

Create an account using a BCeID, 2FA, and Identity Affidavit

Before you begin

Creating a BC Registry account using a BCeID is available to out-of-country users or Canadian residents who can't use a BC Services Card Account or mobile device to log in.

Before you begin creating your account:

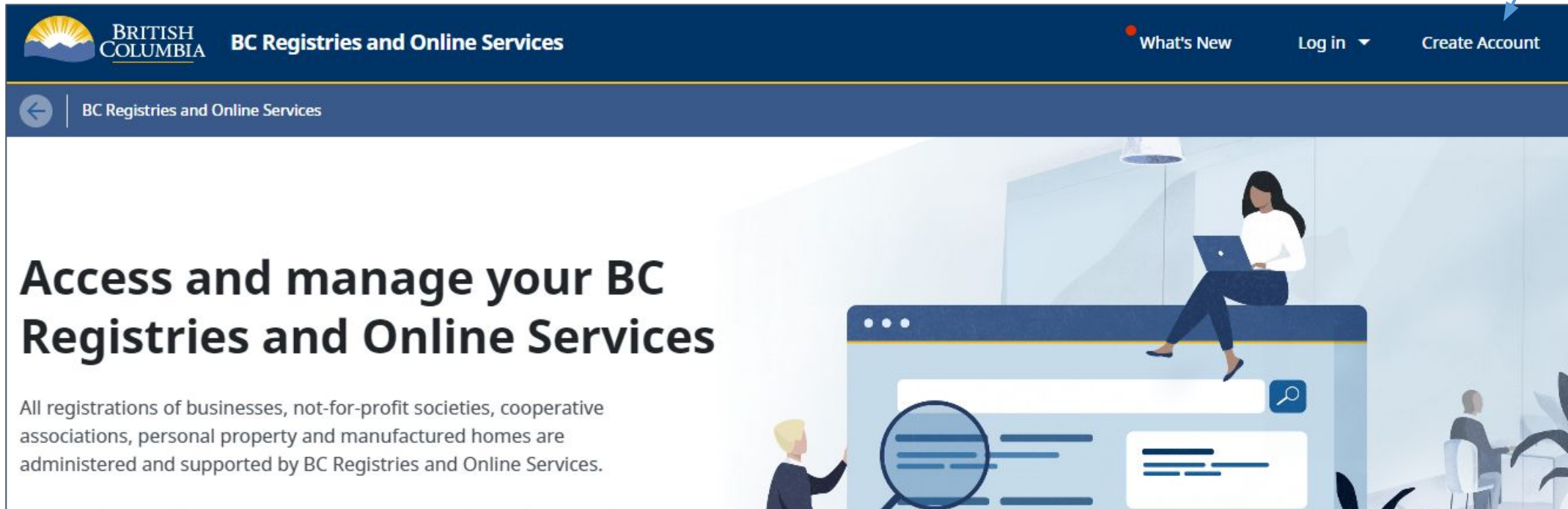
- Download and print an [identity affidavit](#) and have it notarized. You will need to upload it in a later step.
- Download and set up a [2-factor authenticator \(2FA\)](#), or have one you already use handy.

To create your account, go to:
<https://www.bcregistry.gov.bc.ca/>

Note:

- It can take 3+ business days for your affidavit to be reviewed once submitted. When approved, you can use your account.
- All team members invited to your account will also have to join using a BCeID and 2FA.
- Other “Account Administrators” you invite will also need to submit an identity affidavit. “Coordinators” and “Users” will not.

Click “Create Account”




Access and manage your BC Registries and Online Services

All registrations of businesses, not-for-profit societies, cooperative associations, personal property and manufactured homes are administered and supported by BC Registries and Online Services.

Step: **Select option: BCeID Login + Two-Factor Authentication**

Create a BC Registries and Online Services Account

You can create your BC Registries account by using:

**BC Services Card**
Easy and secure way to create your account


Create >

No BC Services Card account? [Learn how to set up a BC Services Card account](#)

If you have [ID issued in Canada](#) this method is an easy and secure way to create your account.

[More Help](#)

Other account creation options if you do not have ID issued in Canada

**BCeID Login + Two-Factor Authentication**
⌚ Requires identity verification, the approximate processing time is 8-10 days

Next >

[Learn more about BCeID](#)

[More Help](#)

Click to unroll
BCeID option


View Less ^


Click "Next"


You will then see this screen.

How to verify your identity by a notary

There are three steps to verifying and protecting your identity when creating a BC Registries account.

**1. Get an identity affidavit notarized**
Visit your local notary or lawyer to have this document notarized. This is to ensure that no one is impersonating you or committing identity theft.
Only account administrators are required to verify their identity with a notary.

**2. Create a BCeID**
A username and password that provides secure access to online government services in British Columbia.

**3. Use a 2-factor mobile or desktop authentication app**
Mobile options such as: Google or Microsoft Authenticator
Desktop options such as: [Authy](#) or [GAuth](#)

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Next: Download Affidavit →

Click "Next: Download Affidavit"

Step: Login using an existing BCeID or register a new BCeID

Create a Basic BCeID or use an existing BCeID if you already have one.


Getting your identity affidavit notarized

Download the identity affidavit template below and visit a Notary Public or lawyer to have it notarized.

You will need to bring:

- 1. One piece of government-issued photo identification
- 2. Bring a printed copy of the BC Registries and Online Services affidavit template. You must use this template and fill out all fields. Failure to do so may result in a rejection of your account request.
- 3. Payment (most notaries and lawyers charge a fee for this service. Fees will vary.)

Once you have your affidavit notarized, return to this website and continue to the next step. You will upload your affidavit later in the account creation process.

 **Download Identity Affidavit**
PDF (73KB)

Option 1

Option 2

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Login using existing BCeID

Register a new BCeID

Option 1: “Login using existing BCeID”

Log in with BCeID

User ID

Use a Business or Basic BCeID

Password

Continue

Enter your credentials and click “Continue”

Option 2: “Register a new BCeID”

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

Register for a Basic BCeID

Surname

Smith

Given/First Name

Patricia

First Middle Name (optional)

Other Middle Names (optional)

Email

Fill out and submit the form with your details

Registration Complete

A confirmation email has been sent to you for your records.

Continue to BC Registries and Online Services

BCeID Account Information

Registration Date:

March 15, 2022

Account Type:

Basic BCeID

Click “Continue to BC Registries”

Log in with BCeID

User ID

Use a Business or Basic BCeID

Password

Continue

Enter the username and password you just created and click “Continue”

Step: Pair your authenticator with your BC Registries account

Reminder: see our user guide for help with [2-factor authenticators](#).

Open your mobile or desktop/browser 2-factor authenticator (2FA)

Mobile authenticator

Scan the QR code you see on your screen using your mobile authenticator (don't scan the one in this guide)

Then enter the 6-digit code you see in your authenticator into "One-time code"

Click "Submit"

Authenticate with:


You need to set up either a mobile, desktop or browser authenticator to activate your account.

1. Install one of the following applications on your mobile, desktop or browser:

- FreeOTP (Mobile)
- Google Authenticator (Mobile)
- Desktop or Browser Authenticator application

2. Open the application and scan the barcode:

Sample only!



Unable to scan?

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

Submit

Desktop/browser authenticator

Click "Unable to scan?" and you will see a 32-character key

2. Open the application and enter the key:

Sample only!

JZKW UNLQ IU3V G3ZY OB2G KTCD GNVG Y3JT

Scan barcode?

3. Use the following configuration values if the application

Copy and paste this key into your authenticator to pair.

Then enter the 6-digit code you see in your authenticator into "One-time code"


Click "Submit"

BC Registry Terms and Conditions

The parties to these "BC Registry Terms" (the "Agreement") are Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Citizens' Services (the "Province") and the Subscriber (as defined below).

1. DEFINITIONS

- a. **"Access"** means the non-exclusive right to electronically access and use the Service;
- b. **"Additional Terms"** means, as applicable to the Subscriber's use of the Service, any of the BC Online Terms and Conditions, the API Agreement, the BC Services Card Terms, the BCeID Terms, the PAD Agreement, or any combination of the foregoing;
- c. **"Authenticate" or "Authentication"** means the process of verifying a Subscriber or Team Member's identity for the purpose of obtaining Access, and may include the use of a mobile Services Card, BCeID Information or a notarized affidavit, as applicable;
- d. **"Basic Account Subscriber"** means a Subscriber with Access for up to ten Transactions per month paying Fees for Transactions using a credit card or online banking;

Scroll down 

the courts of the province of British Columbia for the hearing of any dispute arising from or related to this Agreement and/or the Subscriber's use of the Service.

Scroll down and click "Accept Terms"

Accept Terms

Decline

Step: **Select products and services**

Products like *Business Search* require a Premium account (more info on next slide)

Select the products you want to add to your account

Click “Next”

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

1 Products and Services

2 Select Account Type

3 Upload Affidavit

4 Account Information

5 Account Administrator Information

6 Payment Method

STEP 1 OF 5

Select Product and Services

To access our digital registries services, select multiple product and services you require.

Business Registry & Name Request

☒ Select this if you need to register or incorporate a business and keep business records up to date

Read More ▾

Business Search (requires Premium Account)

☐ Select this if you need to request information about businesses or organizations registered in B.C. If you select this now, it will be available for you to use when it is released by end of summer 2022.

Read More ▾

Manufactured Home Registry (requires Premium Account)

☐ Select this if you want to search for manufactured homes, and search for personal property legal claims in manufactured homes.

Read More ▾

BC Assessment (requires Premium Account) COMING SOON

☐ Select this for access to BC Assessment's real property information database.

Read More ▾

Next →

Cancel

You can add services that are “Coming Soon”. When they launch, they will appear in your services dashboard

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Step: Select account type

Note:

- There is no cost to create a BC Registry account; you only pay for services you purchase
- If you are an existing BC OnLine client or selected Premium-only products, you must select a Premium account
- If you are starting or updating your business, you can create a Basic account (recommended)

Choose Basic or Premium
(read the details of each account)

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

STEP 2 OF 5
Select Account Type

There is no cost to create a BC Registries account. You only pay for the services and products you purchase.

Basic
Pay-as-you-go

For people who file on behalf of their own businesses or conduct limited searches.

- 10 transactions per month
- 5 team members per account
- Pay by credit card and online banking

SELECTED

Premium
Pre-authorized

For firms and companies who search frequently or file for a large number of businesses.

- Unlimited transactions
- Unlimited team members
- Pay by pre-authorized debit or [BC Online deposit account](#)
- Financial Statements

SELECT

← Back **Next →** Cancel

Click "Next"

Step: Upload affidavit

Click on “Upload file” and select the affidavit from your computer to upload

Enter your notary’s information


Optional: enter notary contact

STEP 3 OF 6

Upload your notarized affidavit

This will be reviewed by Registries staff and the account will be approved when authenticated.

Attach your Notarized Affidavit

 Upload File

Notary Information

Name of Notary

Name of Notary is required

Street Address

Additional Street Address (Optional)

City Province/State (Optional) Postal Code

Country

Delivery Instructions (Optional)

Notary Contact

Email Address

Optional

Phone Extension

Optional Optional

[← Back](#) [Next →](#) [Cancel](#)

Click “Next”

Step: Enter account information

If you selected a **Basic** account

Select if you want your account in your personal or business name.
If you are a Government Agency that isn't part of the Government of B.C. (e.g. municipality, crown corp, federal government), select that option.

Account Information

Select a user type for your BC Registries and Online Service Account:

☒ Individual Person

☐ Business

☐ Government Agency

Account Name

Account Name

☐ Individual Person Name

☒ Business Name

Mailing Address

Legal Business Name

Street Address

Additional Street Address

City

Country

Business Type

Business Size

Mailing Address

Street Address

Delivery Instructions (Optional)

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Cancel

Click "Next"

If you selected a **Premium** account

If you have a BC OnLine account, you can link it here so that you can make payments using your BC OnLine's deposit account.

STEP 3 OF 5

Account Information

Do you want to link this account with an existing BC Online Account? [Learn more](#)

☒ Yes

☐ No

Link with an existing BC Online account

Linking accounts will import your organization's contact and drawdown account information. Linking **not import** your existing users or any businesses you manage. You can invite team members and add once your account is set up successfully.

You must be the **Prime Contact** to link this account with your existing BC Online account.

BC Online Prime Contact Details ?

User ID

Password

Link Account

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Cancel

Enter the BC OnLine Prime user ID and password (6 to 8 characters only; if your password is more than 8 characters long, enter only the first 8 characters).

If you do not have, or choose not to link, a BC OnLine account, select "No" and fill out the account information like you see to the left

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Step: **Enter Account Administrator information**

Create a BC Registries and Online Services Account

Manage account settings, team members, and view account transactions

✓ Products and Services

✓ Select Account Type

✓ Upload Affidavit

✓ Account Information

5 Account Administrator Information

6 Payment Method

STEP 5 OF 6

Account Administrator Information

Enter your contact information. Once your account is created, you may add additional users and assign roles.

First Name
Jane
Your first name as it appears on your affidavit

Last Name
Smith
Your last name as it appears on your affidavit

Email Address
jane@smith.ca

Confirm Email Address
jane@smith.ca

Phone Number
Example: (555) 555-5555

Extension

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Next →

Cancel

Enter your name as it
appears on your affidavit

Enter email address and
phone number

Click "Next"

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Step: Choose payment method

If you selected a **Basic** account

Select one of two payment options and fill in information if prompted:

- Credit card
- Online banking

Products and Services

Select Account Type

Upload Affidavit

Account Information

Account Administrator Information

6 Payment Method

STEP 5 OF 5

Payment Method

Select the payment method for this account.

Credit Card

Pay for transactions individually with your credit card.

SELECT

Online Banking

Pay for products and services through your financial institutions website.

SELECT

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Create Account

Cancel

Click “Create Account”

If you selected a **Premium** account

Select one of two payment options and fill in information if prompted:

- Pre-Authorized Debit*
- BC OnLine deposit account

Products and Services

Select Account Type

Upload Affidavit

Account Information

Account Administrator Information

6 Payment Method

STEP 5 OF 5

Payment Method

Select the payment method for this account.

Pre-authorized Debit

Automatically debit a bank account when payments are due.

SELECT

BC Online

Use your linked BC Online account for payment.

SELECT

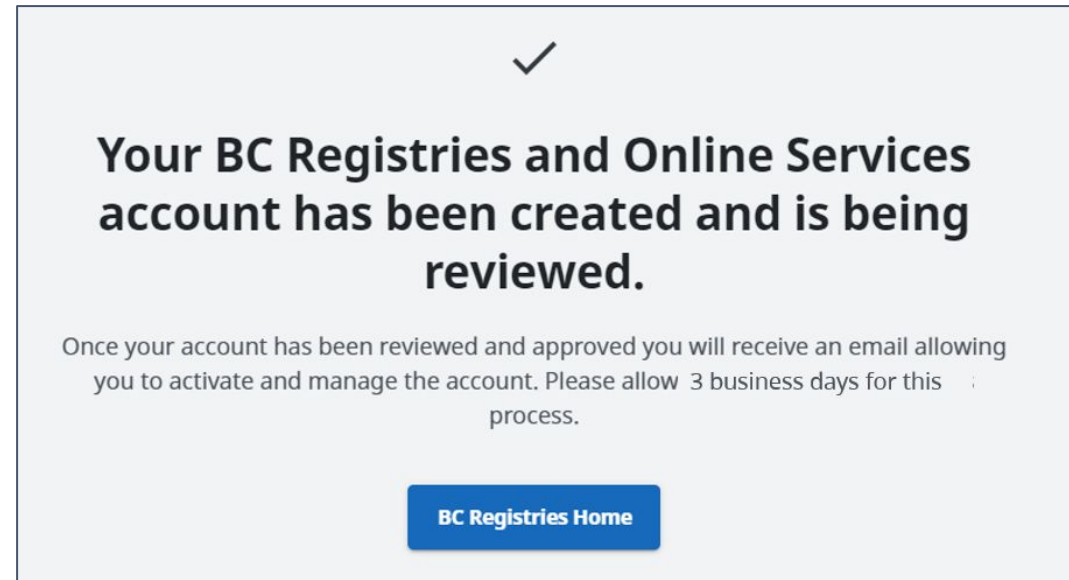
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Create Account

Cancel

Click “Create Account”

*Pre-authorized debit: Payment Canada requires a confirmation period of 3 days prior to your first pre-authorized debit deduction and you will receive confirmation of your pre-authorized debit agreement prior to the first deduction. If you linked your BC OnLine account, you will be able to make transactions during this 3-day period, which will be debited from your BC OnLine account until the confirmation period ends. After the confirmation period, transactions will be debited from your bank account. 11



BC Registries will now review your account and affidavit.

Once you are approved, you can:

- Add team members to your account.
- Use BC Registry products and services.

Visit our [Resources page](#) to view guides on how to add and manage team members or use specific BC Registry products and services.