

## 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  
Phone: 250-387-4060  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)