Ministry of
Transportation
and Infrastructure

BRITISH
COLUMBIA

RISP

Consultant Registration Guide

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Document Location:	Visit http://www.th.gov.bc.ca/erisp/usermanual.htm for latest version
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1   Introduction

The RISP office registration process includes three parts:

- **Part 1 – Maintain Office**

- **Part 2 – Maintain Office Employees**

- **Part 3 – Maintain Office Category Fields**

Once parts 1, 2 and 3 are completed, your office must be submitted in order for MoT to begin the review/adjudication process. BCeID Requirement

In order to interact with RISP, you must have a valid Business BCeID associated with your company. To obtain a BCeID, please visit http://www.bceid.ca. If your company already has a Business BCeID, you can contact your BCeID Account Manager to create a BCeID for RISP.

<div style="border:2px solid red;">

Important Note

- The information submitted in all three parts of this application will be used to adjudicate your Office's qualifications within the Ministry's RISP Consultant Registry System

- The information contained on your application is subject to the laws and regulations of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT [RSBC 1996]

- A Separate application MUST be submitted by each branch office of the company that is applying for RISP

- Applications submitted MUST be complete and accurate and accompanied by a Cover Memo

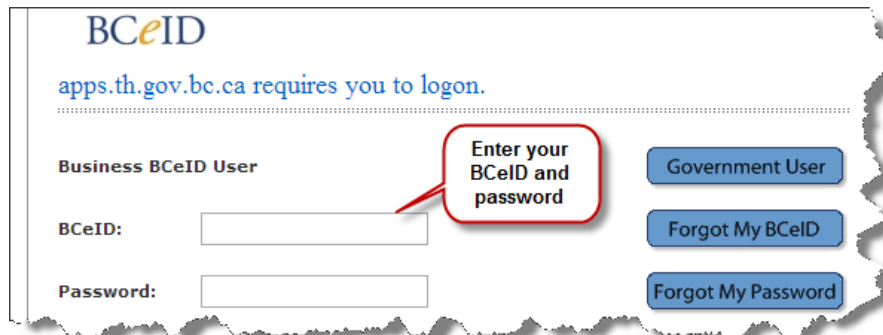- Incomplete applications will NOT be evaluated

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Note: eRISP and RISP are used synonymously throughout this document and within RISP.

1.1   Logging on to RISP

To begin the registration process, visit http://www.th.gov.bc.ca/erisp/home.htm, and then click on "eRISP Logon".

Login with your BCeID:

2 Part 1 – Maintain Office

Once you've successfully logged on to RISP, from the top navigation menu, hover over "Registration" and then click "Part 1 – Maintain Office".

This will bring you to the RSP100 – Maintain Office screen (Part 1). Part 1 of your office registration pertains to details about your office, including:

- Legal Entity Name

- Contact information for your company (address, email, phone number)

You must enter all of the mandatory details of your office, which are marked by asterisks (*)

Note: RISP connects with the BCeID system in order to pre-populate some of the fields on this page.

Note: Contracts is between the Province, represented by the Ministry of Transportation & Infrastructure and your company, represented by the legal entity name at the address specified on your office profile. Please make sure this information is accurate and is the same as registered with BC Business Registry.
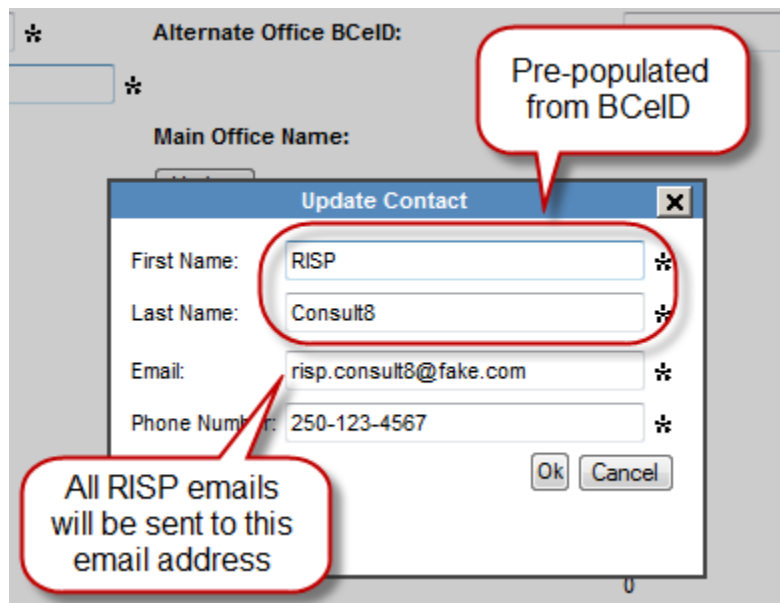
2.1 Update Office Address

Click on the "Update" button for "RISP Office Address" to add your office's address.

2.2 Update Office Contact

Click on the "Update Contact" button for the "Office Contact" to add contact details.

All email correspondence between RISP and your office will be sent to the email address of the office contact.

2.2.1 Alternate Office Contact

You may also add an alternate contact for your office by providing another valid BCeID in the "Alternate Contact BCeID" field and then filling out the mandatory contact details.

Note: The Alternate Contact will have all of the privileges of the Office Contact, except email notifications from RISP.
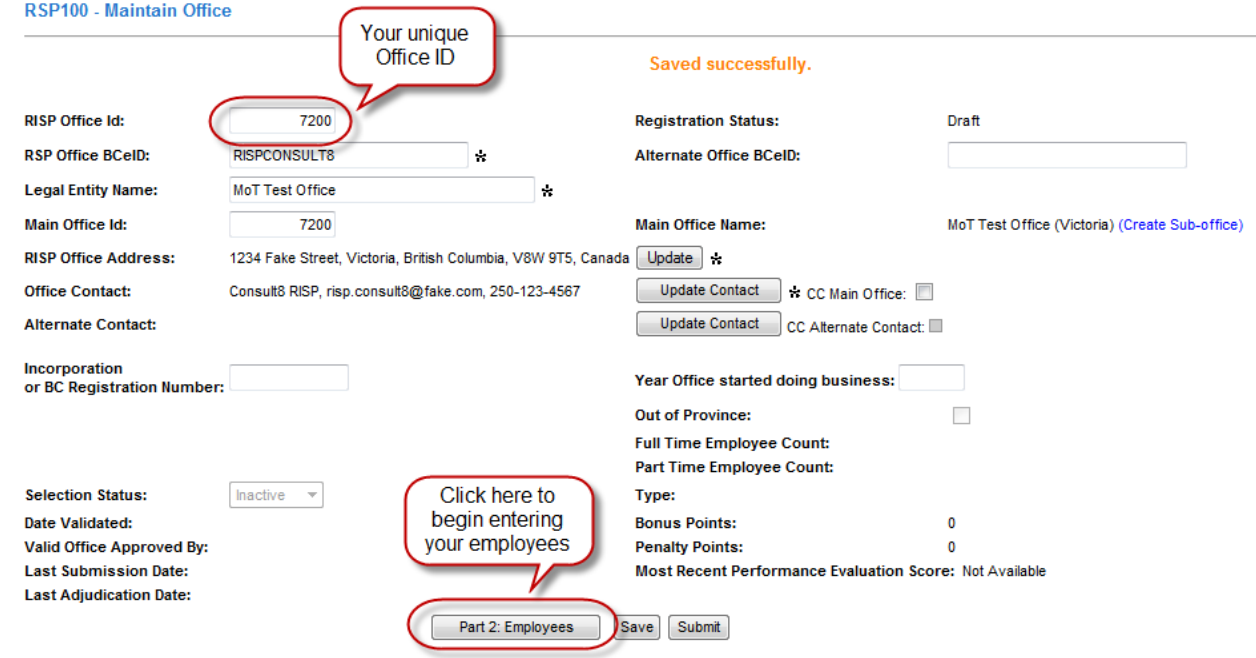
2.2.2 CC Alternate Contact

All emails sent by RISP will always be sent to your Office Contact's email. By checking the "CC Alternate Contact" flag, RISP emails will also be sent to your alternate contact's email. You may turn this on and off at any time.

2.3 RISP Office ID

Once you've completed entering the mandatory field and clicked "Save", RISP will assign you a unique Office ID.
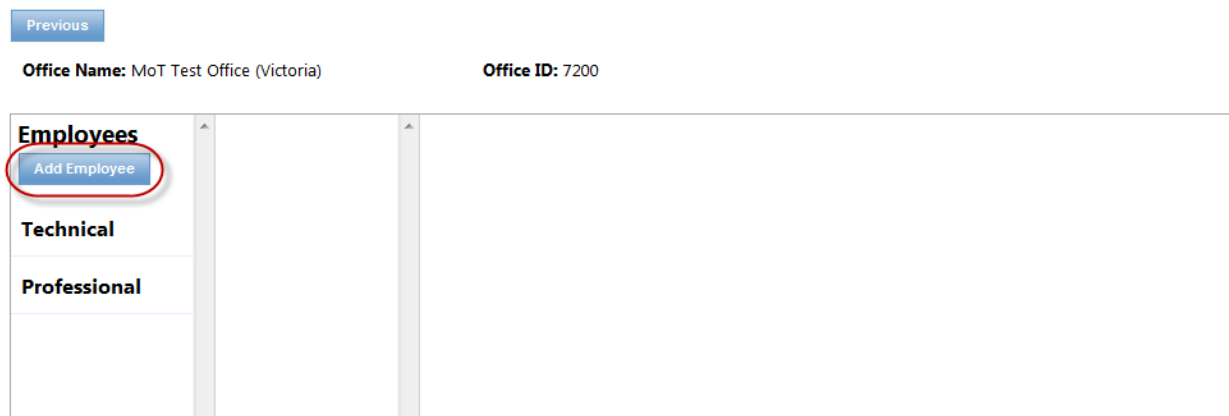

This completes the office details part of the registration. Click on "Part 2: Employees" to register your employees.

3 Part 2 – Maintain Office Employees

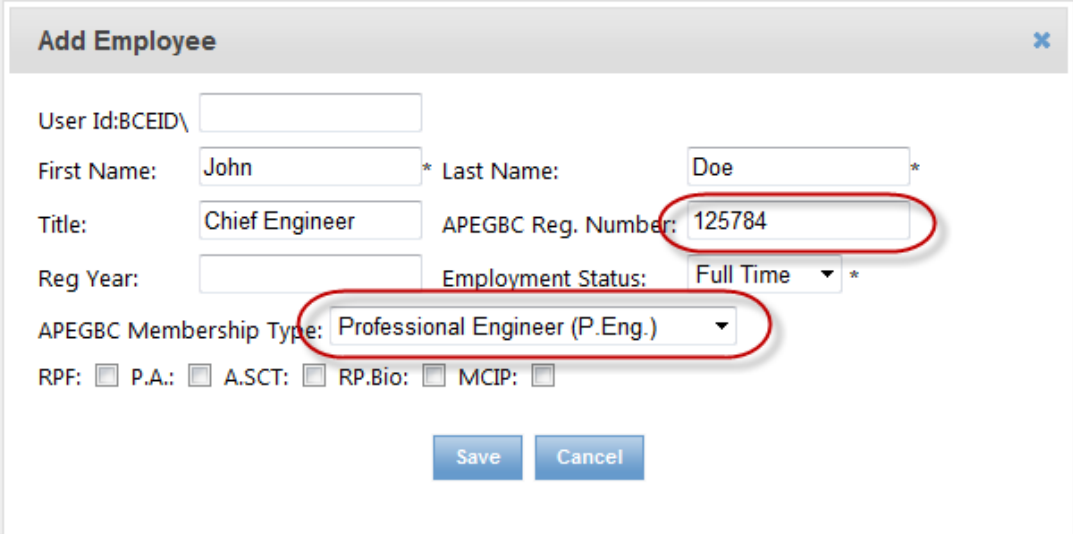Initially, no employees are registered.

3.1   Add Employees

Clicking on "Add Employees" will allow you to register an employee. Click "Save" after you've entered the mandatory fields.
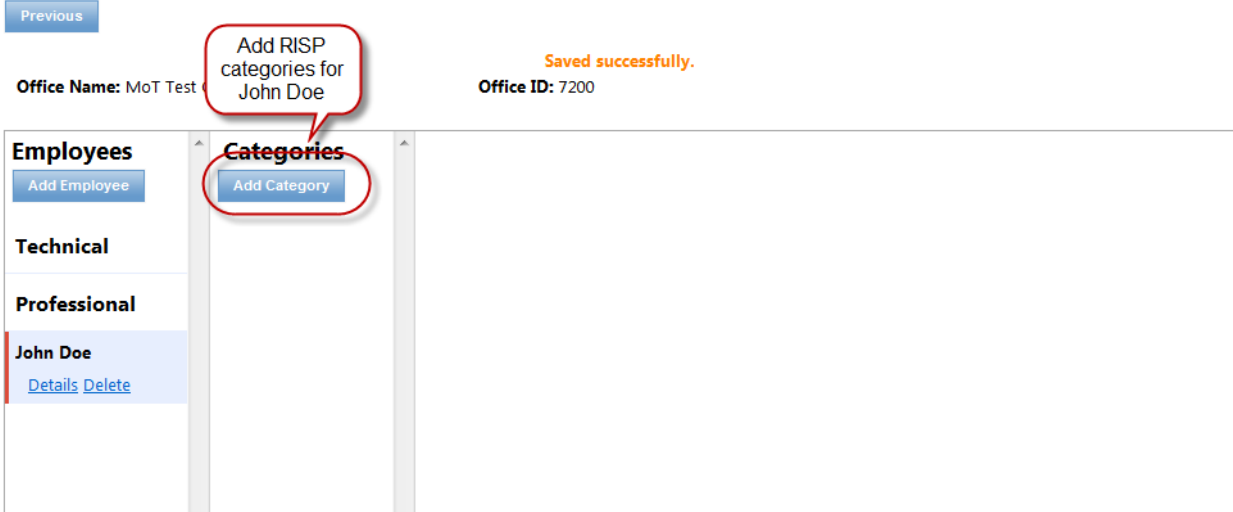
In order to register a Professional employee, you must choose a professional designation and provide the corresponding APEGBC registration #. Only Professional employees can apply for Professional RISP categories.

Note: If you wish John Doe to update his profile, enter a valid BCeID from your company. John will then be able to login to RISP and manage his and only his employee profile.

3.2   Add Employee Categories

Once an employee has been added, you can apply for RISP categories for this employee.

Clicking on "Add Categories" will bring up the list of RISP categories this employee can apply for. Since John Doe is a Professional Employee, he can apply for both Professional and Technical categories.
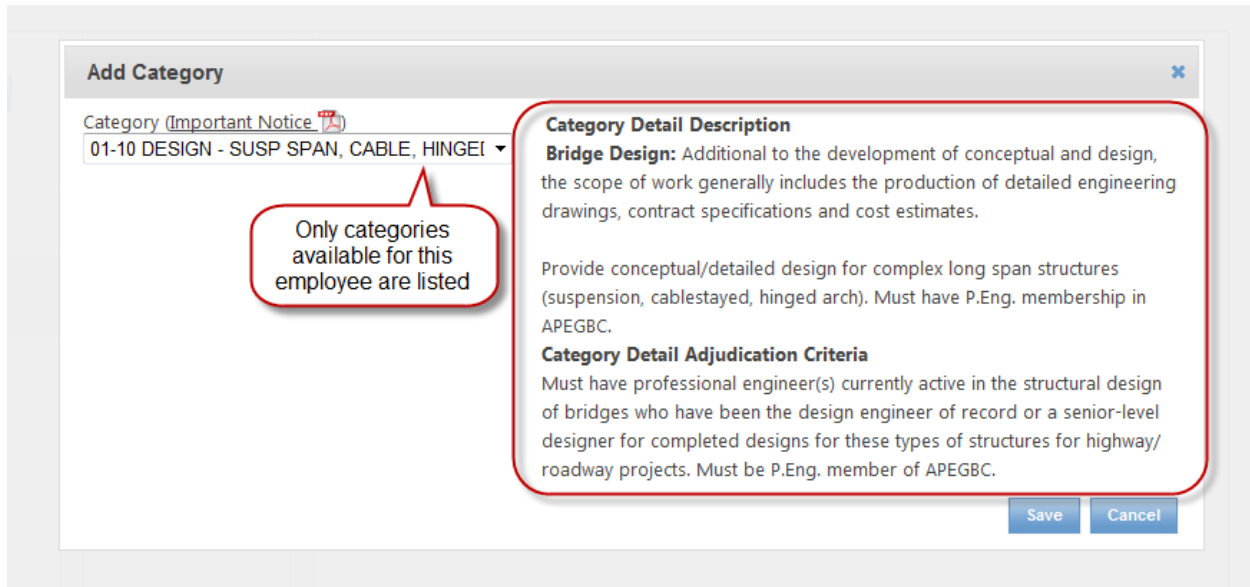

For a complete list of RISP categories, their description and adjudication criteria, refer to the Category Glossary with Adjudication Criteria document on the RISP Resources page: http://www.th.gov.bc.ca/erisp/resources.htm.

3.3   Add Employee Category Experiences
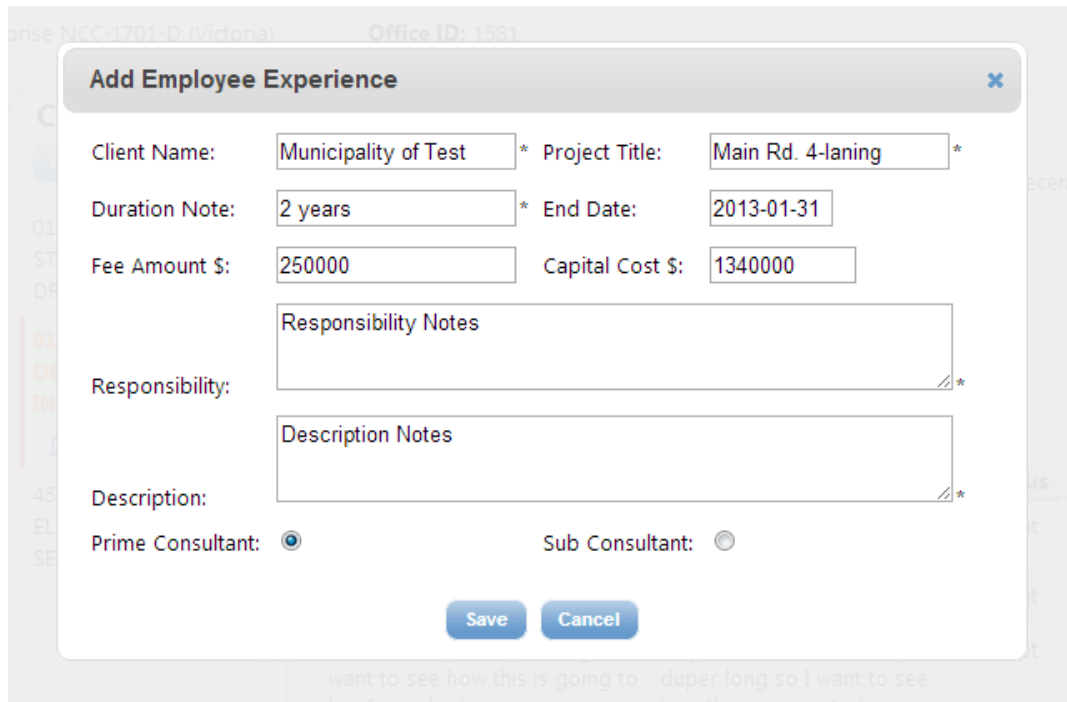
Category experience(s) are required to support applying for RISP categories.
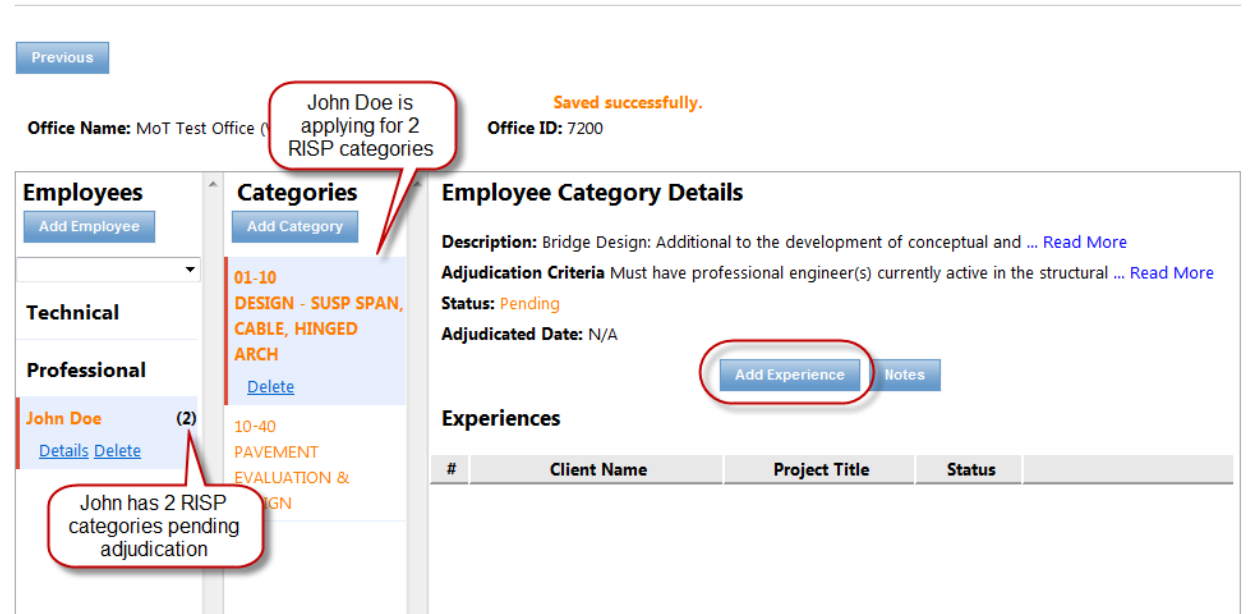
Clicking on "Add Experience" will allow you to enter relevant experience(s) for this RISP category
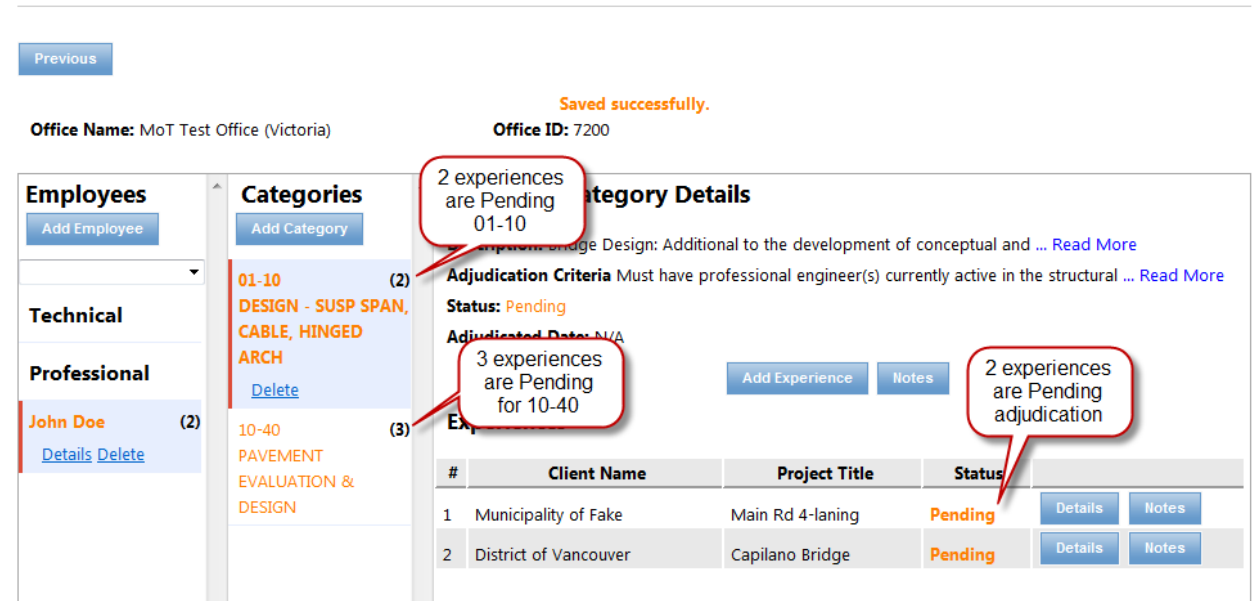
Click "Save" after you've entered the mandatory fields.

Note: Only completed project experiences will be accepted for adjudication.

In the screenshot above, John Doe has 2 RISP categories pending adjudication, and 2 experiences pending for category 01-10 and 3 experiences pending for 10-40.

Note: In order to submit your office for adjudication, all submitted employees must have at least 1 category. For each employee category, at least 1 relevant experience must be provided.

4 Part 3 – Maintain Office Category Fields

Once you've completed adding employees, their categories and supporting experiences, you must specify the value of contracts, up to which you feel your office has the capacity to manage, for each category your office is applying for. Navigate to the Part 3 – Office Categories screen by either clicking on the "Previous" button to return to the Part 1 screen and clicking on "Part 3: Categories" button or from the top navigation menu, hover over "Registration" and then click "Part 3 – Maintain Office Categories". For each category, enter a "Preferred Contract Amount" and click "Save Preferred Contract".

RSP180 - Maintain Office Category Fields (Part 3)

Office ID: 7200
MoT Test Office (Victoria)

01-10 - DESIGN - SUSP SPAN, CABLE, HINGED ARCH (1)

10-40 - PAVEMENT EVALUATION & DESIGN (1)

Category Field Details

Saved successfully.

Description: Bridge Design: Additional to the development of conceptual and ... Read More

Adjudication Criteria: Must have professional engineer(s) currently active in the structural ... Read More

Status: Pending

Contract Amount

Preferred Contract Amount: 250000 [Save Preferred Contract]

Enter your office capacity for this category and "Save"

Adjudicated Contract Amount:

Employee Accepted Count: 0
Employee Declined Count: 0
Employee Pending Count: 1

[Part 2: Employees by Category] [Delete] [Notes]

Employee	Adjudicated Status	Experience Counts		
		Accept	Decline	Pending
John Doe	Pending	0	0	2

5 Submit Office for Adjudication

Once you've completed Part 1, 2 and 3, you are ready to submit your office to the ministry for adjudication. Navigate back to the RSP100 – Maintain Office screen, and then click on the "Submit" button to submit your office.

RSP100 - Maintain Office

RISP Office Id:	7200	Registration Status:	Draft
RSP Office BCeID:	RISPCONSULT8 ✻	Alternate Office BCeID:	
Legal Entity Name:	MoT Test Office ✻		
Main Office Id:	7200	Main Office Name:	MoT Test Office (Victoria) (Create Sub-office)
RISP Office Address:	1234 Fake Street, Victoria, British Columbia, V8W 9T5, Canada [Update] ✻		
Office Contact:	Consult8 RISP, risp.consult8@fake.com, 250-123-4567 [Update Contact] ✻ CC Main Office: ☐		
Alternate Contact:	[Update Contact] CC Alternate Contact: ☐		
Incorporation or BC Registration Number:			
		Year Office started doing business:	
		Out of Province:	☐
		Full Time Employee Count:	1
		Part Time Employee Count:	0
Selection Status:	Inactive	Type:	P
Date Validated:		Bonus Points:	0
Valid Office Approved By:		Penalty Points:	0
Last Submission Date:		Most Recent Performance Evaluation Score:	Not Available
Last Adjudication Date:			

[Part 2: Employees] [Part 3: Categories] [Save] [Submit]

5.1   Submission Cover Memo

When you submit your office for adjudication, you will have the opportunity to include special notes with your submission. Once you have added any relevant notes, click on the "Submit" button and confirm your submission.

Note: Once your office has been submitted for adjudication, your office is locked from make any updates until the validation and adjudication process completes. If you require changes or updates to be made, please contact the RISP Administrator (risp.administrator@gov.bc.ca), who will be able to "rollback" your submission and allow you to make update to your office and resubmit.

5.2   Submission Confirmation

After you've submitted your office for adjudication, the "Last Submission Date" will be stamped with the time and date of your submission confirmation.

The RISP Administrator will be notified in order to begin the adjudication process.

Note: During the adjudication process, you will not be able to make further changes to your office profile, however all previously adjudicated information will be considered and you will still be able to respond to RFEI opportunities.