If your company is one of the following groups you will need to apply for an Other Account.

- Limited liability partnership
- Limited partnership
- Non-registered Society
- Charity
- Municipality
- Government agency/department

Go to the BCeID Website [https://www.bceid.ca](https://www.bceid.ca)

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

• **Step 1: Getting Started**
   - 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 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 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.

Under **Step 1: Getting Started**

**Ensure your business is not already registered with BCeID**

**Confirm you’re authorized to register the business of organization**

**Select your business types**
BCeID for Other Companies

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 Other Registration Details page, and click Continue.

6. Do you want to convert an existing Basic BCeID?
BCeID for Other Companies

7. Select No and click Continue

8. Collection of Personal Information:

   Enter in the details as required on this screen
   - Surname
   - Given/First name
   - Contact Email
   - Contact Phone Number

   Click Continue

9. 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

10. 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.