

Getting Started – Create and manage an account in the BC Registry

An account provides you with access to the modernized BC Registry, which supports the new Business Registry (available now), Wills Registry (available in December 2021), and Personal Property Registry (available in early 2022). Many other registry applications, including Manufactured Homes, will be available at a later time.

While the Wills and Personal Property registries are not yet active, you can select them as a service to set up your account, add team members and set up payment options, so that your account is ready for when they become available.

To get started, follow these steps:

Go to the new BC Registry to [create a BC Registries account](#).

Verify your Identity

Before you create a BC Registries account, you must first verify your identity.

BC Residents can use a photo or non-photo [Mobile BC Services Card](#) or a notarized identify affidavit, BCeID and 2-Factor Authentication.

Out of Province Residents must use a notarized identity affidavit, BCeID and 2-Factor Authentication.

For accounts using BCeID and 2-Factor Authentication, the notarized identity affidavit is only required for the account administrator.

What if I don't have a mobile device?

The Mobile BC Services Card can be set up on an iPhone, Android, or iPad. Once your mobile card has been set up you can [pair it to another device](#), such as a desktop computer or laptop.

Notarized Identity Affidavit, BCeID and 2-Factor Authentication can be used with a mobile device, a desktop computer or laptop using plug-ins



for computer browsers or an authenticator app such as Authy.

More information on how to setup an authenticator app or use a plug-in on a desktop computer or laptop for the BC Registry [can be found here](#).

BASIC ACCOUNT

Pay-as-you-go

Allows up to 10 transactions a month, have up to 5 team members per account and pay with a credit card or online banking. Basic accounts are for users who file on behalf of their own businesses or conduct a limited number of searches.

PREMIUM ACCOUNT

Pre-authorized (recommended for BC OnLine Clients)

Allows unlimited number of transactions a month, have unlimited team members and pay with a pre-funded BC Online account or pre-authorized debit. Premium accounts are for firms and companies who process frequent searches and filings.

Help Info:

[How do I set up a team? What are the roles?](#)

What is the Mobile BC Services Card?

Learn more at:

<https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/log-in-with-card/mobile-card>

Once logged in, follow these steps to create an account:

1: Select Products and Services

Here you will find a list of products and services that are available at digital registries services. To create an account, select the services you would like to add to your account.

2: Select Account Type: Basic or Premium

Choose between a BASIC or PREMIUM Account.

Basic - for people who file on behalf of their own businesses or conduct limited searches. They pay by credit card and online banking.

Premium - for firms and companies who process frequent searches and filings. They pay by pre-authorized debit or BC OnLine deposit account.

3: Account Information

For **Basic Accounts**, enter account name and your business mailing address. For example, if you only manage one business, you may enter your business name as the account name.

For **Premium accounts**, you may link your [BC OnLine](#) account. If you use a BC OnLine account, the **BC OnLine Prime account holder** must enter a valid BC OnLine Prime User ID and password. Once validated, the account name associated to the account in BC OnLine will be used as the account name in the BC Registry.

4: User Profile

You must enter an email address (required) and phone number (optional). If you used the Mobile BC Services Card to login, the name on your card will be used as the name in your profile. If you use a notary to verify your identity, you must enter your first and last name as it appears on your notarized identity affidavit.

5: Payment Method

Select the payment method. Basic accounts can pay using **credit card or online banking**. Premium accounts can pay **using BC OnLine or pre-authorized debit**. Note, any team member on the account can use this payment method to pay.

CONSIDERATIONS:

BASIC Account

- Am I doing less than 10 transactions a month?
- Do I want to pay with a credit card or online banking?
- Do I have 5 users or less who will use the account?

PREMIUM Account

- Am I a part of a large firm that does a large number of searches and filings every month?
- Do I have a large team that will use the BC Registry?
- Do I want to use a Pre-authorized debit or BC OnLine as the payment method?
- Will credit card payment and reconciliation be too cumbersome for my firm/business?
- Do I want to use additional features like transactions and financial statements?

After I create my account, what's next?

After the account is created, you can add [team members](#).

Note: BC OnLine users will NOT be automatically added to the Premium Account because the login credentials in BC OnLine are different than what is used in the new modernized application.

Each team member must be [invited to the team by the Account Administrator \(or Coordinator\)](#), and each individual will need to verify their identify using the BC Mobile Services Card or BCeID and 2-Factor Authentication. The login credentials have changed because greater security around digital identity is required. The new login credentials have a higher standard of identity assurance and will verify that a person is who they say they are online.

How to switch from a Basic account to a Premium account

If you are a Business Registry user and currently have a BASIC account and wish to pay with BC OnLine or have access to transactions and statements, you will need to deactivate your account and open a PREMIUM account in the Business Registry.

If you complete business filings, keep track of your business passcodes before deactivating your account by completing the following steps:

1. The account administrator should log in and visit the “My Business Registry Page.”
2. Remove the affiliations one-by-one ensuring to select the “Reset my passcode” option.

The screenshot shows the 'My Business Registry' page. At the top, there is a navigation bar with the British Columbia logo, 'BC Registries and Online Services', a 'Notifications' dropdown, and a user profile 'B BCREGTEST Delbert TWENTYFIVE' with 'Text Acc: 25-1'. Below the navigation bar, there are tabs for 'Business Registry' and 'Manage Businesses'. The main content area has a heading 'My Business Registry' and a sub-heading 'Start BC-based businesses and keep business records up to date.' There is a button 'Request a BC Business Name' and a '+ Add an Existing Business or Name Request' button. A table titled 'My List (2)' contains two rows of business information. The first row is for a 'Numbered Benefit Company' with status 'Draft' and last modified 'May 18, 2021'. The second row is for '0880257 B.C. LTD.' with status 'Active' and last modified 'May 18, 2021'. Each row has an 'Open' button and a 'Remove From Table' button.

Business Name	Number	Type	Status	Last Modified	Modified By	Actions
Numbered Benefit Company	Pending	Incorporation Application	Draft	May 18, 2021	Not Available	Open
0880257 B.C. LTD.	BC0880257	Corporation	Active	May 18, 2021	Not Available	Open

Remove Business ✕

Please select one of the two choices below to remove this business from the account

Reset my passcode and remove business

- Business will be removed from this account
- New business passcode will be generated and will cancel the old business passcode
- New business passcode will be sent through email to the person who will be responsible for managing this business moving forward

Do not reset my passcode and remove business

- Business will be removed from this account
- The current passcode for this business will be cancelled
- You will not be able to add this business back to your account without a new passcode

3. Choose where you'd like the new passcode sent to.
4. Once your affiliations have been removed you can continue with the steps below.

To deactivate your account, click "Account Info" and then click "Deactivate Account". On the following screen the account administrator must review information and check the authorization box(es) to enable the 'Deactivate Account' button. Lastly, confirm you wish to deactivate the account in the pop-up. Please see screenshots below.

BC Registries and Online Services
Notifications

- Authentication
- Payment Methods
- Products and Services
- ACCOUNT ACTIVITY**
- Activity Log

Account Type: Basic

Account Details

Account Name
Test Acc 25.2

Branch/Division (Optional)

Mailing Address

Street Address
Q-435 North Rd

Additional Street Address (Optional)

City
Coquitlam

Province
British Columbia

Country
Canada

Delivery Instructions (Optional)

B BCREGTEST Delbert TWENTYFIVE
Test Acc 25.2



- Edit Profile
- Log out
- ACCOUNT SETTINGS**
- Account Info**
- Team Members
- SWITCH ACCOUNT**
- Test Acc 25.1
- Test Acc 25.2
- Test Acc 25.3
- Test Acc 25.4, NEW BC ONLINE TECH TE...
- Test Acc 25.5 NEW BC ONLINE TECH TE...
- Test Acc 25.6 NEW BC ONLINE TECH TE...
- Create account

[← Back to Account](#)

Deactivate Account

Please review the information below before deactivating your BC Registries and Online Services account.

When this account is deactivated...

-  **All team members will be removed from this account.**
Account Administrators and all other team members will no longer be able to access functionality related to this account.
-  **Business that are affiliated with this account will be removed.**
All businesses that have been affiliated with this account will be removed. Passcode used to affiliate with business will reset and you will not be able to reuse the passcode.

Authorize and Deactivate Account

- I understand that all team members, businesses and payment methods associated with this account will be permanently removed from this account immediately.

Deactivate account

Cancel



Deactivate Account?

Are you sure you want to deactivate this account?

Deactivate

Cancel

Once the BASIC account is deactivated, you will need to complete account set up again, selecting PREMIUM account.