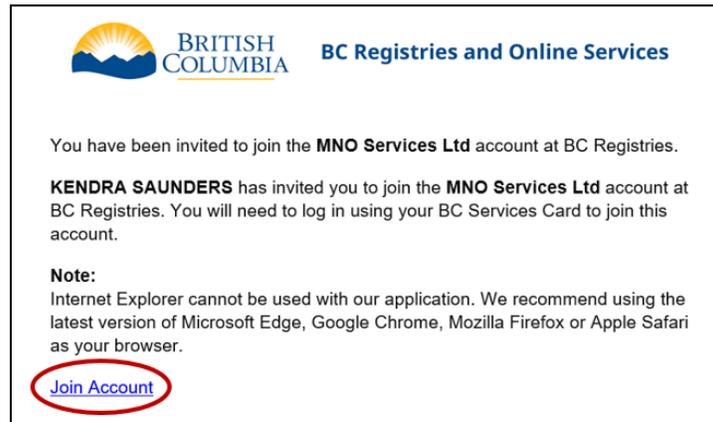


## Join a BC Registry account as a team member

### 1. Open the email invitation from BC Registries

1. Open email from BC Registries.
2. Click “Join Account”.

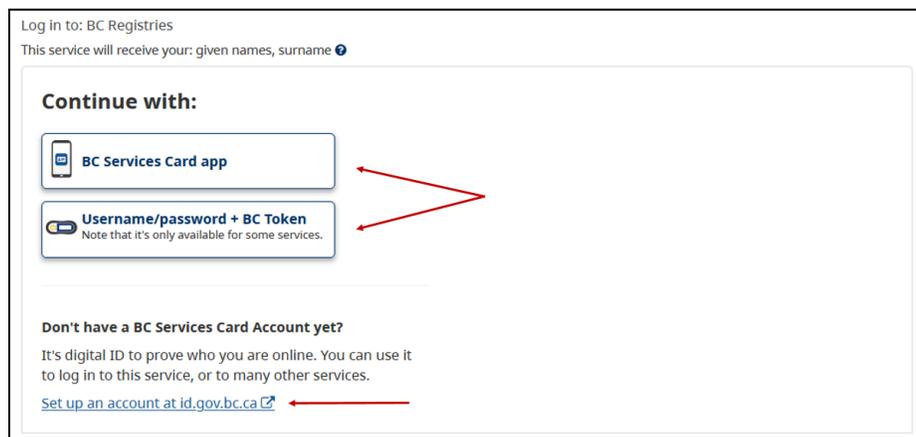


### 2a. Log in to accept the invitation using a BC Services Card Account

1. Select “BC Services Card app” or “Username/password + BC Token”.
2. Follow the instructions on your screen to complete setup.

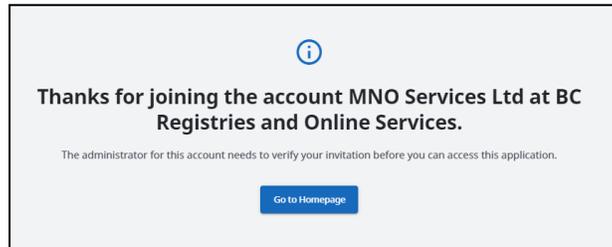
If you are not set up:

1. Click “Set up an account at [id.gov.bc.ca](https://id.gov.bc.ca)”.
2. Click “Set up” on the next page.
3. Follow the instructions to complete setting up your BC Services Card app or BC Token.
4. Return to your invitation.
5. Click “BC Services Card app” or “Username/password + BC Token”.
6. Follow the instructions on your screen to complete setup.



Final approval:

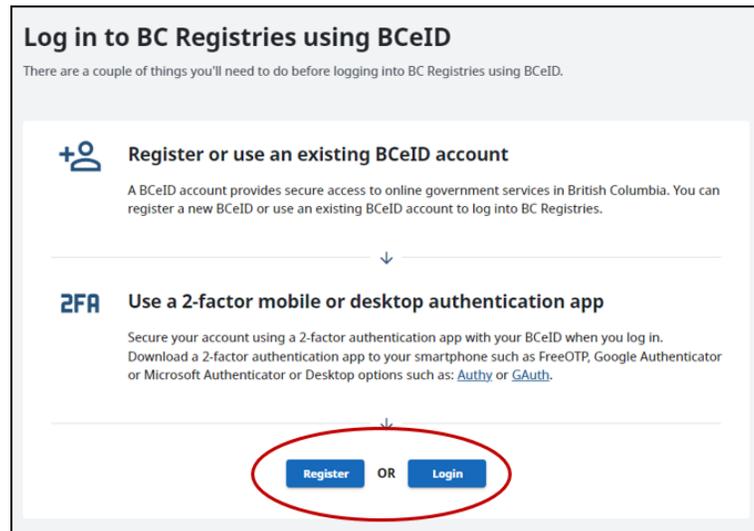
1. You will see a message that you have joined the account.
2. Your Administrator will approve for you to use this account.
3. Once approved, you can log back in and use it.



## 2b. Log in to accept the invitation using a BCeID

**Important:**

- Open a [2-factor authenticator \(2FA\) app](#) so that it's ready to use.
- If you are invited as an Account Administrator, you will be asked to upload a notarized identity affidavit in one of the steps.



If you have an existing BCeID

1. Click "Login" and enter your BCeID and password.

If you don't have a BCeID:

1. Click "Register" and follow the instructions on your screen.
2. Click on "Return to BC Registries and Online Services".
3. Enter your new BCeID and password.

### 3. Link your 2FA app to the BC Registries account

If you have a 2FA app on your **mobile device**:

1. Scan the QR code on your screen.

If you have a 2FA app on your **desktop or browser**:

1. Click on “Unable to scan” below the QR code
  - a. Enter the 32-character code you see into the 2FA app.

The image shows two side-by-side screenshots of the BC Registries authentication setup page. Both pages feature the British Columbia logo at the top and a message: "You need to set up either a mobile, desktop or browser authenticator to activate your account." Below this, there are instructions for installing and using a 2FA app. The left screenshot shows a QR code with a red arrow pointing to it and a red circle around the "Unable to scan?" link. The right screenshot shows a 32-character key: "GJBD G5CQ KRJW 4MDW KR3G CNLS MMYT MY3F" with a red arrow pointing to it from the "Unable to scan?" link. Below the key is a "Scan barcode?" link. Both screenshots have a "One-time code" field and a "Device Name" field, with a "Submit" button at the bottom. A yellow box at the bottom center says "Enter the code you see in your 2FA app" with an arrow pointing to the "One-time code" field on the right.

2. Enter the 6-digit code from your 2FA app into the “One-time code” field in the BC Registries site.
  - o You don’t need to put anything into the “Device Name” field.
3. Click “Submit”.
4. Accept the BC Registry Terms and Conditions.
5. Enter your name, email address, and phone number.
6. Click “Save”.

*If you’re joining as an Administrator, you will be asked to upload your affidavit.*

Final approval:

1. You will see a message that you have joined the account.
2. Your Administrator will approve for you to use this account.
3. Once approved, you can log back in and use it.

The image shows a confirmation message box with a blue information icon at the top. The text reads: "Thanks for joining the account MNO Services Ltd at BC Registries and Online Services." Below this, it says: "The administrator for this account needs to verify your invitation before you can access this application." At the bottom, there is a blue button labeled "Go to Homepage".