

ACCESSING THE ONLINE APPLICATION

To complete your online grant application, you must have two accesses: a Business BCeID and access to the Local Government Information System (LGIS). **Please obtain your Business BCeID and request access to LGIS at least three (3) weeks before the application intake closing date.**

**This process takes time.
It is important to start the process as early as possible.**

Important! This two-step authorizations must be obtained **several weeks in advance**, to allow you time to complete and submit the grant application before the program intake deadline listed on the website.

A BCeID allows you to WORK on your application and to SUBMIT your application through LGIS. Your organization must be registered with BCeID, and you (as an individual or consultant) must have a user ID from your organization's Account/Profile Manager. Once you have your BCeID user account, and a password, you can then request access to the Ministry's online LGIS. Instructions to obtain the two accesses are provided below:

1. Obtain a Business BCeID and individual user account; and
2. Request access to the Ministry's online Local Government Information System (LGIS).

1. OBTAIN A BUSINESS BCeID

- Organizations must be registered with BCeID
- A Business BCeID account provides secure access to online government services.
- Each organization will have a person authorized to act (an Account/Profile Manager) for the organization by BCeID.
- The organization's authorized contact (An Account/Profile Manager) assigns a unique user account and password to individuals/consultants within their Business BCeID registered organization.
- Consultants acting on behalf of multiple organizations must acquire a unique user account from each organization.

If you do not have the required Business BCeID account or need to verify that your organization is already registered with a Business BCeID, please search for your organization at

<https://www.bceid.ca/directories/whitepages/>

If the name of your organization appears in the results list, then:

- Click on the hyperlink for your organization in the Legal Name column.
- Type in the Security Control text when prompted and click "Continue".
- Business BCeID details will be displayed for all users and will indicate those who have been assigned the Account or Profile Manager roles.
- Contact the Account or Profile Manager within your organization to request creation of a unique Business BCeID for you to use.
- When you have been provided with a BCeID user account and password, you can then request access to the Ministry's LGIS online application.

If the name of your organization does not appear, and an Account/Profile Manager does not exist, then a person authorized to act for the organization must complete the following steps:

- The authorized person must **only register their organization once**.
- Visit: <https://www.bceid.ca/register/> and select "Register for a Business BCeID"
- Complete all 5 steps of the application process. Registration can take approximately 2 weeks once all steps are completed correctly.
- Once the organization's registration has been confirmed, BCeID accounts will be created and Account Manager and Profile Manager roles can be assigned.
- Go to <https://www.bceid.ca/directories/whitepages/> and search for your organization to confirm that the registration process has been completed.

Once an Account/Profile Manager is in place for the organization, this person can assign individual BCeID user IDs for the organization by completing the following steps:

- The account/profile manager must edit the BCeID business preferences to allow users access. To edit the sharing preferences:
 - Log in to <https://www.bceid.ca/>. (The login button is in the top right corner.)
 - Click "Manage Account".
 - Select "Business Preferences" under Manage Business.
 - Select "I consent to BCeID sharing my business contact information with Online Services registered with BCeID."
- When registration completion has been confirmed and the above steps have been completed, Business BCeIDs can be assigned to individual users.

2. REQUEST ACCESS TO THE MINISTRY'S LGIS ONLINE APPLICATION

You must already have a Business BCeID account, and a BCeID user ID assigned by the organization on whose behalf you wish to submit a grant application.

If your access to LGIS is not in place for the organization wishing to submit a grant application, then navigate to LGIS at: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/>

- Complete and submit the Request Access form.
- This process requires verification; it is not instant. LGIS set up can take up to 5 business days; please note that requests submitted close to the application deadline may take longer to process and will be processed in the order in which they are received.
- Ministry staff will notify you once LGIS access has been granted.

If your access to LGIS is already in place for the organization wishing to submit a grant application, then navigate to <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/> to create, complete and submit your grant application.

For detailed Step by Step instructions of how to navigate in LGIS to create, save and submit the application form please go to the [LGIS Learning Training Centre](#)

3. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MINISTRY PROGRAM STAFF

Ministry of Municipal Affairs
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Email: infra@gov.bc.ca