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:

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BC Registries and Online Services

- 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. •

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. •

What's New

Log in 🔻



Access and manage your BC **Registries and Online Services**

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.

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

Click "Create Account"

Step: Select option: BCelD Login + Two-Factor Authentication



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.



Option 2: "Register a new BCeID"



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"

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

 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:



Unable to scan? *

 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.



Desktop/browser authenticator

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



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"

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;
- "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;



Step: Upload Affidavit and Provide Notary Information

The first step of creating a BC Registries and Online Services Account is to upload a notarized affidavit and providing your notary's information

BRITISH COLUMBIA BC Registries and	d Online Services	🗘 Notifications 👻 💶 - 👻		
Create a BC Registries and Online Services Account Manage account settings, team members, and view account transactions		STEP 1 OF 4 Upload your notarized affidavit This will be reviewed by Registries staff and the account will be approx	oved when authenticated.	
Upload Affidavit Account Information	STEP 1 OF 4 Upload your notarized affidavit This will be reviewed by Registries staff and the account will be approved when authe	ienticated.	Attach your Notarized Affidavit Upload File corp-samplidavit.pdf (39.7 kB)	×
Account Administrator Information Products and Payment	Attach your Notarized Affidavit Upload File		Click on the paperclip to attach your notariz	zed affidavit
Notary Information Name of Notary Name of Notary is required			Notary Contact	
	Additional Street Address (Optional)		Email Address Email Is required Phone Extension	
	City Province/State (Optional) Pos	stal Code	Optional Optional	
	Country Delivery Instructions (Optional)	*	Once all the form's fields have been popula the next step	ated, click Next to proceed to

Step: Enter account information

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.

Create a	a BC Registries a	and Online Services	Account			
Manage account	t settings, team members, and v	iew account transactions				
 Upi 	load Affidavit	STEP 2 OF 4 Account Information Select a user type for your BC Registries and Online Service Account:				
3 Acc	count Administrator	Individual Person	O Business	O Government Agency		
O Pro	oducts and Payment	Account Name Account Name				
		Street Address				
		Additional Street Address (Optional)				
		City	Province/State (Optional)	Postal Code		
		Country		*		
		Delivery Instructions (Optional)				
				Next		

Once all the form's fields have been populated, click **Next** to proceed to the next step

Step: Enter account administrator information

Enter your contact information as it appears on your uploaded affidavit, including your email address and phone number.

Note: you can add additional users and roles once your account is created.

Upload Affidavit Account Information	Account Administrator Informatio	pn		
Account Information	Account Administrator Informatio			
Account Information		Account Administrator Information		
A REAL PROPERTY AND A REAL PROPERTY A REAL PROPERTY AND A REAL PROPERTY	Enter your contact information. Once your account is	s created, you may add additional users and assign roles.		
	First Name	Last Name		
Account Administrator Information	inst Name	Last Name		
	Your first name as it appears on your affidavit	Your last name as it appears on your affidavit		
Products and Payment	Email Address			
	Confirm Email Address			
	Phone Number	Extension		
		Enclision		
	Example: (555) 555-5555			
	Example: (555) 555-5555			

Once all the form's fields have been populated, click **Next** to proceed to the next step

	Create a BC Registries and Online Services Account Manage account settings, team members, and view account transactions			
Select the products you want to add	Upload Affidavit Account Information Account Administrator Products and Payment	STEP 4 OF 4 Select Products and Services	Read More > Read More > Read More >	

Step: Select payment method

Select your chosen form of payment from those listed.





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 <u>Resources page</u> to view guides on how to add and manage team members or use specific BC Registry products and services.