

### Corporate Information

Date and Time of Search: July 16, 2004 9:21 AM Pacific Time  
Currency Date: May 31, 2004

Paper filings received at the Corporate Registry after the currency date may not have been filed. HELP (?)

**ACTIVE**

Number: BC0553257  
Name: ACCESS BC INFORMATION SERVICES LTD.  
Type: BC Company

HELP (?)

There is a \$7 charge to view any or all electronic documents listed below including the Corporate Summary.  
Documents that are available on paper only may be accessed at the Corporate Registry for a fee.

**Pay Now**

[How long can I view documents after I pay?](#)

HELP (?)

### Corporate Summary

Click the "View Corporate Summary" button below to see a summary of information about the company, including office addresses and directors.

**View Corporate Summary**

HELP (?)

### Corporate History

If there is additional corporate history on this company you can view it on the company's paper file. Contact the Corporate Registry for information about searching the history for this company.

Corporate History	Date and Time Filed (Pacific Time)	Details	View Documents
NOTICE OF DIRECTORS	February 14, 2004		Available on paper only
ANN REPT-OCT 29, 2003	December 19, 2003		<a href="#">ANN REPT-OCT 29, 2003</a>
ANN REPT-OCT 29, 2002	December 30, 2002		<a href="#">ANN REPT-OCT 29, 2002</a>
ANNUAL REPORT - OCT 29, 2001	January 08, 2002		Available on paper only
ANNUAL REPORT - OCT 29, 2000	December 22, 2000		Available on paper only
AMENDED 1999 ANNUAL REPORT	October 27, 2000		Available on paper only
ANNUAL REPORT - OCT 29, 1999	December 30, 1999		Available on paper only
ANNUAL REPORT - OCT 29, 1998	February 08, 1999		Available on paper only
NOTICE OF DIRECTORS	February 08, 1999		Available on paper only
INCORPORATION DOCUMENTS	October 29, 1997	<a href="#">View Comments</a>	Available on paper only

Back New Search

colin 1.5.0 t1 - 1063

After you click "Pay Now" you will be able to click the "View Corporate Summary" button for details on this company.

You need to click the "Pay Now" button before you can see details about this company.

These links are available **after** you click Pay Now.  
Once you pay, there is no additional fee to view the information in these links.

Figure 48: Corporate Information screen.

From the Corporate Information screen, click the **Pay Now** button. This will take you to the Payment Confirmation screen where you can optionally type a Folio Reference that will appear on your BC OnLine statement.

The screenshot shows the 'Search Payment' section of the BC OnLine interface. At the top, there is a 'Payment Confirmation' header with a blue square icon. Below this, a message states: 'There is a \$7 fee to view the Corporate Summary and electronic documents for company number BC0553257. To proceed with the payment, click the Pay Now button. Otherwise, click Cancel.' A text input field for 'Folio Reference Number:' is present. A 'Cancel' button is on the left, and a 'Pay Now' button is on the right. Annotations include a box pointing to the input field stating 'Here you may type a Folio reference that will appear on your BC OnLine statement.', a box pointing to the 'Pay Now' button stating 'Click Pay Now to continue your search.', and a 'HELP ?' button in the top right corner.

Figure 49: Payment Confirmation screen.

Click **Pay Now** for the second time to pay for your search. You will return to the Corporate Information screen where you can retrieve the details of this company search.

The screenshot shows the 'Corporate Summary' section of the BC OnLine interface. It features a 'HELP ?' button in the top right corner. The main heading is 'You have paid to view any or all electronic documents listed below including the Corporate Summary.' Below this, a message states: 'Documents that are available on paper only may be accessed at the Corporate Registry for a fee.' A link is provided: '[How long can I view documents after I pay?](#)'. At the bottom, there is a 'View Corporate Summary' button with a downward arrow icon. A 'HELP ?' button is also present in the bottom right corner.

Figure 50: Middle section of Corporate Information screen.

Scroll down the Corporate Information screen and the Pay Now button has been replaced with a link that explains how long you can view documents after you pay. Documents are valid for one hour or until you log out of Corporate Online.

---

 We recommend that customers immediately view the Corporate Summary.

---

Click the **View Corporate Summary** button to generate a PDF report of the corporate details. Adobe Acrobat will automatically activate in a new window and display the Company Summary document.


 <b>BRITISH COLUMBIA</b>	<b>Ministry of Finance</b> Corporate and Personal Property Registries <a href="http://www.corporateonline.gov.bc.ca">www.corporateonline.gov.bc.ca</a>	<b>Mailing Address:</b> PO BOX 9431 Stn Prov Govt Victoria BC V8W 9V3	<b>Location:</b> 2nd Floor - 940 Blanshard St Victoria BC 250 356-8626
	<hr/> <h2 style="text-align: center;">BC Company Summary</h2> <p style="text-align: center;">For <b>ACCESS BC INFORMATION SERVICES LTD.</b></p> <hr/>		
Date and Time of Search: July 16, 2004 10:10 AM Pacific Time Currency Date: May 31, 2004			
ACTIVE			
Incorporation Number: BC0553257 Name of Company: ACCESS BC INFORMATION SERVICES LTD.			
Recognition Date:	Incorporated on October 29, 1997	In Liquidation: No	
Last Annual Report Filed:	October 29, 2003	Receiver: No	

Figure 51: Document Summary showing the details of the company.

Once the PDF file is displayed, you can print it, save the document, or any of the other features that Adobe Acrobat provides. The Acrobat file opens in a new window, so when you are finished, you can close the window and return to the Corporate Information screen.



The screenshot shows the BC OnLine Corporate Information screen. At the top, there is a navigation bar with links: Active Session, Services, FAQ, Account Setup, and Contact Us. Below this is a search bar with a "New Search" button. A "Need Help" link points to the Corporate Online Help Centre. The main content area has a "Back" button and a "New Search" button. A "STEPS" section on the left lists "Corporate Search" and "Corporate Name". A "Time of Search" and "Currency Date" are displayed at the bottom right. Annotations with arrows point to the "Back" button, the "New Search" button, and the "STEPS" section.

Figure 52: Corporate Information screen.

Back at the Corporate Information screen, you can click the New Search button to conduct another search. If you want to perform some other Corporate Registry function, click the menu tab to display a menu of functions. To return to your BC OnLine session, click the green BC OnLine Active Session tab.

## Signing Off From BC OnLine

Since there is a fee associated with BC OnLine transactions, it is important that you properly sign off to protect the funds in your BC OnLine deposit account.

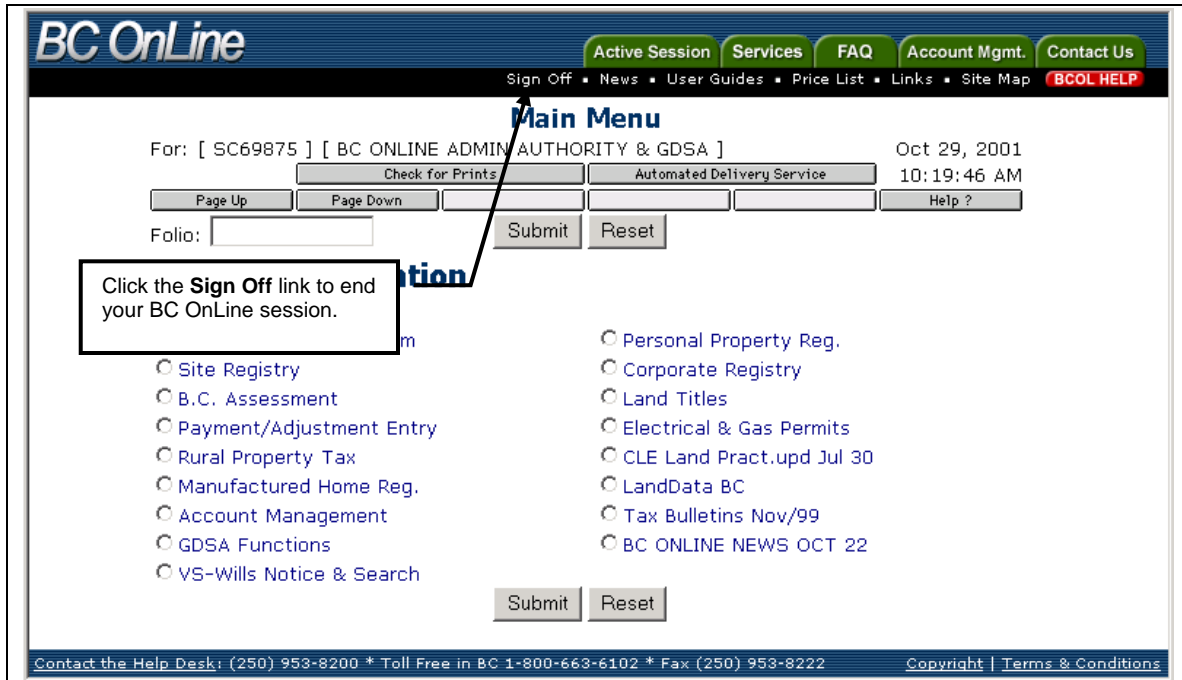


Figure 53: BC OnLine with Sign Off link.

When you are finished using BC OnLine and wish to sign off, click the **Sign Off** link in the upper section.

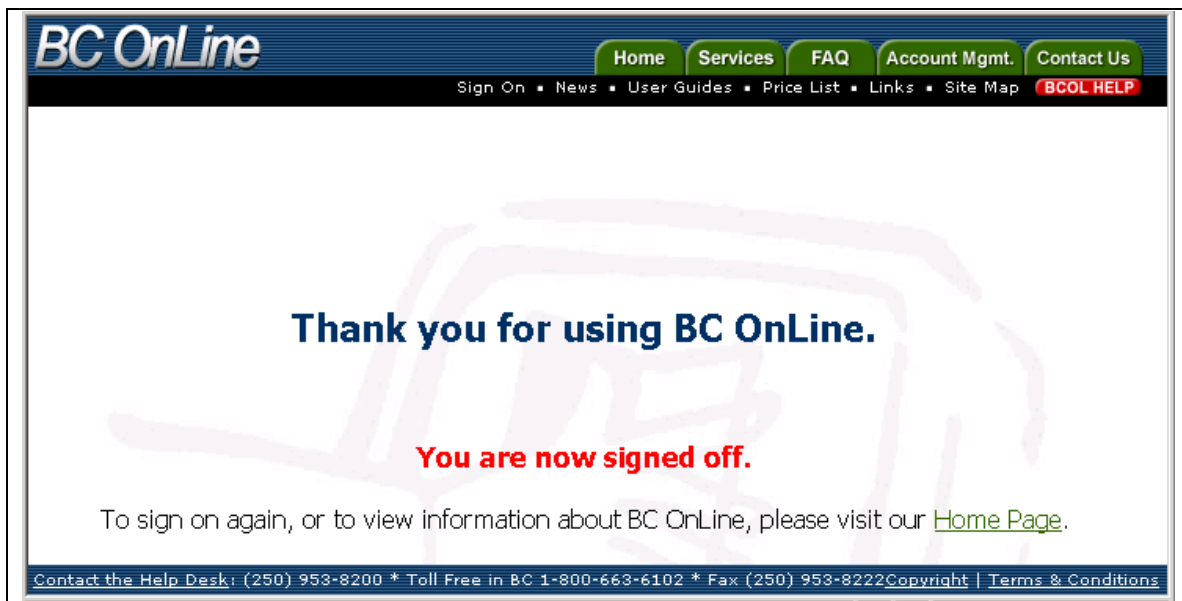


Figure 54: Sign Off confirmation screen.

Once the signoff confirmation screen is displayed, it is safe to end your Internet session.