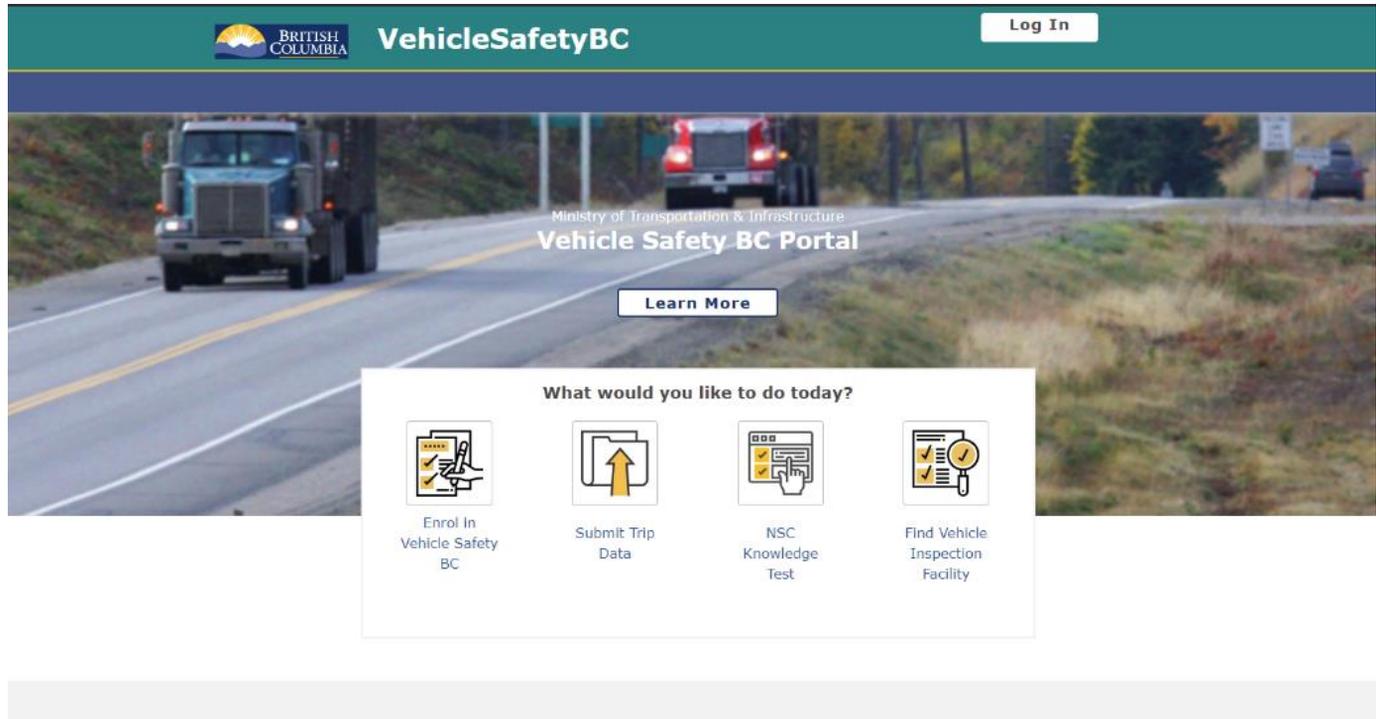


# Using My Team Functionality in the Vehicle Safety BC Portal

## Overview

This guide is meant to support **Facility Owners/Operators** or **Authorized Inspectors who are Facility Managers** who want to add or remove staff.



Before getting started please make sure you have already:

Enrolled and registered in the Portal (<https://vehiclesafetybc.gov.bc.ca/>) using either

- The BC Services Card (Authorized Inspectors who are Facility Managers) **OR**
- Business BCeID (Facility Owner/Operators)

### System Requirements

We highly recommend the use of a modern browser (other than Microsoft Internet Explorer) when using the Vehicle Safety BC Portal including [Google Chrome](#) or [Mozilla Firefox](#). Please use a recommended browser moving forward preferably without any browser extensions which can be a source of malware or unwanted behavior.

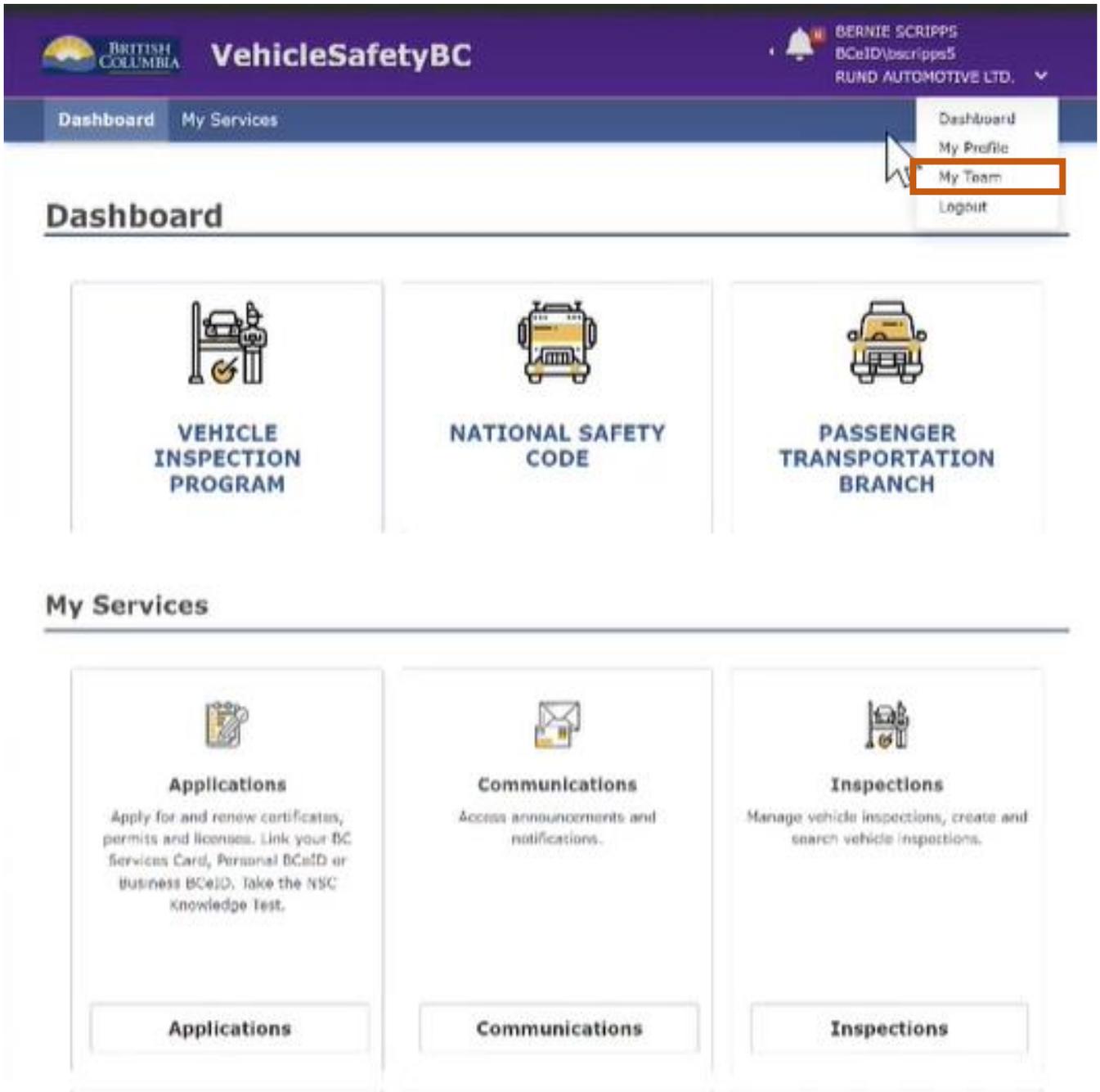
We also recommend that your computer/laptop/desktop OS and browser software is up to date, and to perform regular scans with anti-malware software to prevent any potential unwanted behavior by malware.

# Using My Team Functionality in the Vehicle Safety BC Portal

## Getting to My Team

First, you will need to log in to the [Portal](#) as a Facility Owner/Operator or Authorized Inspector using your **Business BCeID** or **BC Services Card**.

After logging in, you will arrive at the Dashboard Screen. Please click on the arrow next to your profile at the top right of the screen to access the dropdown window and then select **'My Team'**.



The screenshot displays the Vehicle Safety BC Portal interface. At the top, the header includes the British Columbia logo and the text 'VehicleSafetyBC'. On the right side of the header, the user's name 'BERNIE SCRIPPS' and their BCeID 'BCeID/bscripps5' are visible, along with the company name 'RUND AUTOMOTIVE LTD.' and a dropdown arrow. Below the header, there are two main navigation tabs: 'Dashboard' and 'My Services'. A dropdown menu is open from the user profile area, showing options for 'Dashboard', 'My Profile', 'My Team' (which is highlighted with an orange box), and 'Logout'. The main content area is divided into two sections: 'Dashboard' and 'My Services'. The 'Dashboard' section contains three large tiles: 'VEHICLE INSPECTION PROGRAM' with a car and inspection icon, 'NATIONAL SAFETY CODE' with a car icon, and 'PASSENGER TRANSPORTATION BRANCH' with a car icon. The 'My Services' section contains three tiles: 'Applications' with a document icon and a description about applying for certificates and licenses; 'Communications' with an envelope icon and a description about accessing announcements; and 'Inspections' with a car and inspection icon and a description about managing vehicle inspections. Each tile in the 'My Services' section has a corresponding button at the bottom.

# Using My Team Functionality in the Vehicle Safety BC Portal

## Understanding the My Team Screen

The 'My Team' is where Facility Owner / Operators or Authorized Inspectors who are Facility Managers can add or remove staff.

*Note: When Authorized Inspectors enrol and register on the Vehicle Safety BC Portal, they will be automatically assigned to associated Facilities.*

When you arrive at the My Team screen, there are several items available to you:

1. **Invite a Team Member:** Button used to invite a resource to your managed facilities
2. **Location:** allows you to select and filter facility locations to manage
3. **Role:** allows you to select and filter personnel by their role
4. **Reset:** enables you to reset what is displayed
5. **First Name:** First name of the team member
6. **Last Name:** Last name of the team member
7. **Role:** Team member role (e.g., Facility Owner, Manager/Operator)
8. **Location:** Facility location
9. **Status:** Resource Status: Active / Unenrolled

### My Team - RUND AUTOMOTIVE LTD.

Location  2    Role  3    [Reset](#) 4

First Name 5	Last Name 6	Role 7	Location 8	Status 9	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTO NANAIMO / S20117	Active	Remove
Gary	Rund	Manager/Operator	RUND AUTO NANAIMO / S20117	Unenrolled	Invite
Gary	Rund	Manager/Operator	RUND AUTOMOTIVE LTD VICTORIA / S20116	Unenrolled	Invite
Jack	Nicholson	Manager/Operator	RUND VICTORIA / S20107	Unenrolled	Invite

Showing 1 to 5 of 5 entries

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[Invite a team member](#) 1

# Using My Team Functionality in the Vehicle Safety BC Portal

## Invite a Team Member (Part 1) - Select a Team Member

To invite a team member, you can do it one of two ways - click the Invite button next to their name **OR** click the Invite a team member button at the bottom of the screen

### My Team - RUND AUTOMOTIVE LTD.

Location  Role  [Reset](#)

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTO NANAIMO / S20117	Active	Remove
Gary	Rund	Manager/Operator	RUND AUTO NANAIMO / S20117	Unenrolled	Invite
Gary	Rund	Manager/Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Unenrolled	Invite
JACK	NICHOLSON	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
Jack	Nicholson	Manager/Operator	RUND VICTORIA / S20107	Unenrolled	Invite

10

Showing 1 to 8 of 8 entries

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[Invite a team member](#)

# Using My Team Functionality in the Vehicle Safety BC Portal

## Invite a Team Member (Part 2) – Select a Role

Please select the appropriate role type for the new team member (Facility Support or Authorized Inspector). To add a Facility Manager contact [vehicle.inspections@gov.bc.ca](mailto:vehicle.inspections@gov.bc.ca)

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANA(MO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTOMOTIVE LTD VICTORIA / S20116	Active	Remove
GARY	RUND	Facility Owner /	RUND VICTORIA /	Active	Remove

Based on the role type selected, the user will be asked to enter the appropriate information required (e.g., Authorized Inspector Number and Last Name), then click on 'Save'.

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	F			Remove
GARY	RUND	Facility Owner /	RUND AUTOMOTIVE LTD VICTORIA /	Active	Remove

# Using My Team Functionality in the Vehicle Safety BC Portal

## Invite a Team Member (Part 3) – Invitee Notification

The invited team member will receive a portal notification the next time they log in inviting them to your Facility. They should click on the link to accept the invitation.



The screenshot shows the 'My Services' section of the portal. A notification titled 'VSBC Portal: Authorized Inspector Invitation to RUND AUTO NANAIMO (S20117) - 2022-Jan-26' is displayed. Below the notification, there are controls for showing entries: 'Show 10 entries' and 'Showing 1 to 1 of 1 entries'. Navigation buttons for 'Previous', '1', and 'Next' are also visible.

The invited team member will also receive an email which they can use to accept or decline an invitation - see below.

[View All Notifications](#)

## Notifications

### **VSBC Portal: Authorized Inspector Invitation to RUND AUTO NANAIMO (S20117)**

*Effective Date:*2022-Jan-26/09:23 PM

*Expiry Date:*2022-Feb-05/09:23 PM

Hello AI # 300060

You've been invited to perform vehicle inspections on behalf of the RUND AUTO NANAIMO inspection facility (FA # S20117).

You have 10 calendar days from the date of this email to respond to this invitation.

To respond [CLICK HERE](#) to ACCEPT your invitation.

If you choose to ignore the invitation, it is the same as DECLINING IT.

You will be prompted to log into the portal using your BC Services Card.

If you experience any difficulties or need assistance with the process, please contact the Manager at RUND AUTO NANAIMO inspection facility (FA # S20117). Telephone Tel:(000) 000-0000

This email was generated automatically as a result of your invitation.

The invited team member will have 10 calendar days to accept the invitation. Ignoring the invitation will have the same result as declining it.

# Using My Team Functionality in the Vehicle Safety BC Portal

## Invite a Team Member (Part 4) – Team Member Addition

Once the invitee has accepted the invitation, they will be visible on your My Team screen.

Dashboard My Services

### My Team - RUND AUTOMOTIVE LTD.

Location  Role  [Reset](#)

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTO NANAIMO / S20117	Active	Remove
Gary	Rund	Manager/Operator	RUND AUTO NANAIMO / S20117	Unenrolled	Invite
Gary	Rund	Manager/Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Unenrolled	Invite
JACK	NICHOLSON	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
Jack	Nicholson	Manager/Operator	RUND VICTORIA / S20107	Unenrolled	Invite

10

Showing 1 to 8 of 8 entries

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[Invite a team member](#)

# Using My Team Functionality in the Vehicle Safety BC Portal

## Removing a Team Member

To remove a team member, click the 'Remove' button next to their name.

### My Team - RUND AUTOMOTIVE LTD.

Location  Role  [Reset](#)

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTO NANAIMO / S20117	Active	Remove
Gary	Rund	Manager/Operator	RUND AUTO NANAIMO / S20117	Unenrolled	Invite
Gary	Rund	Manager/Operator	RUND AUTOMOTVE LTD VICTORIA / S20116	Unenrolled	Invite
JACK	NICHOLSON	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
Jack	Nicholson	Manager/Operator	RUND VICTORIA / S20107	Unenrolled	Invite

10

Showing 1 to 8 of 8 entries

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[Invite a team member](#)

# Using My Team Functionality in the Vehicle Safety BC Portal

## Changing the Locations Displayed

The 'My Team' screen can display the team members of one or more Facilities available to you in your role. To change the facilities displayed click on Location and select the facilities you would like to add or remove staff from.

Note: some browsers may not update the screen automatically. Click on the "refresh" button on your browser if the screen does not automatically refresh.

### My Team - RUND AUTOMOTIVE LTD.

Location  [Reset](#)

First Name	Last Name	Role	Location	Status	
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTOMOTIVE LTD VICTORIA / S20116	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove

The screen will now display the applicable Team Member based on the facilities (in blue box below) selected.

### My Team - RUND AUTOMOTIVE LTD.

Location  [Reset](#)

S20107

First Name	Last Name	Role	Location	Status	
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
JACK	NICHOLSON	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
Jack	Nicholson	Manager/Operator	RUND VICTORIA / S20107	Unenrolled	Invite

10

Showing 1 to 3 of 3 entries

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[Invite a team member](#)

# Using My Team Functionality in the Vehicle Safety BC Portal

## Changing the Roles Displayed

The 'My Team' screen can filter the team members displayed by role. To filter click on Role. Note: some browsers may not update the screen automatically. Please click on the "refresh" button on your browser if the screen does not automatically refresh.

### My Team - RUND AUTOMOTIVE LTD.

The screenshot shows the 'My Team' interface for RUND AUTOMOTIVE LTD. At the top, there are two dropdown menus: 'Location' and 'Role'. The 'Role' dropdown is open, showing a list of roles: Role, Authorized Inspector, Carrier, Dispatcher, Facility Owner / Operator, Facility Manager (highlighted in blue), Facility Support, Portal Administration, PT Licensee, Service Desk Agent, and User Administration. A mouse cursor is pointing at 'Facility Manager'. To the right of the dropdowns is a blue 'Reset' button. Below the filters is a table with columns: First Name, Last Name, Role, Location, Status, and a 'Remove' button. The table contains five entries, all with 'Active' status.

First Name	Last Name	Role	Location	Status	Remove
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO	Active	Remove
GARY	RUND	Facility Support	RUND AUTOMOTIVE	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND VICTORIA / S20107	Active	Remove
GARY	RUND	Facility Owner / Operator	RUND AUTO NANAIMO / S20117	Active	Remove

The screen will now display the applicable resources based on the role (in blue boxes below) selected.

The screenshot shows the 'My Team' interface for RUND AUTOMOTIVE LTD. after filtering by the 'Facility Manager' role. The 'Role' dropdown is now set to 'Facility Manager', which is highlighted in a blue box. The 'Reset' button is also highlighted with a hand icon. The table below now only contains one entry, where the 'Role' column is highlighted in blue. At the bottom, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a 'Previous 1 Next' navigation bar. A blue button labeled 'Invite a team member' is located at the bottom right.

First Name	Last Name	Role	Location	Status	Remove
BERNIE	SCRIPPS	Facility Manager	RUND AUTO NANAIMO / S20117	Active	Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

Invite a team member

# Using My Team Functionality in the Vehicle Safety BC Portal

## Important Notes

Congratulations, you are now able to perform the functions in My Teams.

- As a reminder, most Authorized Inspectors will be automatically assigned to your facility upon enrolment to the Vehicle Safety BC Portal.
- If an Authorized Inspector is not enrolled in the portal, they will not be available to add until they have enrolled.
- If you want to add an admirative person, you need to set them with a Business BCeID User ID. To set them up with a business BCeID go to [www.bceid.ca](http://www.bceid.ca). You can then add them using the **Invite Team Member** process described in the guide.