Use this checklist to gather the information you will need to register your Extra Provincially Registered Company with BCeID.

- Registration number (*Note: Your Registration Number is issued by BC Registry Services.*)
- Your Legal Name
- Your Email Address
- Your Phone Number

Upon registering online:

- A request for your Business BCeID account will be created and we will mail the instructions for completing your registration to the Chief Financial Officer at the verified business address within two business days (along with your forwarding instructions, if applicable).
- You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).

Extra Provincial companies that do not meet the normal BCeID registration requirements may also apply for a Business BCeID as an "Other" business type.

Go to the BCeID Website https://www.bceid.ca

Click Register for a Business BCeID
1. Review the information on the **Register for a Business BCeID**

**Under Step 1: Getting Started**

Ensure your business is not already registered with BCeID

- **Confirm you’re not already registered.** A business or organization may only register once. Check if your business or organization is registered in the [business directory](#). If it’s registered, contact them.

Confirm you’re authorized to register the business of organization

- **Confirm you’re authorized to register the business or organization.** The person who registers the business must accept the [Business Registration Agreement](#). Only a principal or a person authorized by a principal can accept the terms of this agreement.

Select your business types

- **Select your business type.** How you prove the identity of your business or organization is based on the business type. Depending on the [business type](#), you may be asked to provide additional information, such as if you have a OneStop account.
Review the Registration Checklist. Select your type of company and review the information needed to register your company with BCeID.

After you have finished reviewing the information, select the Back to Getting Started.

Once you reviewed the 5 Steps to Register for a Business BCeID account and have collected to correct information, you can select Start Registration at the bottom of the page to apply for a new BCeID.

2. Is your organization already registered?

   If you are certain your organization is not registered with BCeID, select No.

   Click Continue.
3. Are you authorized to register your organization?
Select **YES** I am authorized-saying that your company has designated you to be their point person for BCeID. Click **Continue**.

4. Select your business type:
If you are registered with B.C. Registry Services as an extraprovincial corporation, select **Extra Provincially Registered Company** and click **Continue**.

5. Read through the information on the **Extra Provincially Registered Company Registration Details** page, and click **Continue**.

6. Do you want to convert an existing Basic BCeID?
Select **No** and click **Continue**
7. Collection of Personal Information:
   Enter in the details as required on this screen
   - Surname
   - Given/First name
   - Contact Email
   - Contact Phone Number
   Click Continue

8. Choose User ID
   - Enter a user ID
   - Create a password
   - Select three password hint questions and enter the answers.
     Important! Your answers will be used to prove you are the owner of your BCeID account. You will only be able to reset your password if you answer all three questions correctly.
   - Check the I'm not a robot box
   Click Continue

9. Verify Registration with B.C. Registry Services:
   - Enter in your Registration Number
   - Click Continue

Work through the remaining screens to:
   - Identify your Business or Organization
   - Read and accept terms and conditions

Your request will go to an Identity Services Analyst for review. Once the Identity Services Analyst has approved your request, a registration letter containing an activation code and instructions will be mailed to the Chief Financial Officer at the verified address. You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).

Once you have completed your registration online, you need to set your Business BCeID account preferences to ensure you can access the Weigh2GoBC service.