

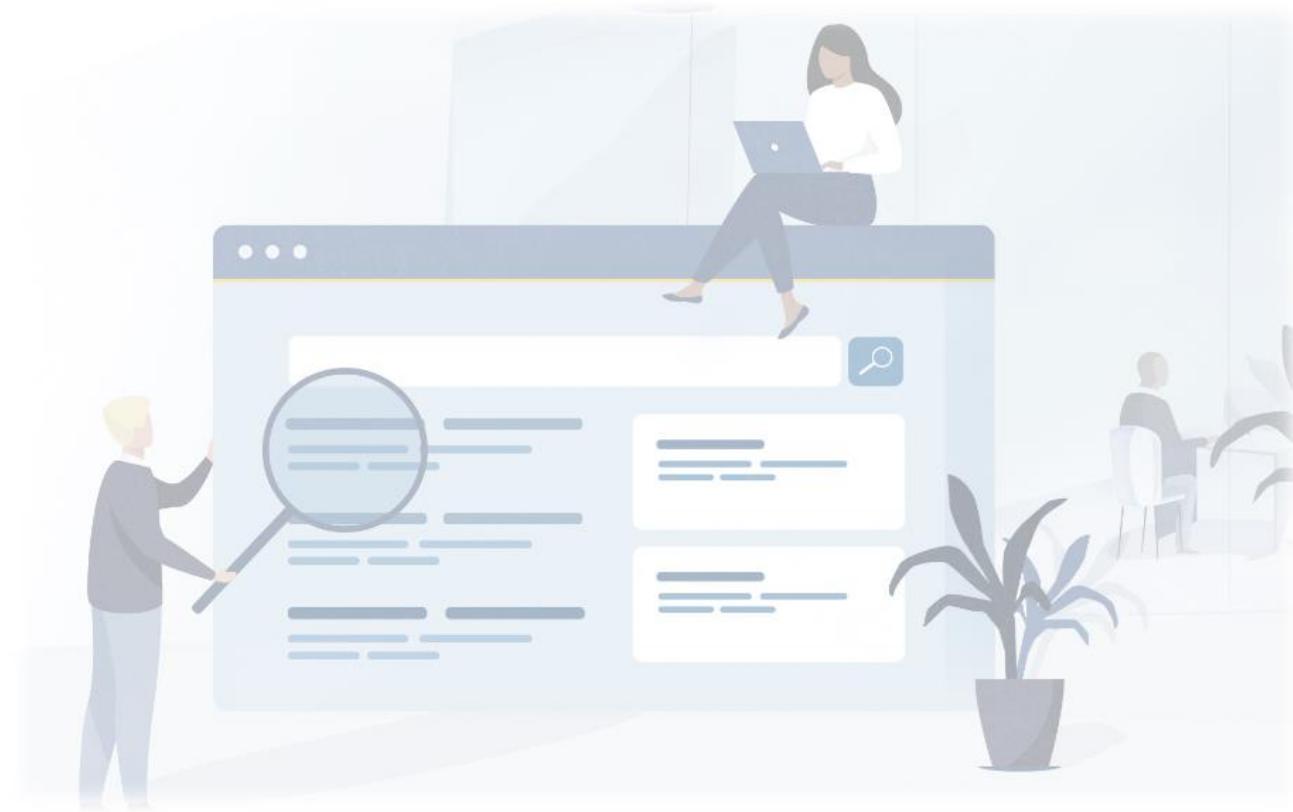


ServiceBC

BC Registries and Online Services

How to change your payment method

**For a Premium Account
Account Administrator(s) only**



January 2024

Step: Log in to BC Registry application and view Account Info

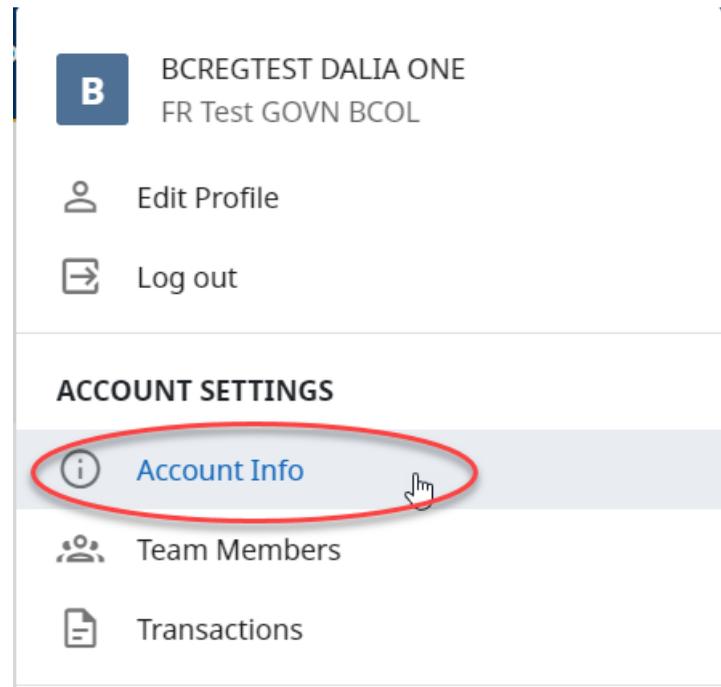
Log in to your BC Registry account: <https://www.bcregistry.gov.bc.ca/>

Note: Only the Account Administrator user role has access to change the payment method for the entire account. This will change the payment for all team member's transactions and online services provided.

1 On the top right hand corner of the banner, click on the dropdown info to view the menu:



2 Click on Account Info



Step: Select payment method

1 Click on Payment Methods on the left-side Manage Account menu

MANAGE ACCOUNT

 Account Info

 Team Members

 Authentication

 **Payment Methods**

 Products and Services

ACCOUNT ACTIVITY

 Statements

 Transactions

Payment Methods

Manage your 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.

SELECTED

NEW BC ONLINE TECH TEAM

Account No: **██████** | Prime Contact ID: **██████**

 Edit

2 Click on the SELECT button to set that payment method

Step: Set up new payment method

Payment Methods

Manage your payment method for this account.

- 1 Input your pre-authorized debit bank account details
- must include Transit Number, Institution Number and Account Number

- 2 Check both of the agreement boxes.

- 3 Review the terms and conditions which will pop out and scroll down until the end of the content to confirm agreement.

Pre-authorized Debit SELECTED

Automatically debit a bank account when payments are due.

The Canadian Payment Association requires a confirmation period of (3) days prior to your first pre-authorized debit deduction. The administrator of this account will receive a written confirmation of your pre-authorized debit agreement prior to the first deduction.

Services will continue to be billed to the linked BC Online account until the mandatory (3) day confirmation period has ended.

Banking Information ?

Transit Number 00001 5 digits	Institution Number 123 3 digits
Account Number 01234567 7 to 12 digits	

I understand that services will continue to be billed to the linked BC Online account until the mandatory (3) day confirmation period has ended.

I have read, understood and agree to the [terms and conditions](#) of the Business Pre-Authorized Debit Terms and Conditions for BC Registry Services

BC Online SELECT

Use your linked BC Online account for payment.

- 4 Click Save
(this button will only be enabled after you have input all of the required information and checked off both agreement boxes)

Save Cancel

Step: Review information

You can review your account information by clicking on **Payment Methods** under the **Manage Account** menu

Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication
- Payment Methods**
- Products and Services

ACCOUNT ACTIVITY

- Statements
- Transactions

Payment Methods

Manage your payment method for this account.

 **Pre-authorized Debit** SELECTED

Automatically debit a bank account when payments are due.

Banking Information 

Transit Number	Institution Number
001	
5 digits	3 digits

Account Number

7 to 12 digits

I have read, understood and agree to the [terms and conditions](#) of the Business Pre-Authorized Debit Terms and Conditions for BC Registry Services