


The purpose of this BC Bid application Broader Public Sector (BPS) Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [BPS Buyer Guide](#).

To...	Follow these steps...	Links & Tips ...
<b>BPS Registration</b>	<ol style="list-style-type: none"> <li>1. Only users whose organizations have submitted Access Agreements will be able to register their new BC Bid accounts.</li> <li>2. Users who don't have an IDIR will need to register for a <b>Basic BCeID</b> by clicking <a href="#">Register for Basic BCeID</a>.</li> <li>3. Once you have your IDIR or Basic BCeID, complete the <b>BPS Buyer Registration</b> form. <ul style="list-style-type: none"> <li>• The link to the <a href="#">Buyer Registration form</a> is available on the BC Bid Public Portal.</li> <li>• Basic BCeID registrants click on the link included in the confirmation email received from the BC Bid application, to log in to BC Bid.</li> <li>• Basic BCeID registrants will see an "Access Denied to BC Bid" message. Wait for BC Help Desk to review registration.</li> </ul> </li> <li>4. Users will receive an email from the BC Bid Help Desk after their registration is reviewed.</li> </ol>	 <a href="#">BPS Registration</a>

### BC Bid Help Desk Information

Help desk hours: 8:30 am to 4:30 pm  
Monday to Friday

Email Contact: [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)

Contact the help desk by phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867

### BCeID Bid Help Desk Information

Help desk hours: 7:30 am to 4:00 pm  
Monday to Friday

Submit a help request: [Online Form](#)

Contact the help desk by phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867