



## Application to Establish Industry User Administrator Role



Ministry of Forests,  
Lands and Natural  
Resource Operations,  
and Rural Development

FILE:6450-20/HBS

The purpose of this application is to establish the individual who will have the Industry User Administrator Role (IUA) and will be responsible for managing the Harvest Billing System (HBS) users and roles for a Corporation/Individual (Industry Client).

The IUA role will allow the designated individual to perform the following tasks on behalf of the Industry Client: IUA's can request HBS access for new HBS users, maintain HBS user profiles and roles for existing HBS users. It is recommended that the Industry Client IUA request the IUA role for another HBS user within the organization.

**Note:** HBS can only associate one business BCeID to one client number. To create a new business BCeID, please log in to BCeID: <https://www.bceid.ca>. Please set the Business Preference to **Yes** for: "I Consent to BCeID sharing my business contact information with Online Services registered with BCeID".

Name of Industry Client		Client Number/Location Number	
Mailing Address			
Country	Prov./State	City	Postal/Zip Code
<b>Designated Industry User Administrator (IUA)</b>			
Name		Position Title	BCeID
Phone Number		Email Address	
<b>Industry Client Signing Authority</b>			
Name		Position Title	
Signature		<b>MINISTRY OF FORESTS USE</b> Registration Key:	
<b>Email completed form to:</b> <a href="mailto:FORHVAP.BillingBusSprt@gov.bc.ca">FORHVAP.BillingBusSprt@gov.bc.ca</a>			

*This information is being collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and is being used for the purpose of creating an Industry User Administrator for your organization and The Ministry of Forests, Lands and Natural Resource Operations, and Rural Development. If you have any questions regarding the use of this personal information, please contact Billing Business Support at [FORHVAP.BillingBusSprt@gov.bc.ca](mailto:FORHVAP.BillingBusSprt@gov.bc.ca).*