

Vehicle Safety BC Portal Enrolment Guide for Facility Owners

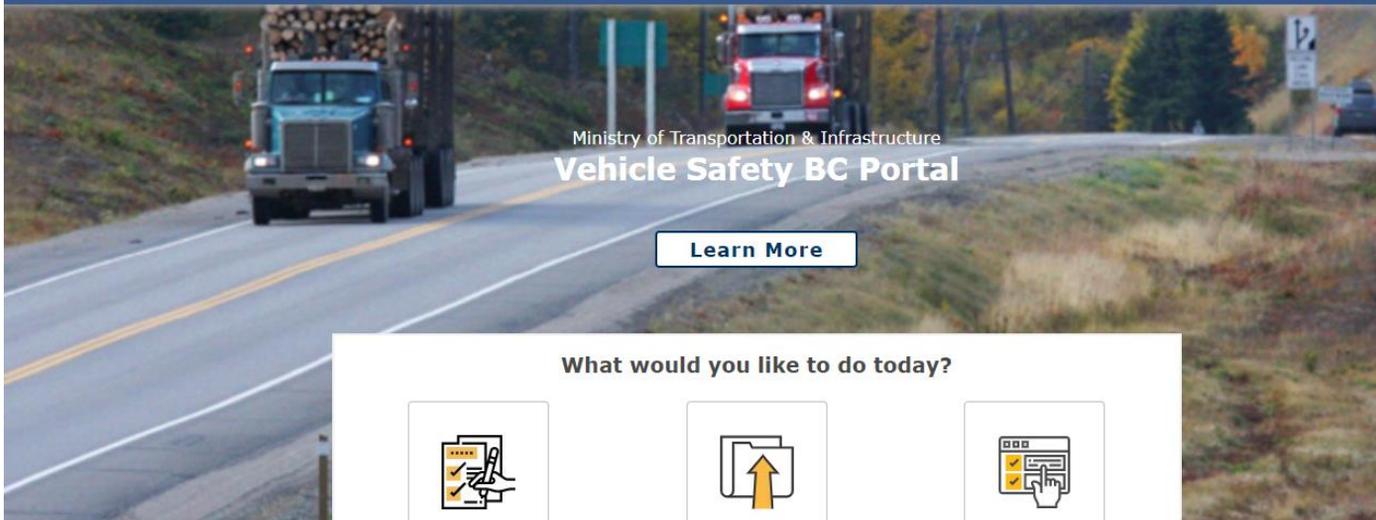
The Vehicle Safety BC Portal will be your go-to-source for accessing services related to Vehicle Safety.

This guide is meant to support **Facility Owner / Operators** in enrolling for the first time using their Business BCeID credentials.

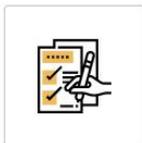


VehicleSafetyBC

Log In



What would you like to do today?



Enrol in Vehicle Safety BC



Submit Trip Data



NSC Knowledge Test

To get started please make sure you have your:

- **Business BCeID username and password**
- **Facility Number**
- **Portal Access Code (sent via separate email)**

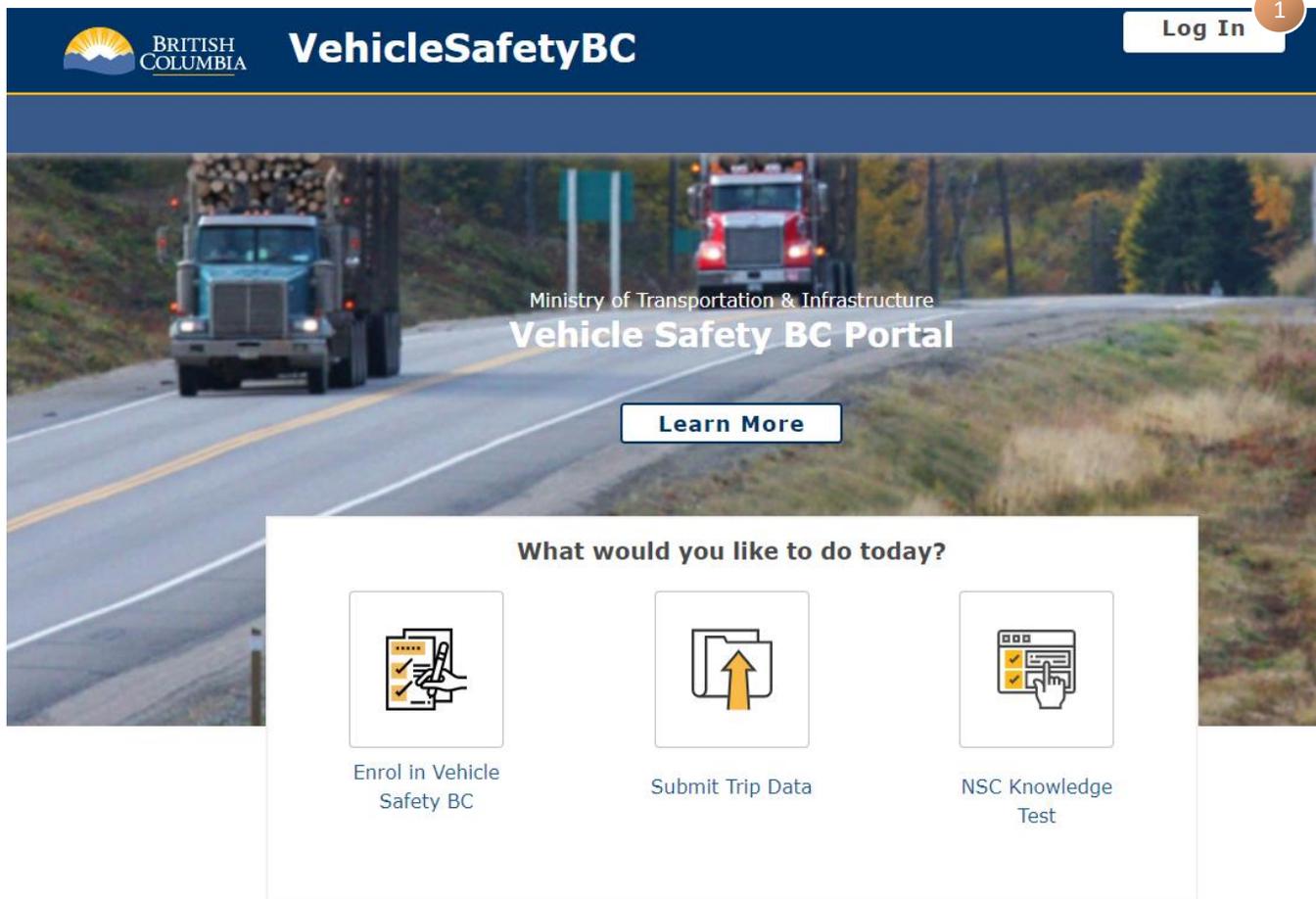
System Requirements

We highly recommend the use of a modern browser (other than Microsoft Internet Explorer) when using the Vehicle Safety BC Portal including [Google Chrome](#) or [Mozilla Firefox](#). Please use a recommended browser moving forward preferably without any browser extensions which can be a source of malware or unwanted behavior.

We also recommend that your computer/laptop/desktop OS and browser software is up to date, and to perform regular scans with anti-malware software to prevent any potential unwanted behavior by malware.

Step 1

To get started, go to: <https://vehiclesafetybc.gov.bc.ca/>



Click on **Log In** at the top right corner of the portal

Step 2

At the next screen, enter in your **BCeID** and **Password**



VehicleSafetyBC

Log in with BCeID Client Test

User ID

Use a Business, Personal or Basic

BCeID

Password

Continue

2

[Forgot your user ID or password?](#)

No account?

[Register for a BCeID](#)

Or log in with:

Log in with IDIR

Log in with BC Services Card

Need help?

[Contact the BCeID Help Desk](#)

Click on

Continue

Step 3

Welcome to the Vehicle Safety BC Portal

Dashboard

My Services

Dashboard



**VEHICLE
INSPECTION
PROGRAM**



**NATIONAL SAFETY
CODE**



**PASSENGER
TRANSPORTATION
BRANCH**

My Services



View/Print

View locations of vehicle inspection facilities.

View/Print



Applications

Apply for and renew certificates, permits and licenses. Link your BC Services Card or Business BCeID. Take the NSC Knowledge Test.

Applications

3

To get your Facility or Facilities linked, please click on [Applications](#)

Step 4

In the Applications section of the portal, you need to register your facility and enter in your portal enrolment code (sent via email).

Dashboard My Services

Applications

The screenshot shows the 'Applications' section of the portal. It contains several options for users to link their credentials or register. The 'Register as a Facility Owner/Operator' option is highlighted with an orange border and a circled number 4. Other options include 'Link BC Services Card', 'Link Business BCeID', 'NSC Knowledge Test', 'Register as an Authorized Inspector', 'Register as a Carrier', and 'Register as a Passenger Transportation Licensee'. Each option includes an icon, a title, a description, and an 'Online' status indicator. There is also an 'Incorrect Login' message with a 'More Info' link.

Link BC Services Card
Link your BC Services Card to your portal profile.
Online

Link Business BCeID
Link your Business BCeID to your portal profile.
Online

NSC Knowledge Test
Test your knowledge of the regulations and best practices related to B.C.'s National Safety Code program.
Online

Register as an Authorized Inspector
Connect your existing Authorized Inspector # with your BCeID or BC Services Card.
Online

Incorrect Login [More Info](#)

Register as a Facility Owner/Operator
Connect your existing Vehicle Inspection Facilities with your BCeID.
Online

Register as a Carrier
Connect your existing NSC Certificate Safety # with your BCeID.
Online

Register as a Passenger Transportation Licensee
Connect your existing PT Licence # with your BCeID.
Online

Click on “Register as a Facility Owner / Operator”

Step 5

In this section of the portal, please enter the appropriate information.

[Dashboard](#) [My Services](#)

Register as a Facility Owner / Operator

This portal is for Facility Managers / Operators wishing to access the online Vehicle Inspection Program to: renew a facility licence, apply for a new licence, or order interim decals.

To start your registration, please answer the following question.

Do you own or operate a business that includes the operation of provincially licensed vehicle inspection facilities?

Yes

No

Select **Yes**

Legal Organization Name ?

JEROME & FRIENDS LTD.

We have retrieved your Legal Organization Name and Incorporation Number from your BCeID account. Please confirm that the information is correct and matches what appears in the BC Corporate Registry.

Legal Organization Registration # ?

0878601

Facility # ?

Example: P1234

Enter your **Facility #**

Please enter the access code which was sent to you from the Vehicle Inspections and Standards branch.

Access Code

Enter your one-time portal **Access Code #**

Back

Submit

5

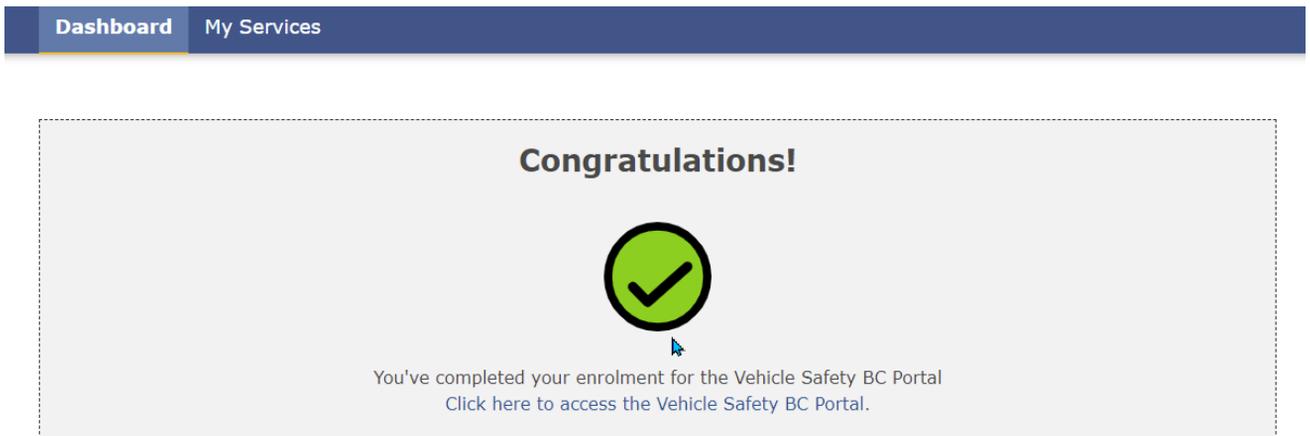
Click on **“Submit”**

Step 6

Congratulations and thank you for enrolling in the new portal and registering as a **Facility Owner / Operator**.

At this time, the portal is not yet operational, and you will need to continue using the existing VIP system (www.cvse.ca) until notified (which will likely be an email).

Once the new system is operational, you will be sent to the new site automatically.



Note: If you did not arrive at this screen, it does not mean you were unsuccessful in registering. You will be contacted later if you have not successfully registered.