

Create an account using a BC Token, username and password

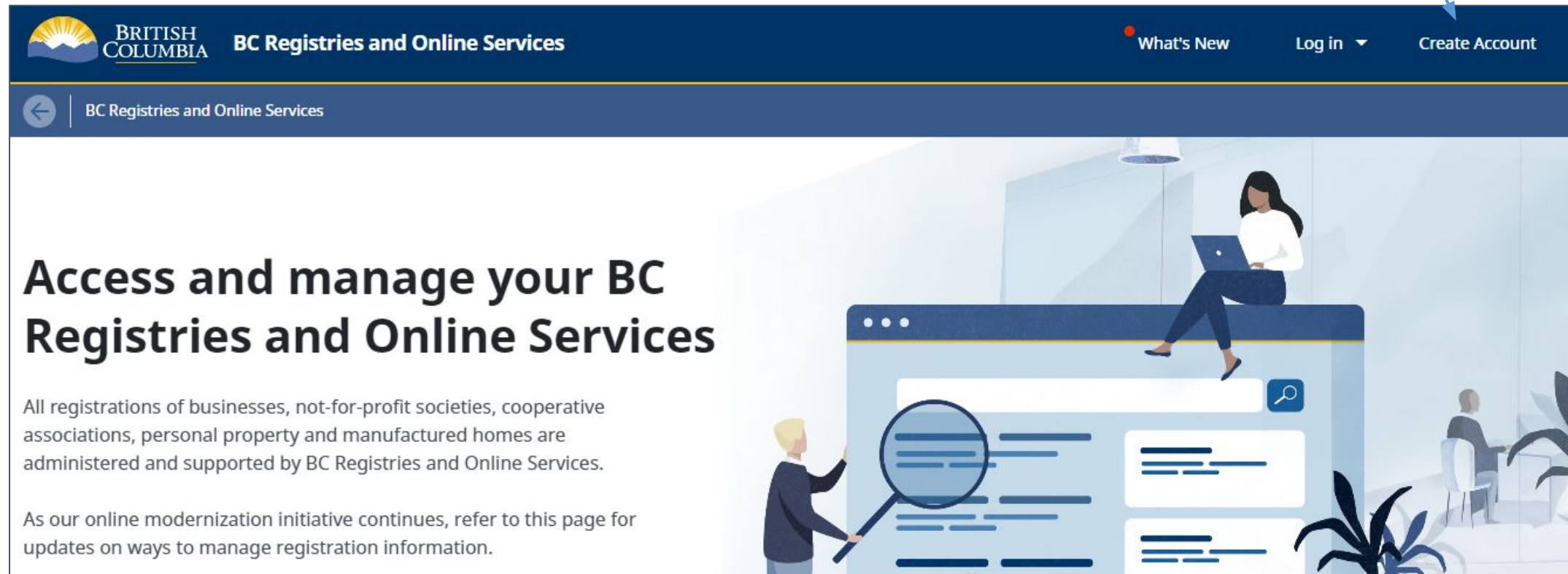
Before you begin

To create a BC Registry account using a BC Token, you must first [pick one up from a Service BC location and set it up](#). This option is only available to residents of B.C. who have a BC Services Card.

Once your **BC Token and username is set up**, you can create a BC Registry account.

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

Click "Create Account"



Access and manage your 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.

As our online modernization initiative continues, refer to this page for updates on ways to manage registration information.

Step: Create account using the BC Services Card


BRITISH COLUMBIA BC Registries and Online Services

What's New Log in Create Account

BC Registries and Online Services > Create Account

Create a BC Registries and Online Services Account

You can create your BC Registries account by using:

**BC Services Card**
Easy and secure way to create your account

Create >

No BC Services Card account? [Learn how to set up a BC Services Card account](#)

If you have [ID issued in Canada](#) this method is an easy and secure way to create your account.

[? More Help](#)

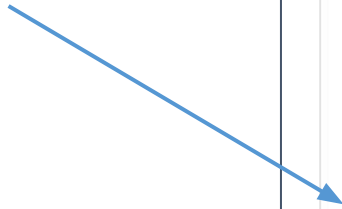
Other account creation options if you do not have ID issued in Canada [View More](#)

Select "Create"

Help to set up your BC Services Card

Step: Continue with: BC Services Card app



Select "Username/password + BC Token"



Log in to: BC Registries

This service will receive your: given names, surname ?

Continue with:

-  BC Services Card app
-  Username/password + BC Token

No account?

Find out how to get the mobile app. Or, how to get a BC Token to use a username and password.

[Set up a BC Services Card account](#) 

Step: Enter your username and password, and a 6-digit BC Token code

Enter your username and password

Click continue

Log in to: BC Registries

Email or username

Password

Continue

[Forgot username or password?](#)

Not set up? [Set up BC Services Card account](#)



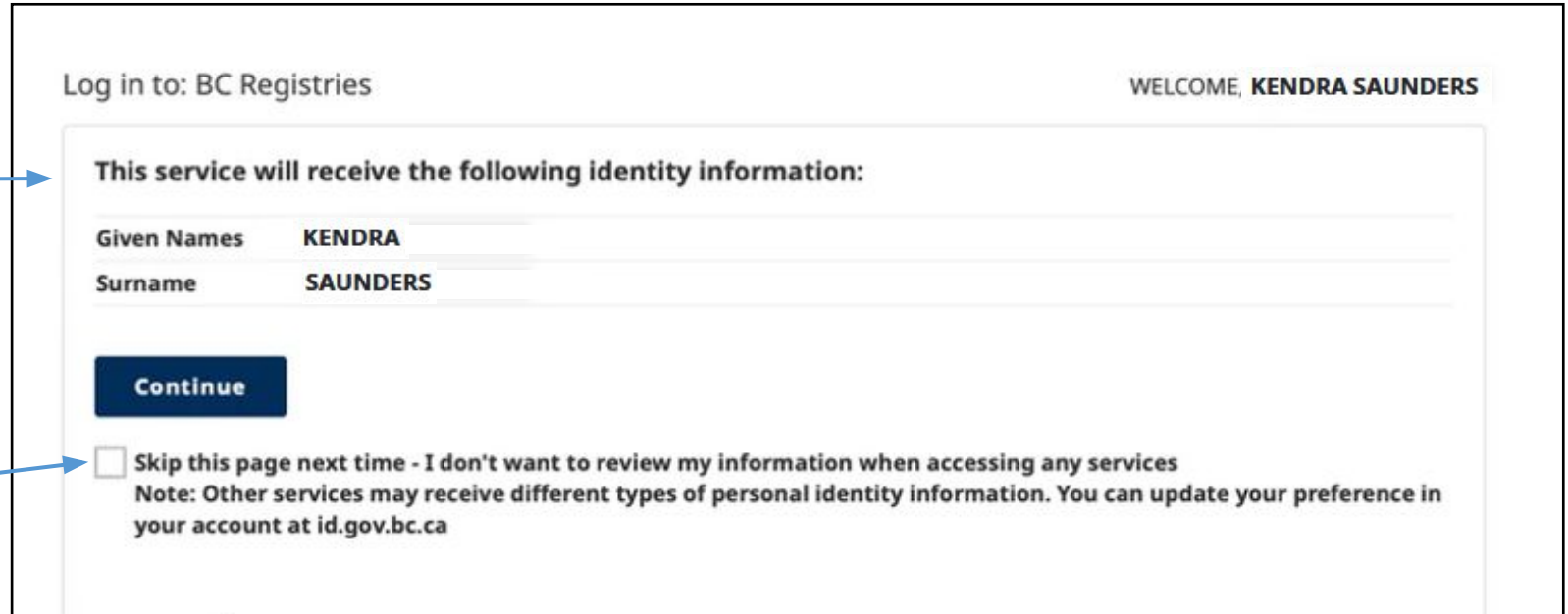
Sample code only

Next, turn on your BC Token and enter the 6-digit code you see into the website.

**Note, a new code is displayed every 60 seconds.*

Click "Continue"

Check box if you do not want to review your information each time that you log into the application.



The screenshot shows a login interface for BC Registries. At the top left, it says "Log in to: BC Registries". At the top right, it says "WELCOME, KENDRA SAUNDERS". The main content area is titled "This service will receive the following identity information:". Below this title, there are two rows of information: "Given Names" with the value "KENDRA" and "Surname" with the value "SAUNDERS". Below the information, there is a dark blue button labeled "Continue". At the bottom, there is a checkbox followed by the text "Skip this page next time - I don't want to review my information when accessing any services". Below this checkbox, there is a note: "Note: Other services may receive different types of personal identity information. You can update your preference in your account at id.gov.bc.ca".

Log in to: BC Registries

WELCOME, KENDRA SAUNDERS

This service will receive the following identity information:

Given Names	KENDRA
Surname	SAUNDERS

Continue

☐ Skip this page next time - I don't want to review my information when accessing any services

Note: Other services may receive different types of personal identity information. You can update your preference in your account at id.gov.bc.ca

Step: **Select products and services**

Products like *Business Search* require a Premium account (more info on next slide)

Select the products you want to add to your account

Click “Next”

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

1 Products and Services

2 Select Account Type

3 Account Information

4 Account Administrator Information

5 Payment Method

STEP 1 OF 5

Select Product and Services

To access our digital registries services, select multiple product and services you require.

Business Registry & Name Request

☒ Select this if you need to register or incorporate a business and keep business records up to date

Read More ▾

Business Search (requires Premium Account)

☐ Select this if you need to request information about businesses or organizations registered in B.C. If you select this now, it will be available for you to use when it is released by end of summer 2022.

Read More ▾

Manufactured Home Registry (requires Premium Account)

☐ Select this if you want to search for manufactured homes, and search for personal property legal claims in manufactured homes.

Read More ▾

BC Assessment (requires Premium Account) COMING SOON

☐ Select this for access to BC Assessment's real property information database.

Read More ▾

Next →

Cancel

You can add services that are “Coming Soon”. When they launch, they will appear in your services dashboard

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Step: Select account type

Note:

- There is no cost to create a BC Registry account; you only pay for services you purchase
- If you are an existing BC OnLine client or selected Premium-only products, you must select a Premium account
- If you are starting or updating your business, you can create a Basic account (recommended)

Choose Basic or Premium
(read the details of each account)

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

STEP 2 OF 5
Select Account Type
There is no cost to create a BC Registries account. You only pay for the services and products you purchase.

Basic
Pay-as-you-go

For people who file on behalf of their own businesses or conduct limited searches.

- 10 transactions per month
- 5 team members per account
- Pay by credit card and online banking

SELECTED

Premium
Pre-authorized

For firms and companies who search frequently or file for a large number of businesses.

- Unlimited transactions
- Unlimited team members
- Pay by pre-authorized debit or [BC Online deposit account](#)
- Financial Statements

SELECT

Next → Cancel

Click "Next"

Step: Enter account information

If you selected a **Basic** account

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.

Account Information

Select a user type for your BC Registries and Online Service Account:

☒ Individual Person

☐ Business

☐ Government Agency

Account Name

Account Name

☐ Individual Person Name

☒ Business Name

Mailing Address

Legal Business Name

Street Address

Additional Street Address

City

Country

Branch/Division (If applicable)

Business Type

Business Size

Mailing Address

Street Address

Delivery Instructions (Optional)

← Back

Next →

Cancel

Click "Next"

If you selected a **Premium** account

If you have a BC OnLine account, you can link it here so that you can make payments using your BC OnLine's deposit account.

STEP 3 OF 5

Account Information

Do you want to link this account with an existing BC Online Account? [Learn more](#)

☒ Yes

☐ No

Link with an existing BC Online account

Linking accounts will import your organization's contact and drawdown account information. Linking **not import** your existing users or any businesses you manage. You can invite team members and add once your account is set up successfully.

You must be the **Prime Contact** to link this account with your existing BC Online account.

BC Online Prime Contact Details ?

User ID

Password

Link Account

← Back

Next →

Cancel

Enter the BC OnLine Prime user ID and password (6 to 8 characters only; if your password is more than 8 characters long, enter only the first 8 characters).

If you do not have, or choose not to link, a BC OnLine account, select "No" and fill out the account information like you see to the left

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Step: Enter Account Administrator information

Name cannot be changed as it is exactly as it appears on your BC Services Card

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

STEP 4 OF 5
Account Administrator Information
Enter your contact information. Once your account is created, you may add additional users and assign roles.

KENDRA SAUNDERS
This is your legal name as it appears on your BC Services Card.

Email Address
kendra.saunders@test.com

Confirm Email Address
kendra.saunders@test.com

Phone Number
(250) 123-4567
Example: (555) 555-5555

Extension

← Back **Next →** Cancel

Enter email address and phone number

Click "Next"

Step: Choose payment method

If you selected a **Basic** account

Select one of two payment options and fill in information if prompted:

- Credit card
- Online banking

Products and Services

Select Account Type

Account Information

Account Administrator Information

5 Payment Method

STEP 5 OF 5

Payment Method

Select the payment method for this account.

Credit Card

Pay for transactions individually with your credit card.

SELECT

Online Banking

Pay for products and services through your financial institutions website.

SELECT

← Back

Create Account

Cancel

Click “Create Account”

If you selected a **Premium** account

Select one of two payment options and fill in information if prompted:

- Pre-Authorized Debit*
- BC OnLine deposit account

Products and Services

Select Account Type

Account Information

Account Administrator Information

5 Payment Method

STEP 5 OF 5

Payment Method

Select the payment method for this account.

Pre-authorized Debit

Automatically debit a bank account when payments are due.

SELECT

BC Online

Use your linked BC Online account for payment.

SELECT

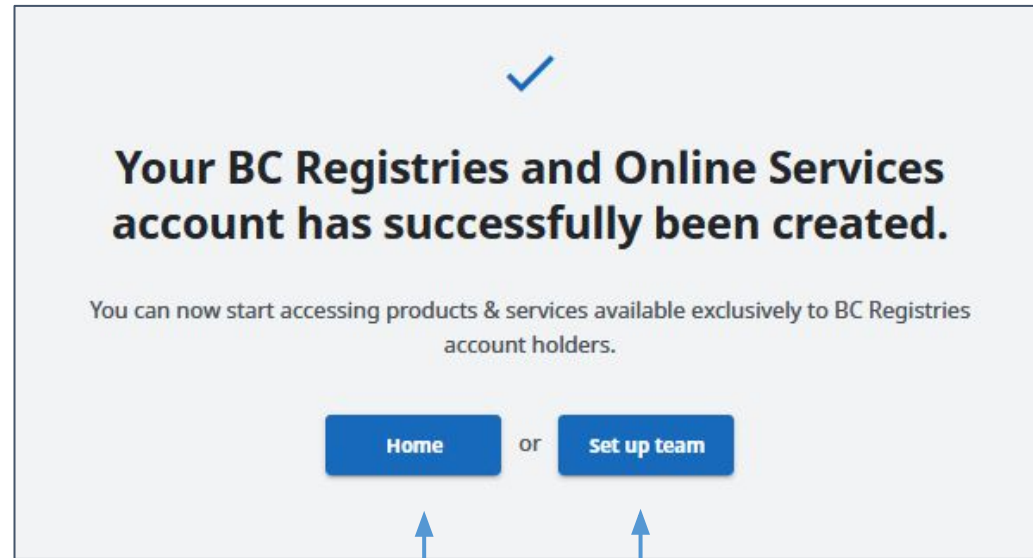
← Back

Create Account

Cancel

Click “Create Account”

*Pre-authorized debit: Payment Canada requires a confirmation period of 3 days prior to your first pre-authorized debit deduction and you will receive confirmation of your pre-authorized debit agreement prior to the first deduction. If you linked your BC OnLine account, you will be able to make transactions during this 3-day period, which will be debited from your BC OnLine account until the confirmation period ends. After the confirmation period, transactions will be debited from your bank account.



Now that your account has been created, you can:

- Add team members to your account.
- Use BC Registry products and services.

Visit our [Resources page](#) to view guides on how to add and manage team members or use specific BC Registry products and services.