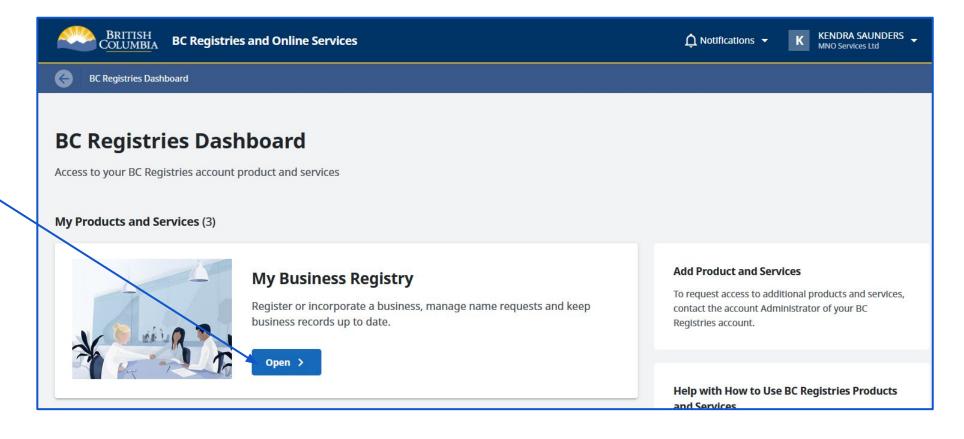
Business Registry Quick Guide: Registering a Sole Proprietorship

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

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

Note: you must have an approved Name Request to register a Sole Proprietorship

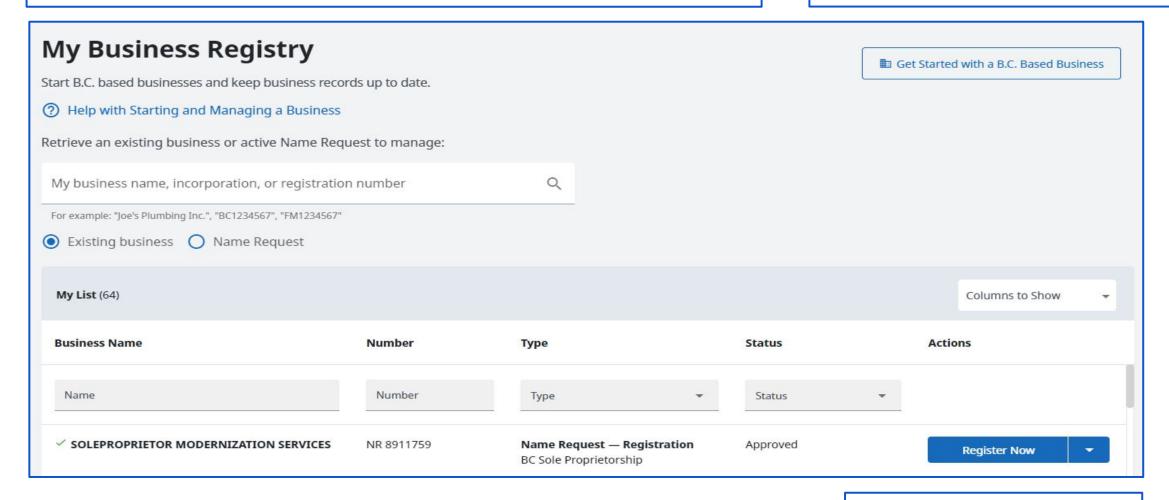
Open My Business Registry

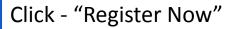




Use an approved Name Request that is already in your dashboard **OR** add an existing Name Request to dashboard

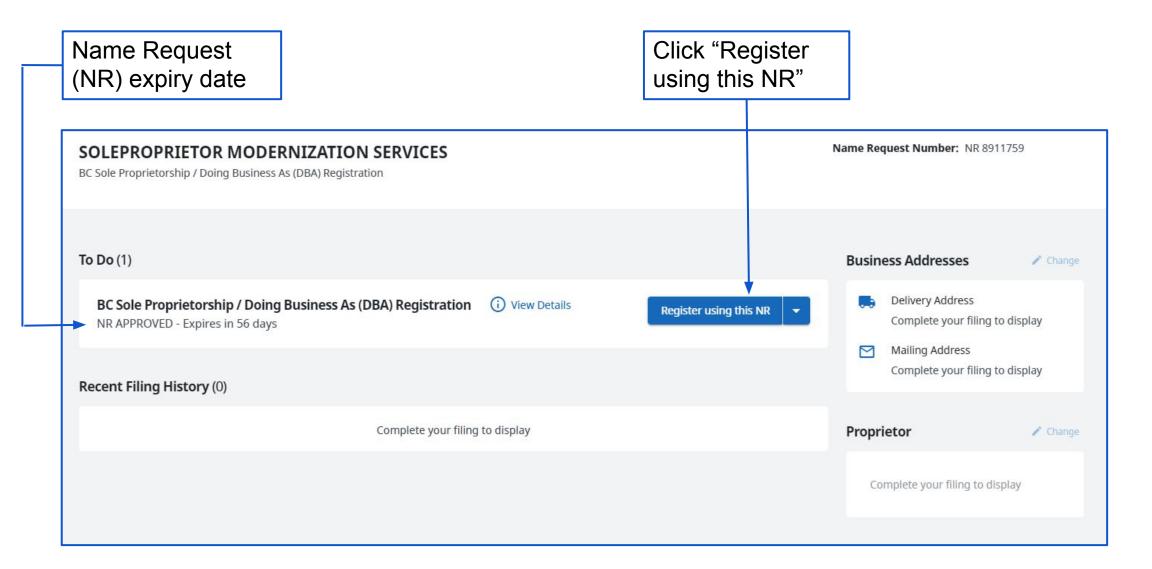
Click "Get Started with a BC Based Business" to request a name







Step: Register using this name request

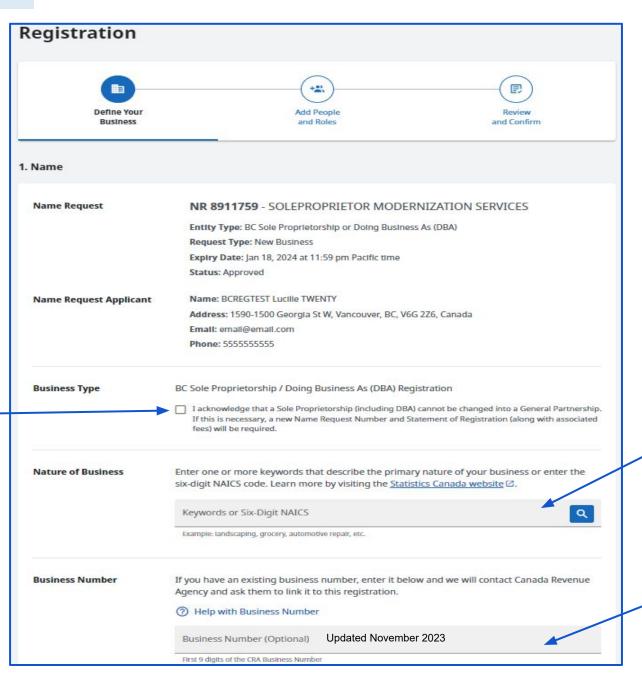




Step: Define Your Business

Three steps to complete registration; can be completed by clicking on each step

Check this box to acknowledge that a Sole Proprietorship (or DBA) cannot be changed into a General Partnership



Fee summary is visible on every step of the registration



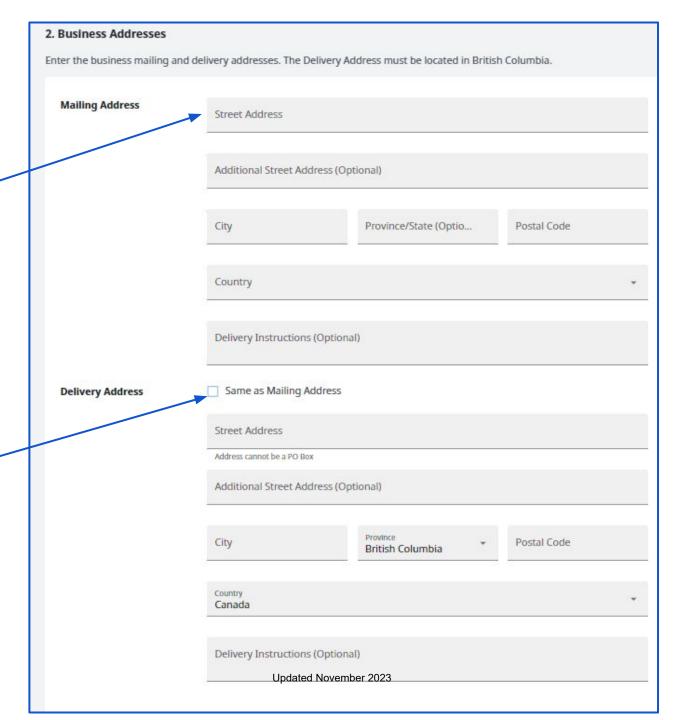
Type in keywords or NAICS code to describe the nature of the business. Select the one that best describes your business

CRA Business Number is not required to register

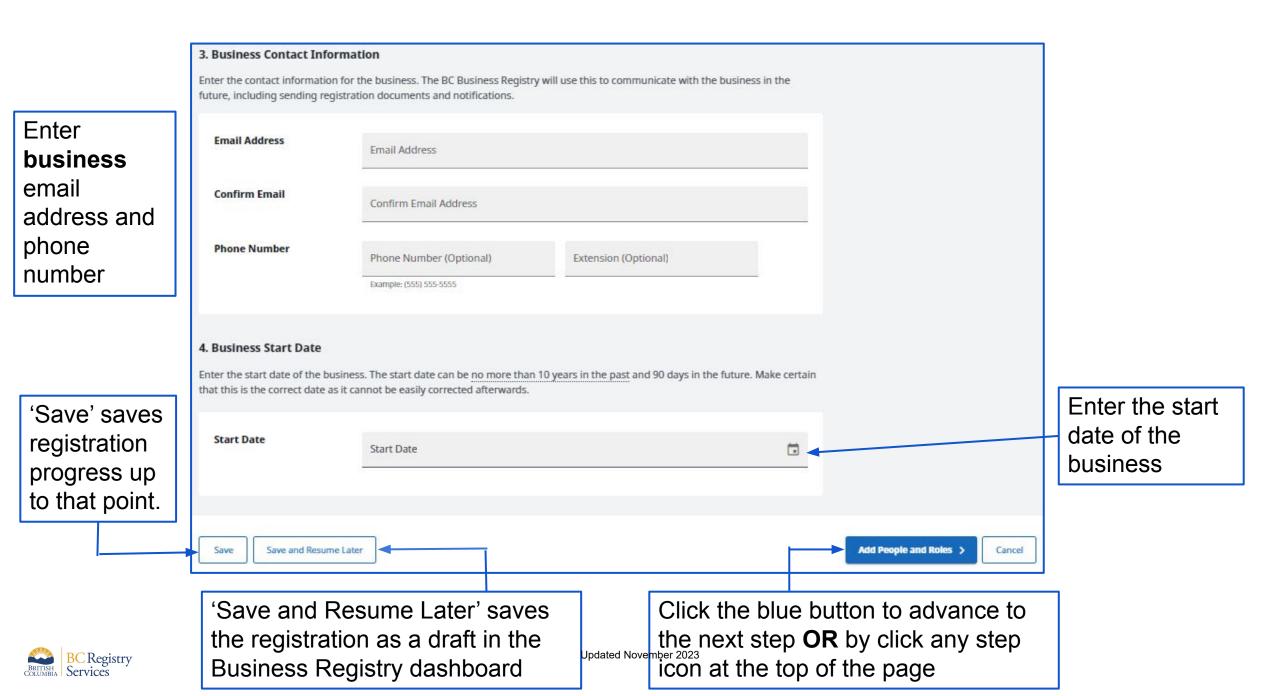


Address field uses
Canada Post
address lookup that
helps fill in the
address; can be
overwritten

If Delivery Address is same as Mailing Address, check this box







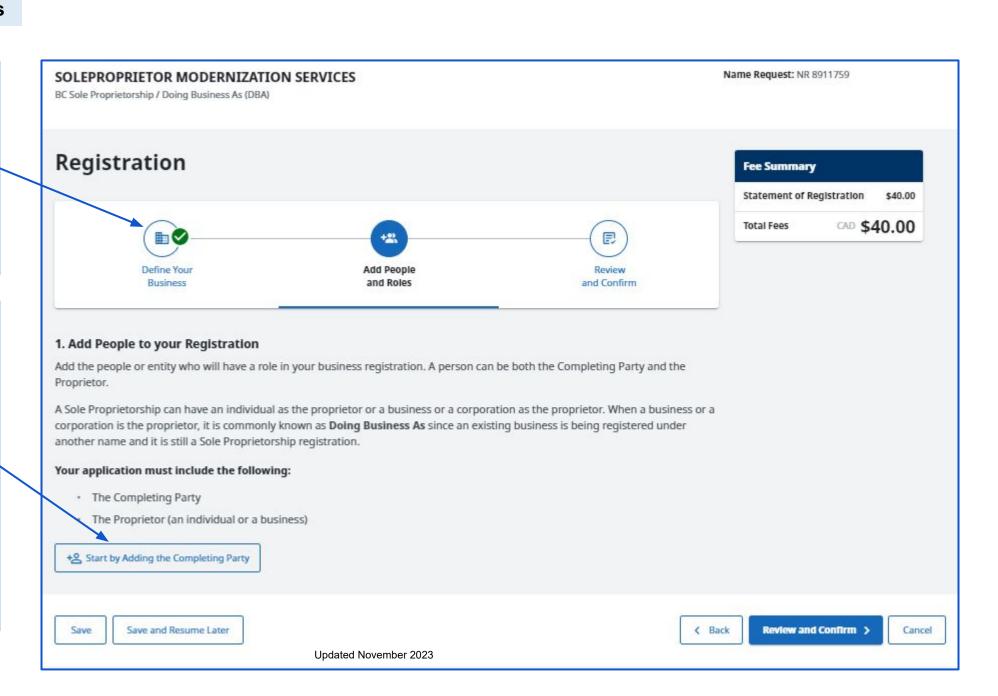
Green checkmark indicates a step is complete

Lack of checkmark indicates a step is incomplete

Click on "Start by Adding the Completing Party".
The information will be automatically populated

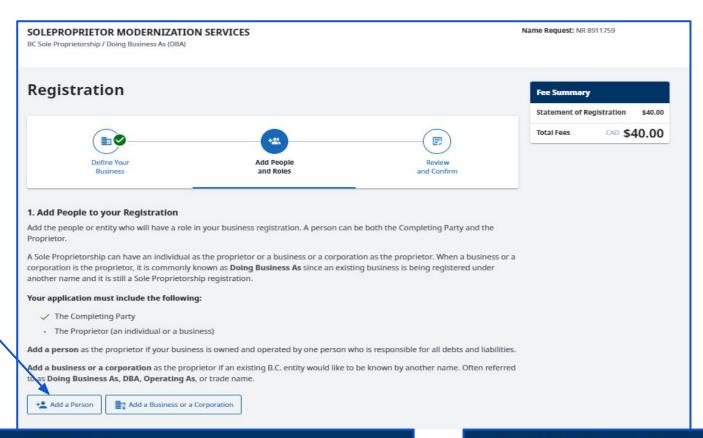
Add or change address information if needed





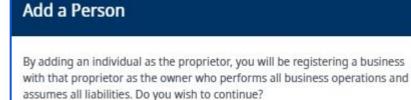
Add a person (most common) or business as the Proprietor

NOTE: if using the add a business - the business must be registered in BC



Add a business - Defined

Add a person as Proprietor -Defined



Continue Cancel

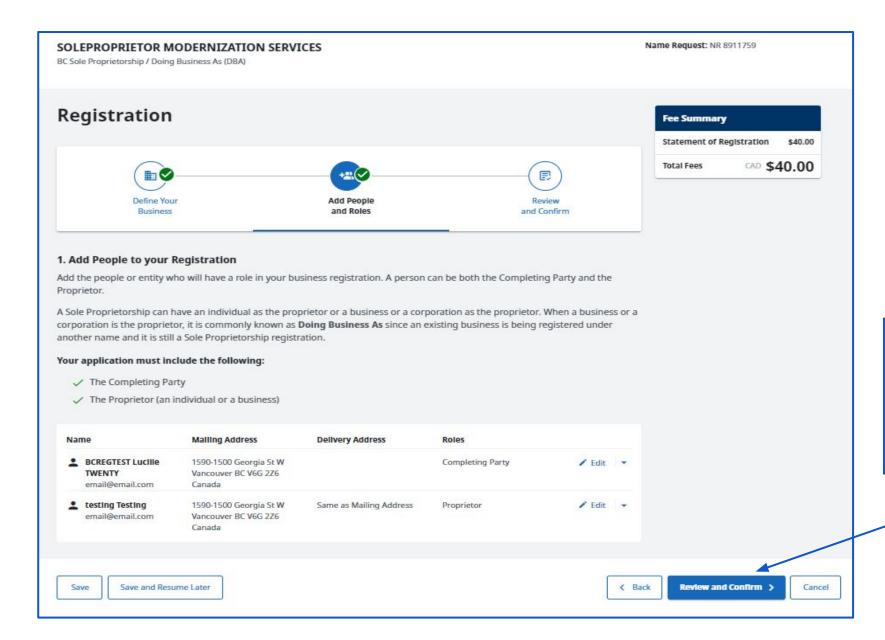
Add a Business or a Corporation

By adding an existing business, society or a corporation as the proprietor, you will be registering an existing company under another name (e.g., a numbered company that does business under a DBA name). Do you wish to continue?

Continue

Cancel



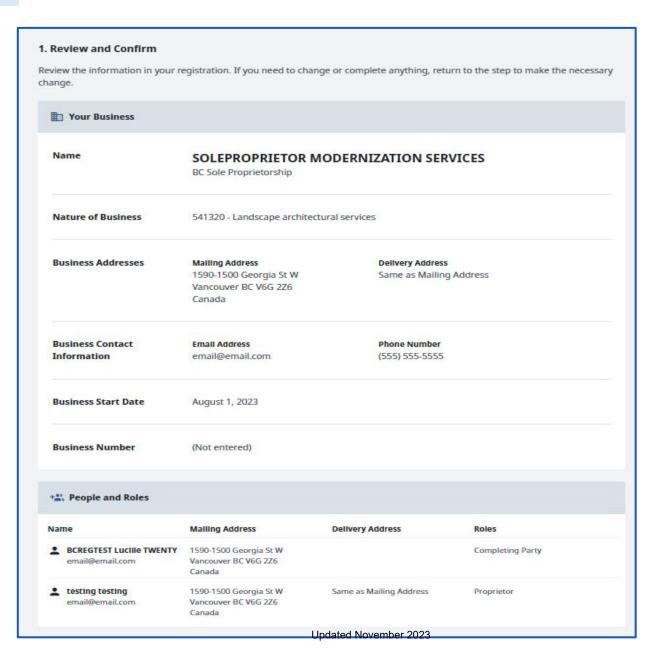


Once Completing Party and Proprietor information is added, Click "Review and Confirm"



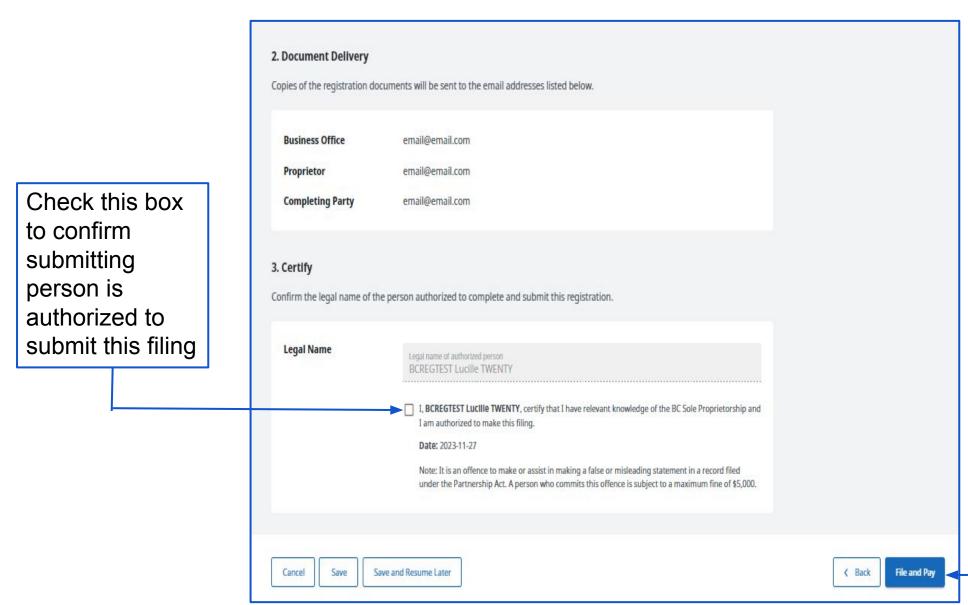
Registration information entered in previous steps is displayed for review

To change/edit listed information, go back to corresponding step by clicking on an icon in the stepper or by clicking 'Back'





Step: Review and Confirm Cont.



Fee Summary

Statement of Registration \$40.00

Total Fees CAD \$40.00

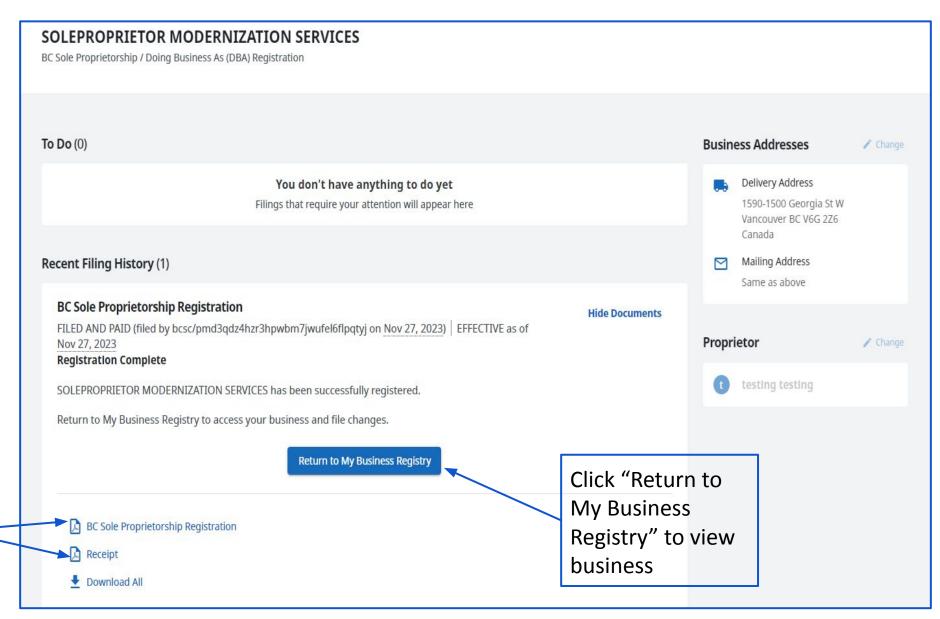
'File and Pay' files the registration; registration is added to My Business Registry

Step: View transaction information and go back to My Business Registry dashboard

Registration is processing. Go to the My Business Registry dashboard to view the business

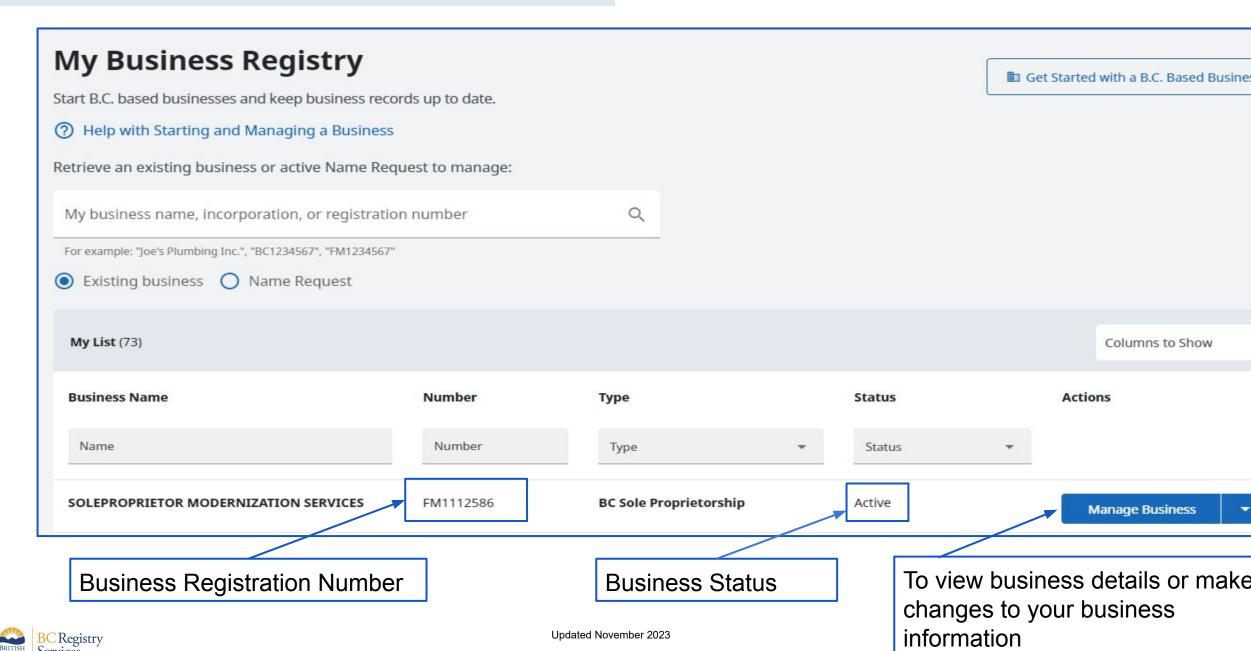
Email with the Statement of Registration will be sent to the Completing Party and Proprietor

View and download Registration and Receipt





Step: View business in My Business Registry - Business Display



Sample Statement of Registration & Business Summary





