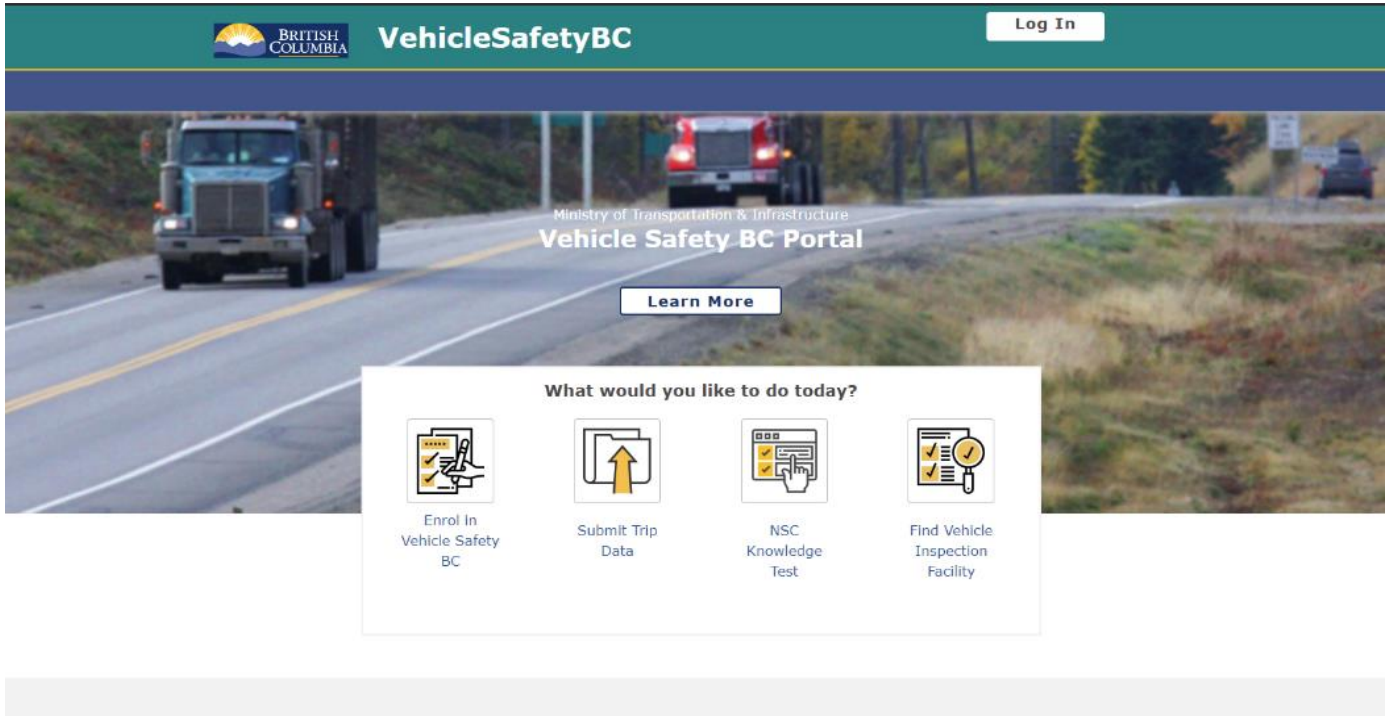


# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

This guide is meant to support **Authorized Inspectors who are also Facility Owners** who want the convenience of accessing services using a single login credential and avoid the need to log in and out with both.



Before getting started please make sure you have already:

1. Enrolled in the Portal (<https://vehiclesafetybc.gov.bc.ca/>) using either the BC Services Card App or Personal BCeID (used to verify your inspections currently)
2. Registered as an Authorized Inspector on the Portal

## **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.

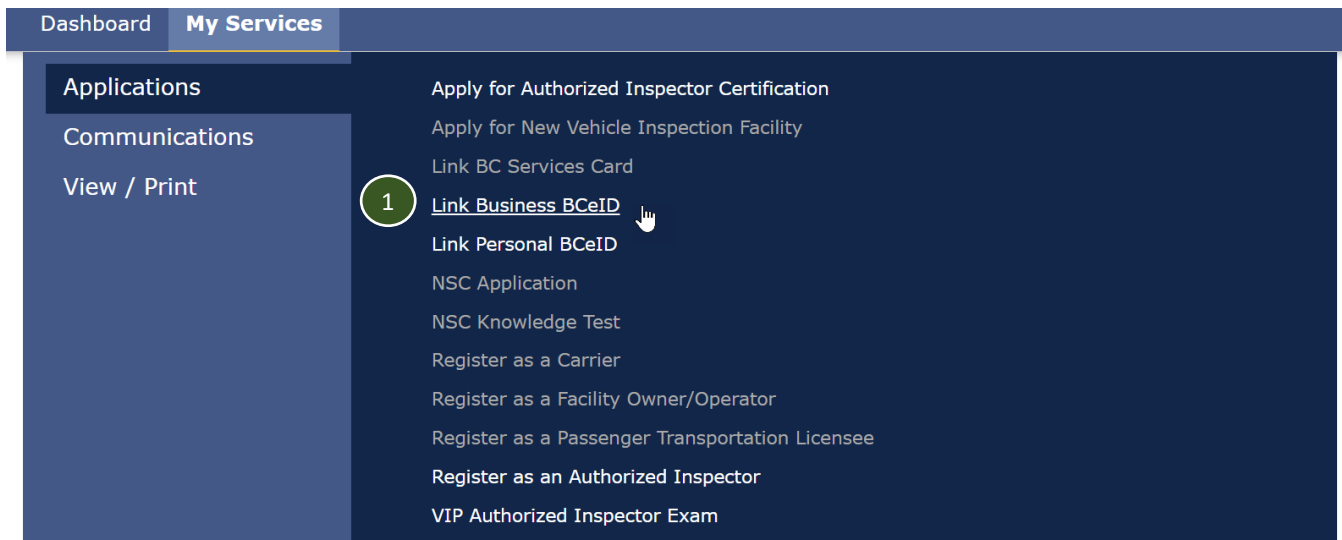
We also recommend that your computer/laptop/desktop OS and browser software is up to date, and to perform regular scans with anti-malware software to prevent any potential unwanted behavior by malware.

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 1

First, you will need to log in to the [Portal](#) as an Authorized Inspector using your **Personal BCeID** or **BC Services Card App**.

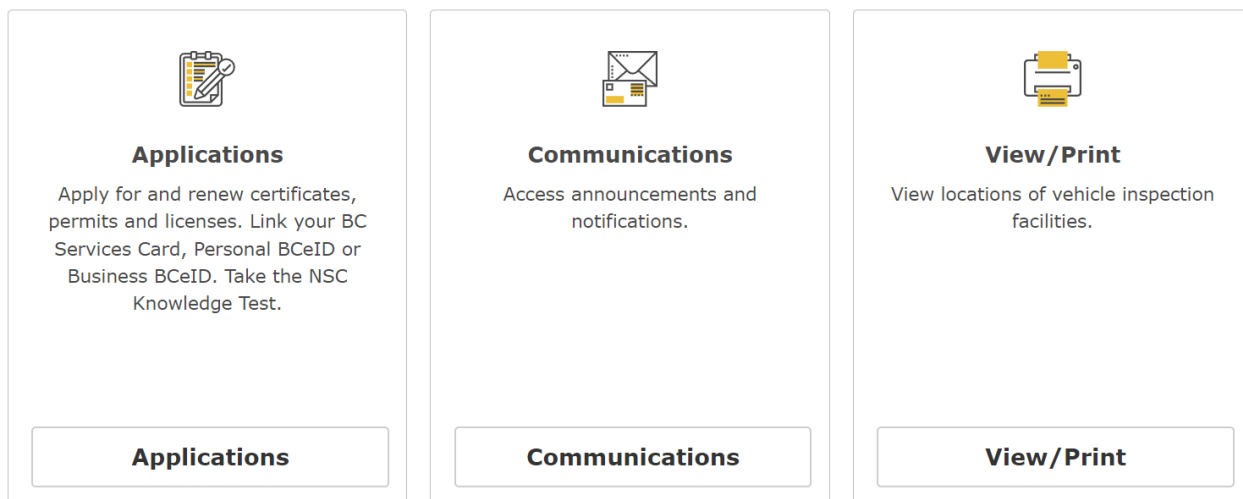
At the landing page, click on **My Services** → **Applications** → **Link Business BCeID**



The screenshot shows a web interface with a dark blue header containing 'Dashboard' and 'My Services'. A sidebar on the left lists 'Applications', 'Communications', and 'View / Print'. The main content area lists various services, with 'Link Business BCeID' highlighted by a mouse cursor and a circled '1'.

- Apply for Authorized Inspector Certification
- Apply for New Vehicle Inspection Facility
- Link BC Services Card
- 1 Link Business BCeID**
- Link Personal BCeID
- NSC Application
- NSC Knowledge Test
- Register as a Carrier
- Register as a Facility Owner/Operator
- Register as a Passenger Transportation Licensee
- Register as an Authorized Inspector
- VIP Authorized Inspector Exam

## My Services



The 'My Services' section contains three cards, each with an icon, a title, a description, and a button.

- Applications**: Apply for and renew certificates, permits and licenses. Link your BC Services Card, Personal BCeID or Business BCeID. Take the NSC Knowledge Test. [Applications](#)
- Communications**: Access announcements and notifications. [Communications](#)
- View/Print**: View locations of vehicle inspection facilities. [View/Print](#)

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 2

Please copy or write down your One-Time Link Code as it will be required later.

Click **Proceed**

Dashboard

My Services

## Link BCeID Account

By linking your Business BCeID to your current BC Services Card VehicleSafetyBC Portal profile, you will be able to log in using either account, and access relevant Portal services according to your registered Portal role(s).

One-time Link Code: B9B4DD5B3C

Please copy this code



### Important!

Note down the above Link Code. You have up to 30 minutes to complete this process.

After logging out of the Portal and logging in using your Business BCeID you wish to link, respond Yes to the question about having previously enrolled and provide this code.

If you enter the code correctly within the next 30 minutes, you will be able to log into the portal with your Business BCeID.

If you do not enter the code correctly within 30 minutes, return to this screen to receive a new code.

When you are ready to proceed, click the **Proceed** button.

Cancel

Proceed

2

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 3

Log out of the Vehicle Safety BC Portal by clicking on the drop-down arrow and Logout in the top right corner of your screen.



## Dashboard



**VEHICLE  
INSPECTION  
PROGRAM**



**NATIONAL SAFETY  
CODE**



**PASSENGER  
TRANSPORTATION  
BRANCH**

## My Services



### Applications

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



### View/Print

View locations of vehicle inspection facilities.



### Communications

Access announcements and notifications.

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 4

Log in with your **Business BCeID** and click **Continue**



# VehicleSafetyBC

Log in with BCeID Client Test

User ID

Use a Business, Personal or Basic BCeID

Password

**Continue**

[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](#)

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 5

The Portal will ask if you have already enrolled in the portal using your Business BCeID. Click **Yes** and enter your **Link Code** and click **Submit**

Dashboard

## Portal Enrolment

This portal is for individuals that are or who wish to be certified under the Motor Vehicle Act Regulations. Please answer the following question to begin the enrolment process.

**IMPORTANT!** Have you **previously** logged into the portal using your **Business BCeID account or BC Services Card**?

Yes

No

If you used the **Link BCeID Account, Link Personal BCeID** or **Link BC Services Card Account** services, you would have been provided with a Link Code.

If you did not do this, cancel this process and log in with the credentials you enrolled with and click on the **Link Personal BCeID, Link BC Services Card Account** or **Link Business BCeID Account** service to start this process.

What is your Link Code?

B9B4DD5B3Q

Enter your **Link Code**

Back

Submit

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**If you do not see this screen, please contact the Portal Help Line (236-478-0298) and [Email us](#) and include your Business BCeID Username**

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 6


As a last step, you need you to register as a **Facility Owner / Operator**.

Please click on **My Services** → **Applications** → **Register as Facility Owner / Operator**



The screenshot shows a navigation menu with 'Dashboard' and 'My Services' tabs. Under 'My Services', there are three sub-sections: 'Applications', 'Communications', and 'View / Print'. The 'Applications' section contains a list of services: 'Apply for Authorized Inspector Certification', 'Apply for New Vehicle Inspection Facility', 'Link BC Services Card', 'Link Business BCeID', 'Link Personal BCeID', 'NSC Application', 'NSC Knowledge Test', 'Register as a Carrier', 'Register as a Facility Owner/Operator' (highlighted with an orange border), 'Register as a Passenger Transportation Licensee', 'Register as an Authorized Inspector', and 'VIP Authorized Inspector Exam'.


## My Services



**Applications**

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


**Applications**



**Communications**

Access announcements and notifications.

**Communications**



**View/Print**

View locations of vehicle inspection facilities.

**View/Print**

# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 7

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

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

### Access Code

Back

Submit

7

Enter your **Facility #**

Enter your one-time **Facility Portal Access Code** (sent via separate email)

Click on **“Submit”**



# Linking a Business BCeID Guide for Authorized Inspectors who are also Facility Owner / Operators

## Step 8

Congratulations, you have now **Linked your credentials to the Portal** and can access services using a single login credential without the need to log in and out with both. At this time, the portal is not yet operational, and you will need to continue using the existing VIP system ([www.cvse.ca](http://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.

Dashboard

### Congratulations!



You have linked your BCeID to your Portal Profile. You can now log into the Portal using any of your login types.

You will now be directed to your dashboard within 5 seconds. You can access it directly [here](#).