



ServiceBC

BC Registries and Online Services

How to add an existing business to the My Business Registry



December 2023

Step: Log into BC Registry application and open the My Business Registry

Log into your BC Registry account: <https://www.bcregistry.gov.bc.ca/>.

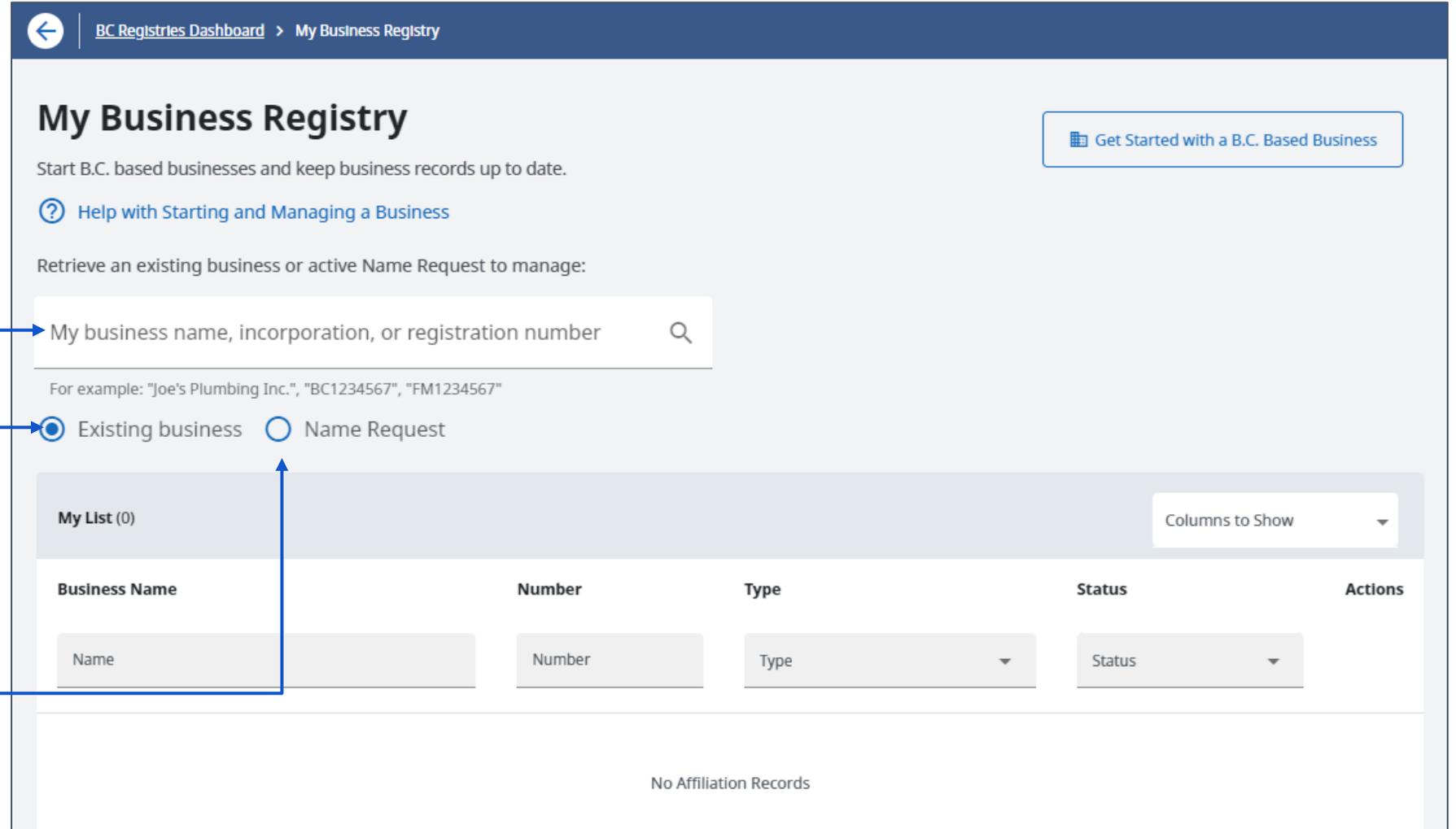
The screenshot shows the BC Registries Dashboard interface. At the top, there is a dark blue header with the British Columbia logo and the text 'BC Registries and Online Services'. On the right side of the header, there are 'Notifications' and a user profile for 'KENDRA SAUNDERS MNO Services Ltd'. Below the header is a sub-header 'BC Registries Dashboard' with a back arrow. The main content area is titled 'BC Registries Dashboard' and includes the subtitle 'Access to your BC Registries account product and services'. Under the heading 'My Products and Services (3)', there is a card for 'My Business Registry'. This card features an illustration of three people in a meeting, the title 'My Business Registry', and the text 'Register or incorporate a business, manage name requests and keep business records up to date.' Below this text is a blue button labeled 'Open >'. A blue arrow points from the text 'Click "Open"' to this button. To the right of the 'My Business Registry' card, there is a section titled 'Add Product and Services' with the text 'To request access to additional products and services, contact the account Administrator of your BC Registries account.' Below that, there is a section titled 'Help with How to Use BC Registries Products and Services'.

Click "Open".

Step: Add an existing business to the 'My Business Registry'

To manage an existing business, it must first be linked to the My Business Registry.

Select "Existing Business" and begin typing the business name or number to search for it.



The screenshot shows the 'My Business Registry' page. At the top, there is a breadcrumb trail: 'BC Registries Dashboard > My Business Registry'. Below this is the title 'My Business Registry' and a sub-header 'Start B.C. based businesses and keep business records up to date.' There is a button 'Get Started with a B.C. Based Business' and a link 'Help with Starting and Managing a Business'. The main section is titled 'Retrieve an existing business or active Name Request to manage:'. It features a search input field with the placeholder text 'My business name, incorporation, or registration number' and a magnifying glass icon. Below the search field, there is an example: 'For example: "Joe's Plumbing Inc.", "BC1234567", "FM1234567"'. There are two radio buttons: 'Existing business' (which is selected) and 'Name Request'. Below this is a table with the header 'My List (0)' and a 'Columns to Show' dropdown menu. The table has columns for 'Business Name', 'Number', 'Type', 'Status', and 'Actions'. The 'Business Name' column has a sub-column 'Name'. The 'Number' column has a sub-column 'Number'. The 'Type' column has a sub-column 'Type'. The 'Status' column has a sub-column 'Status'. The table is currently empty, and the text 'No Affiliation Records' is displayed at the bottom.

Note: you can also link a Name Request to register or incorporate a named business.

Step: Enter the incorporation or registration number

My Business Registry

Start B.C. based businesses and keep business records up to date.

[Help with Starting and Managing a Business](#)

Retrieve an existing business or active Name Request to manage:

My business name, incorporation, or registration number

CP1002594	JIA COOPERATIVE ASSOCIATION	Select
CP1002597	CSR COOP 2	Select
CP1002590	ARGUS COOP 2021.DEC.17 7.10 TEST	Select
CP1002599	DAYESCAPES PHOTOGRAPY COOP	Select
CP1002598	AC COOP 2023.SEP.14 20.13 TEST	Select
CP1002591	JIA TEST COOP 6	Select

Click "select" on the business you want to link.

Tip: How to find your incorporation or registration number

Review documents provided by BC Registries: the incorporation or registration number can be found on the statement of registration or incorporation documents.

You can also find the business in Orgbook:

1. Go to: <https://www.orgbook.gov.bc.ca/search>
2. Enter the business name and click search.
3. If there was not an exact match, a list of businesses will be displayed.
4. Select the business you are searching for.
5. You will see the incorporation or registration number and the "Registered Date" (numbers begin with a prefix FM, CP or BC).

Note: If the business was filed online, the "Registered Date" is the date you may have received your Registration Statement by email from BC Registries. If you are looking for these documents, search for emails sent to you on this date.

The screenshot shows the OrgBook BC website. At the top, there is a navigation bar with the British Columbia logo, the text "OrgBook BC", and links for "Home", "About", and "Contact". Below the navigation bar, a header section states "A public directory of organizations registered in BC" and provides search options: "Find organizations using:" with checkboxes for "Organization name", "Business number", and "BC Registries ID". A search input field is labeled "Find an organization @". The main content area is divided into two columns. The left column, titled "OrgBook BC", lists the types of data provided: "Business numbers", "Legal names and DBA names", "BC registration status", "Select licenses and permits", and "Some addresses". The right column, titled "Current Statistics", displays three metrics: "1455916 active legal entities", "4082246 verifiable credentials held", and "6431 credentials added this week". At the bottom of the main content area, there is a "Powered by digital trust" logo and an illustration of people working on laptops.

Step: Select the way you want to link the business

Manage a B.C. Business

Business Name: DAYESCAPES PHOTOGRAPY COOP
Incorporation Number: CP1002599

You must be authorized to manage this business. You can be authorized in one of the following ways:

- 1 Use the business passcode
- 2 Confirm authorization using your registered office email address
(If you forgot or don't have a business passcode)
- 3 Request authorization from an account currently managing the business

[Cancel](#) [Manage This Business](#)

You can link the business if:

- 1 You know the business password (or the name of a proprietor or partner if the business is a proprietorship or general partnership); you won't see this option if there is no password associated with the business.
- 2 You are the registered office contact for this business as an email with a link will be sent there; you won't see this option if there is no email address on record.
- 3 You want to request access from another account that manages this business; you won't see this option if this business is not linked to any other account.

Click on a box below to jump to the page with instructions for that option:

Use password

Send link to email

Request access



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Link a business by:

Entering password or proprietor/partner name

Step: Enter business passcode or proprietor/partner name

Businesses requiring password:

Manage a B.C. Business

Business Name: DAYESCAPES PHOTOGRAPY COOP
Incorporation Number: CP1002599

You must be authorized to manage this business. You can be authorized in one of the following ways:

Use the business passcode

Password
●●●●●●●●

Password must be 8 to 15 characters

OR

Businesses requiring proprietor/partner name:

Manage a B.C. Business

Business Name: GRIERS GREEN LAWNS
Incorporation Number: FM1007044

You must be authorized to manage this business. You can be authorized in one of the following ways:

Use the name of a proprietor or partner

Proprietor or Partner Name (e.g., Last Name, First Name Middlename)

Name as it appears on the Business Summary or the Statement of Registration

ROBERTS, STEPHANIE ANNIE certifies that they have relevant knowledge of the registered entity and is authorized to act on behalf of this business.

Enter password.

Enter name and check box.

My List (1) Columns to Show

Business Name	Number	Type	Status	Actions
Name	Number	Type	Status	
DAYESCAPES PHOTOGRAPY COOP	CP1002599	BC Cooperative Association	Active	<input type="button" value="Manage Business"/>

The business is now linked to your My Business Registry.

Click on "Manage Business" to access the business.

Link a business by:

**Receiving an email to the registered office
contact email**

Step: Receive an email to link business

Manage a B.C. Business

Business Name: DAYESCAPES PHOTOGRAPY COOP
Incorporation Number: CP1002599

You must be authorized to manage this business. You can be authorized in one of the following ways:

Confirm authorization using your registered office email address
(If you forgot or don't have a business passcode) ^

An email will be sent to the registered office contact email of the business:
ma***@go******* ←

To confirm your access, please click on the link in the email. This will add the business to your Business Registry List. The link is valid for 15 minutes.

[Request authorization from the business](#) v

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Email will be sent to the registered office email address on file. You will need to click on the link in the email to add the business to your list.

Click "Manage This Business".

Pop-up appears: email was sent and the link is valid for 15 minutes.

Authorization Email Sent

An email was sent to **ma*****@go*******

Confirm your access by clicking the link inside. This will add the business to your Business Registry List. The link is valid for 15 minutes.

[? Help](#)

Step: Use email to link business

 **ServiceBC**
BC Registries and Online Services

You have requested to manage **DAYESCAPES PHOTOGRAPY COOP** under **MNO Services Ltd.**. Please click on the single-use link below to authorize access. You will need to sign in as **MNO Services Ltd.** to complete the authorization.

<https://account.bcregistry.gov.bc.ca/TU5PIFNlcnZpY2VzIEEx0ZC4%3D/affiliationinvitation/acceptToken/eyJpZCI6MjgyLCJmcm9tT3JnSWQiOiJmXNDAsInRvT3JnSWQiOm51bGwslmJ1c2luZXNzSWRlbnRpZmlldiI6IkNQMTAwMjU5OSJ9.ZVVIlg.WIEyHFslru0F41UWbSFGBec64OY>

For security reasons, this link will expire in 15 minutes. If the link expires, you will need to request a new one through your Business Registry page.

If you did not initiate this request, please disregard this email.

Business Registry
BC Registry and Online Services

If you have questions about this request please contact the Business Registry:
Toll Free: [1-877-526-1526](tel:1-877-526-1526)
Victoria Office: [250-387-7848](tel:250-387-7848)
Email: BCRegistries@gov.bc.ca

Click on link that appears in the email you received at your records office email address.



My List (1) Columns to Show

Business Name	Number	Type	Status	Actions
Name	Number	Type	Status	
DAYESCAPES PHOTOGRAPY COOP  Authorization to manage: Authorized - you can now manage this business.	CP1002599	BC Cooperative Association	Active	Manage Business

The business is now linked to your My Business Registry.

Click on "Manage Business" to access the business.



Link a business by:

Requesting access from an account that manages the business

Step: Request authorization from another account

Manage a B.C. Business

Business Name: DAYESCAPES PHOTOGRAPY COOP
Incorporation Number: CP1002599

You must be authorized to manage this business. You can be authorized in one of the following ways:

[Confirm authorization using your registered office email address](#)
(If you forgot or don't have a business passcode)

Request authorization from an account currently managing the business

Select the account you want to authorize you to perform Registries activities for **DAYESCAPES PHOTOGRAPY COOP:**

Kendra Saunders

Matheson and Smithe LLP

Request access additional message

0 / 400

If more than one account manages this business, select the one you want to request access from.

Add optional message for the account you are requesting access from.

Click "Manage This Business"

Pop-up appears: request has been sent to the contacts of the account you are requesting access from.

Request Sent

Your authorization request has been sent to contacts of Matheson and Smithe LLP.

Step: Authorization is pending

My List (1) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
DAYESCAPES PHOTOGRAPY COOP  Authorization to manage: Request sent, pending authorization.	CP1002599	BC Cooperative Association	Active	Cancel Request ▴ New Request

Business appears in your list as pending until your request is approved or declined.

Cancelling the request will remove the pending business from your list.

Click on “New Request” to cancel the current request and choose a different account to request access from or a different way to link this business.

Step: Authorization is approved or declined

If the account **declines** your request, the business will appear as **Not Authorized** and you will receive a *decline* email confirmation.

My List (1) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
DAYESCAPES PHOTOGRAPY COOP <small>Authorization to manage: Not Authorized. Your request to manage this business has been declined.</small>	CP1002599	BC Cooperative Association	Active	Remove from list New Request



Click “New Request” to request access from another account (if available) or to choose a different way to link this business.

If the account **approves** your request, the business will appear as **Authorized** and you will receive an *authorized* email confirmation.

My List (1) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
DAYESCAPES PHOTOGRAPY COOP <small>Authorization to manage: Authorized - you can now manage this business.</small>	CP1002599	BC Cooperative Association	Active	Manage Business Remove From Table



The business is now linked to your My Business Registry. Click on “Manage Business” to access the business.

If you no longer need access to this business, click “Remove From Table”.

You can now access and manage the business.

Notifications K KENDRA SAUNDERS Kendra Saunders

[BC Registries Dashboard](#) > [My Business Registry](#) > DAYESCAPES PHOTOGRAPY COOP

DAYESCAPES PHOTOGRAPY COOP

BC Cooperative Association

[View and Change Business Information](#) [Business Summary](#) [More Actions](#)

Business Number: Not Available
Incorporation Number: CP1002599
Email: dayescapesphotography@test.com
Phone: (604) 604-6044

To Do (0)

You don't have anything to do yet
Filings that require your attention will appear here

Recent Filing History (15)

Register Correction Application FILED AND PAID (filed by Registry Staff on Nov 14, 2023) EFFECTIVE as of Nov 14, 2023 Detail (1)	View Documents
Register Correction Application FILED AND PAID (filed by Registry Staff on Nov 7, 2023) EFFECTIVE as of Nov 7, 2023 Detail (1)	View Documents
Register Correction Application FILED AND PAID (filed by Registry Staff on Nov 7, 2023) EFFECTIVE as of Nov 7, 2023	View Documents

Office Addresses

[Change](#)

Registered Office

- Delivery Address**
8888 Odlin Crescent
Richmond BC V6X 3Z8
Canada
- Mailing Address**
Same as above

Current Directors

[Change](#)

- D DONNA MAC**
- K KENDRA SAUNDERS**
- L LISA TAMERLEIGH-SMITH**