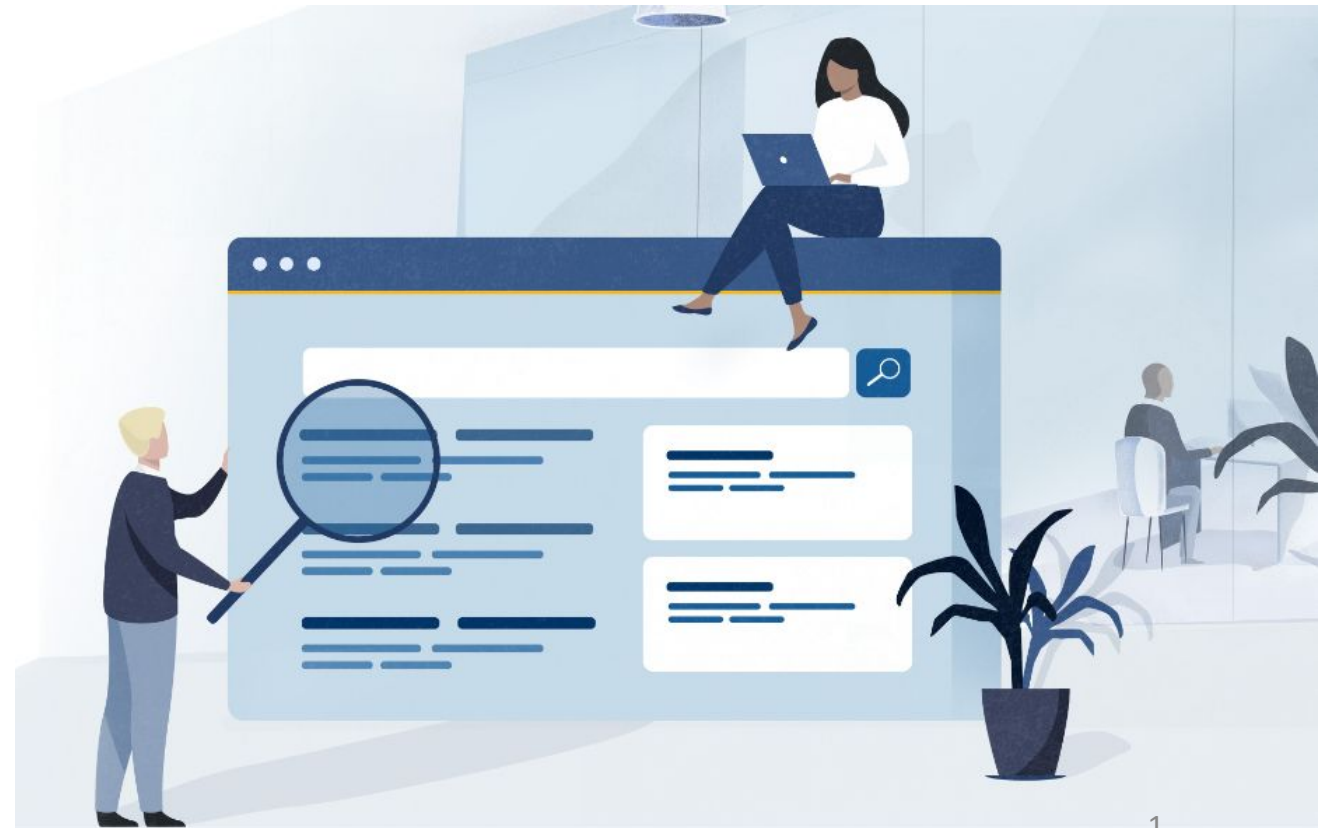




ServiceBC

BC Registries and Digital Services

BC Registry - Account Creation Guide



August 7th, 2025

[Before you get started](#)

[To create your BC Registries account](#)

[Using a BC Services Card app to create your account](#)

[BC Services Card Account Administrator](#)

[BC Services Card Products and Payment Types](#)

[Using a BC Token to Create your account](#)

[Using a BCeID, 2-Authentication Factor app and Notarized Identity affidavit to create your account](#)

[BCeID Account Administrator](#)

[BCeID Products and Payment Types](#)

[Adding Team members to your account](#)

[Join a BC Registry account as team member](#)

[Deactivating your account](#)

Before you get started

To create and manage your BC Registry account, you must verify your identity and login using one of these options.

Log in option	BC Services Card Account using the BC Services Card app (mobile)	BC Services Card Account using a username, password and a physical BC Token	BCeID username and password, 2-Factor Authenticator (2FA) and a notarized identity affidavit
Available to	<ul style="list-style-type: none"> Residents of Canada 	<ul style="list-style-type: none"> Residents of B.C. 	<ul style="list-style-type: none"> International users
Why would I choose this?	<ul style="list-style-type: none"> The most common way people choose to log in to government services A secure and easy way to prove who you are online No new password to remember You can invite team members to join the account using a BC Services Card account or a BCeID 	<ul style="list-style-type: none"> A BC Token is assigned to you; each person gets their own and can't be shared with others Extra layer of protection to your username and password You can invite team members to join the account using a BC Services Card account or a BCeID 	<ul style="list-style-type: none"> This option is available to out-of-country users or Canadian residents who cannot use a BC Services Card Account or mobile device to login All team members you invite to the account will have to join using a BCeID
What will I require?	<ul style="list-style-type: none"> A BC Services Card or other government identification issued in Canada BC Services Card mobile app (available from the Apple App Store and Google Play Store) 	<p>A BC Token is a small device that makes it secure to log in with a username and password</p> <ul style="list-style-type: none"> Visit a Service BC location with a BC Services Card to obtain a BC Token Set up a username and password for the token 	<ul style="list-style-type: none"> BCeID username and password 2-Factor Authenticator app (2FA) Notarized identity affidavit (your affidavit will be used to verify your identity; only Account Administrators are required to have an affidavit notarized)
BC Registry account set-up time	<ul style="list-style-type: none"> Once your BC Services Card app is set up, you can then use it to create a BC Registry account and use it immediately 	<ul style="list-style-type: none"> Travel and wait time to register and pick up BC Token at a local Service BC office Once your BC Token is set up, you can then use it to create a BC Registry account and use it immediately 	<ul style="list-style-type: none"> You will be instructed to set up a BCeID username and password when you begin creating your BC Registry account You will upload your notarized affidavit as one of the later steps It takes 3 or more business days for your affidavit to be reviewed once submitted. Once approved, you can use your BC Registry account

Where to create your BC Registries account

To create your BC Registries account: Go to <https://www.bcregistry.gov.bc.ca/>

Click “Create Account” in the top-right corner of the page.

BRITISH COLUMBIA BC Registries and Online Services

What's New Log in **Create Account**

BC Registries and Online Services

Access and manage your BC Registries and Online Services

All registrations of businesses, not-for-profit societies, cooperative associations, personal property and manufactured homes are administered and supported by BC Registries and Online Services.

As our online modernization initiative continues, refer to this page for updates on ways to manage registration information.

For up-to-date data analytics on our products and services, [visit our BC Registries Statistics and Insights page](#).

Using a BC Services Card app to create your account

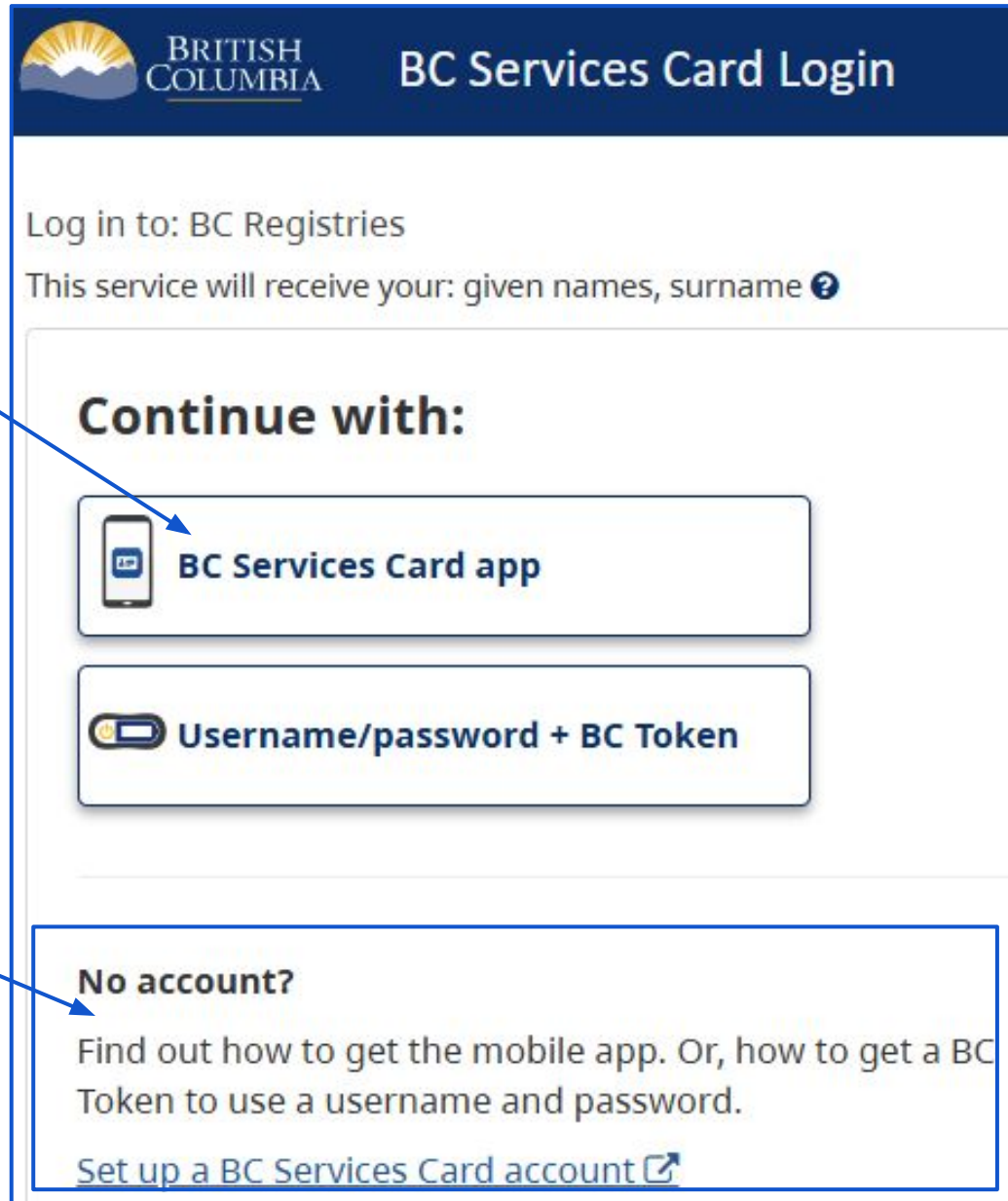
Create your account using BC Services Card app

If you have an active BC Services Card app, click
“BC Services Card app”.

If you do not have the BC Services Card app, click
“Set up a BC Services Card account”.

There are instructions on how to set up the app on
your device.


Once finished, **come back to this screen** and
click “BC Services Card app”.




BRITISH COLUMBIA BC Services Card Login

Log in to: BC Registries
This service will receive your: given names, surname ?

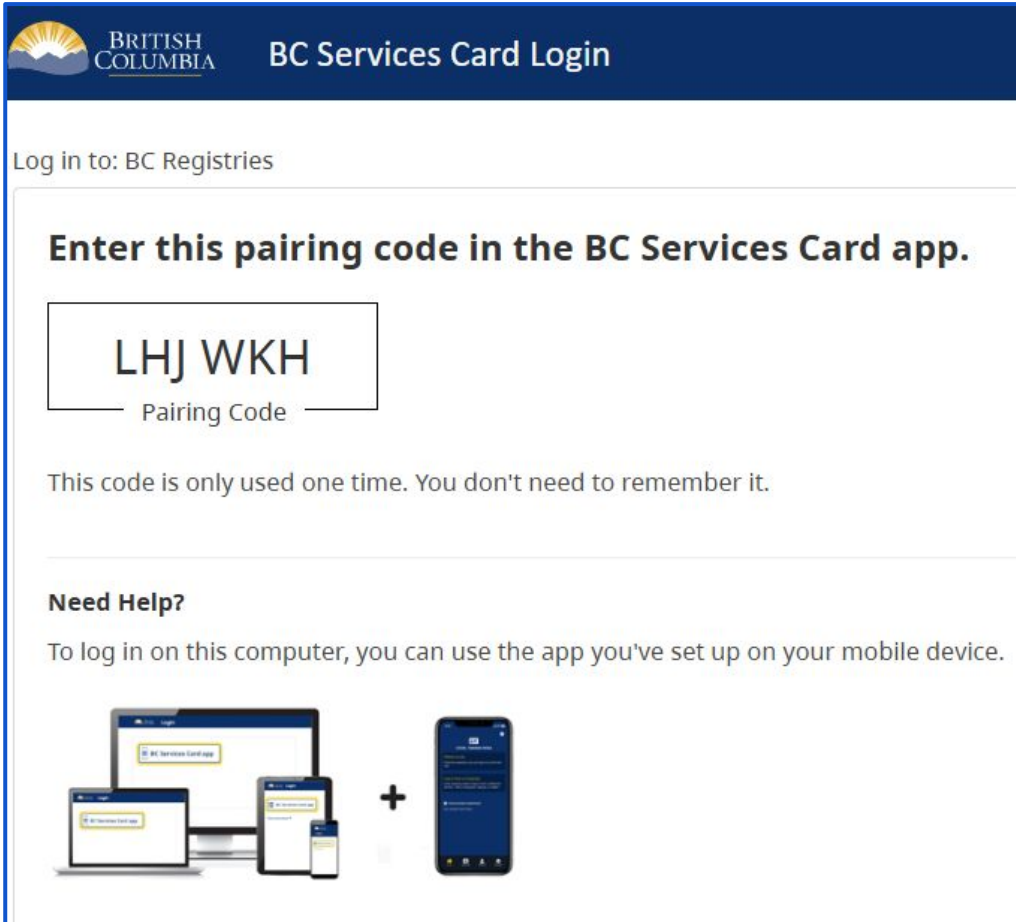
Continue with:

 **BC Services Card app**

 **Username/password + BC Token**

No account?
Find out how to get the mobile app. Or, how to get a BC
Token to use a username and password.
[Set up a BC Services Card account](#)

Using a BC Services Card app to create your account



BRITISH COLUMBIA

BC Services Card Login

Log in to: BC Registries

Enter this pairing code in the BC Services Card app.

LHJ WKH
Pairing Code

This code is only used one time. You don't need to remember it.

Need Help?
To log in on this computer, you can use the app you've set up on your mobile device.

Enter the pairing code in the BC Services Card mobile app

- Enter the code you see displayed on your screen into your BC Services Card mobile app (do not enter the pairing code you see in this guide).
- Follow the directions listed in your mobile app. If you need help, more instructions are available on your screen under “Need help?”.

Scroll down to view those instructions.

Don't have the app?

[Get the BC Services Card app](#)

To continue on this device, you need to:

1

Open the BC Services Card app on your mobile device



2

Enter the pairing code provided above - in the mobile app and follow the directions in the app



3

Come back to this device to get to the website



Using a BC Services Card app to create your account

You can choose to skip pairing a code each time you log into the application once your account is created.

To do this, select “Send notification to my mobile device instead of entering a pairing code”.

Or,

You can select “Pair again next time” to enter a new pairing code the next time you log in.

Log in to: BC Registries

Do you want to skip pairing next time?

Send notification to my mobile device instead of entering pairing code
This will remember the pairing between this device and your mobile device. It will store a cookie on this computer for identification purposes.

Instead of entering a pairing code, you will tap on the notification sent to your mobile device. ⓘ

Name your mobile device
You'll see this when you log in next time.

Pair again next time
Choose this option if you're using a shared computer - like at a library.

Continue

The next screen confirms that BC Registries only has access to your name.

Select “Skip this page next time” if you do not want to review your information each time you log into the application.

Log in to: BC Registries WELCOME, ZACH

This service will receive the following identity information:

Given Names	ZAC
Surname	

Continue

Skip this page next time - I don't want to review my information when accessing any services
Note: Other services may receive different types of personal identity information. You can update your preference in your account at id.gov.bc.ca

User will select the account type they want: Individual, Business or Government Agency

The screenshot shows the 'Create a BC Registries and Online Services Account' page. At the top, there is a navigation bar with the British Columbia logo, 'BC Registries and Online Services', a notification bell, and a user profile 'B BCREGTEST Beta THIRTEEN'. Below this is an orange banner with a message: 'In March 2025, B.C. company filings and search will move to the BC Registry application. Learn more at [bc.ca/online-services](#).' The main heading is 'Create a BC Registries and Online Services Account' with the subtext 'Create an account to access BC Registries products and services.' A progress indicator on the left shows three steps: 1. Account Information (active), 2. Account Administrator Information, and 3. Products and Payment. The main content area is titled 'STEP 1 OF 3 Account Information' and asks the user to 'Select a user type for your BC Registries and Online Service Account:'. There are three radio button options: 'Individual Person' (selected), 'Business', and 'Government Agency'. Below this are several form fields: 'Account Name', 'Mailing Address' (with sub-fields for 'Street Address', 'Additional Street Address (Optional)', 'City', 'Province/State (Optional)', and 'Postal Code'), 'Country' (a dropdown menu), and 'Delivery Instructions (Optional)'. At the bottom right of the form are 'Next ->' and 'Cancel' buttons. The footer contains links for Home, Release Notes, Disclaimer, Privacy, Accessibility, Hours of Availability, and Copyright, along with the text 'A BC Online Application' and a help icon.

Account Information

Account Information

- Select your BC Registry account in your personal name or business name.
- If you are creating an account for a government agency other than the Government of BC (e.g. municipality, crown corp, federal government) select Government Agency.
- Fill in the information and mailing address.
- Click “Next”.

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

STEP 1 OF 3
Account Information
Select a user type for your BC Registries and Online Service Account:

Individual Person Business

Account Name
Last Name

Individual Person

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

STEP 1 OF 3
Account Information
Select a user type for your BC Registries and Online Service Account:

Individual Person Business

Legal Business Name

Branch/Division (if applicable)

Business Type Business Size

Business

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

STEP 1 OF 3
Account Information
Select a user type for your BC Registries and Online Service Account:

Individual Person Business Government Agency

Government Agency Information

Government Agency Name

Branch/Division (if applicable)

Government Agency Type Government Agency Size

Government Agency

Account Administrator Information

Enter your Account Administrator contact information - email address and phone number. Click "Next"

Once you have completed creating your account, you can add more than one account administrator.

NOTE: It is recommended each account have more than one administrator to avoid delays when account updates are needed

The screenshot shows the 'Create a BC Registries and Online Services Account' page. The header includes the British Columbia logo and 'BC Registries and Online Services'. A notification banner states: 'In March 2025, B.C. company filings and search will move to the BC Registry application. Learn more at bcrego.ca/corporations.' The main heading is 'Create a BC Registries and Online Services Account' with the subtext 'Create an account to access BC Registries products and services.' A progress indicator shows three steps: 1. Account Information (completed), 2. Account Administrator Information (current step), and 3. Products and Payment. The current step is titled 'STEP 2 OF 3 Account Administrator Information' and includes the instruction: 'Enter your contact information. Once your account is created, you may add additional users and assign roles.' The account name is 'BCREGTEST Bena THIRTEEN' with the note 'This is your legal name as it appears on your BC Services Card.' The form contains the following fields: 'Email Address' (with a red error message 'Email address is required'), 'Confirm Email Address', 'Phone Number' (with a red error message 'Phone number is required'), and 'Extension'. At the bottom of the form are buttons for 'Back', 'Next', and 'Cancel'. The footer contains links for Home, Release Notes, Disclaimer, Privacy, Accessibility, Hours of Availability, and Copyright, along with the text 'A BC Online Application' and a help icon.

BC Services Card Products and Payment



















Only Account Administrators can view the product options and add or change products and payment types.

















NOTE: Under each product, the available payment option is listed.

An account can only have 1 default payment type at any time.

STEP 3 OF 3

Select Products and Payment

- Business Registry & Name Request**
Register or incorporate a business and keep business records up to date. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  CREDIT CARD  ONLINE BANKING  BC ONLINE
- Business Search**
 - Business Search**
Search for businesses registered in B.C. and request copies of business documents. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  CREDIT CARD  BC ONLINE
 - Manufactured Home Registry**
Search for manufactured homes, and search for personal property legal claims on manufactured homes. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE
 - Short-Term Rental Registry**
Register your short-term rental property, platform service provider, or strata-titled hotel or motel with the province. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  CREDIT CARD
 - BC Assessment** COMING SOON
Access BC Assessment's real property information database. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE

- Court Services Online**
Make applications or file any other court documents in any B.C. court registry, browse daily court listings across the province, or search court file information. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE
- Personal Property Registry**
Record security interests and liens or search existing records. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE
- Rural Property Tax**
Search property tax records for rural properties or leased land in B.C., excluding municipal and Indigenous lands. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE
- Site Registry**
Identify properties with environmental records submitted under Part 4 of B.C.'s Environmental Management Act. [Read More](#) 
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE
- Wills Registry** COMING SOON
Register the location of a will by filing a wills notice or search for a wills notice as part of an estate probate. [Read More](#) 
Supported payment methods:
 CREDIT CARD  PRE-AUTHORIZED DEBIT  BC ONLINE

Products and Payment - Choosing only one product

Only Account Administrators can view the product options and add or change products and payment types.

When you choose a product you can only choose the payment options available for that product.

Example 1, if you choose Business Registry and Name Request, you can choose a payment option from Pre-authorized debit, Credit Card, Online Banking or BC Online

Example 2, if you choose only Business Search, you can choose a payment option from Pre-authorized debit, Credit Card or BC Online.

*Pre-authorized debit:

Payment Canada requires a confirmation period of 3 business days before the first pre-authorized debit deduction. You will receive confirmation of the pre-authorized debit agreement before the first deduction.

The screenshot displays the 'Products and Payment' section of a web application. On the left is a navigation menu with categories: 'MANAGE ACCOUNT' (Account Info, Team Members, Products and Payment), 'ACCOUNT ACTIVITY' (Statements, Transactions, Activity Log), and 'ADVANCED SETTINGS' (Developer Access). The main content area is titled 'Products and Payment' and lists four products, each with a 'Read More' link and a list of supported payment methods:

- Business Registry & Name Request**: Register or incorporate a business and keep business records up to date. Supported payment methods: PRE-AUTHORIZED DEBIT, CREDIT CARD, ONLINE BANKING, BC ONLINE.
- Business Search**: Search for businesses registered in B.C. and request copies of business documents. Supported payment methods: PRE-AUTHORIZED DEBIT, CREDIT CARD, BC ONLINE.
- Manufactured Home Registry**: Search for manufactured homes, and search for personal property legal claims on manufactured homes. Supported payment methods: PRE-AUTHORIZED DEBIT, BC ONLINE.
- Short-Term Rental Registry**: Register your short-term rental property, platform service provider, or strata-titled hotel or motel with the province. Supported payment methods: PRE-AUTHORIZED DEBIT, CREDIT CARD.

Products and Payment

Step 5: Products and Payments

Note: Payment options for product **vary**, when choosing new products you may need to change the default payment type on your account.

- You can only have one payment option active at a time.
- Each product has specific payment options available. When you choose a product, you will see the payment methods available for that product.
- If you select multiple products, only the payment option that works for all of them will be available.
- If you want to add a product that doesn't support your current payment option, you will need to change your payment method first.

Products and Payment

Products and Services

Business Registry & Name Request

Register or incorporate a business and keep business records up to date. [Read More](#) v

Supported payment methods:

PRE-AUTHORIZED DEBIT CREDIT CARD ONLINE BANKING BC ONLINE

Business Search

Search for businesses registered in B.C. and request copies of business documents. [Read More](#) v

Supported payment methods:

PRE-AUTHORIZED DEBIT CREDIT CARD BC ONLINE

Example: If your account has a default payment option of pre-authorized debit, and you wish to add products that have the same payment options. You can add the products without having to make any changes to your default payment type.

If your default payment type is different than what is displayed for the product in the picture above you will need update your default payment method

Products and Payment

Step 5: Products and Payments

Note: Administrators also have the ability to remove a product.

Select the product to be removed and click on the “Remove Product” button.

If the default payment needs to be changed, you will need to remove the product that does not support the payment option you wish to change to.





For example, Business Registry & Name Request and Manufactured Home Registry have the the default payment to pre-authorized debit.



If you want to change the default payment option to Credit Card, you must first remove Manufactured Home Registry from your product list, as it does not support credit card as a payment option.



Once you have selected to remove the product, a confirmation message will appear.

STEP 3 OF 3

Select Products and Payment

Business Registry & Name Request
Register or incorporate a business and keep business records up to date. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT  CREDIT CARD  ONLINE BANKING  BC ONLINE

Business Search
Search for businesses registered in B.C. and request copies of business documents. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE


Manufactured Home Registry
Search for manufactured homes, and search for personal property legal claims on manufactured homes. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT  BC ONLINE

MANAGE ACCOUNT

- Account Info
- Team Members
- Products and Payment**

ACCOUNT ACTIVITY




- Transactions
- Activity Log



Confirm Removing Product and Access

If you remove this product, you'll lose access. [Read More](#) ▾

Are you sure you want to remove this product?

Business Search
This account has access to Business Search. [Read More](#) ▾
Supported payment methods:
 CREDIT CARD  PRE-AUTHORIZED DEBIT  BC ONLINE

Products and Payment

If the payment method is not supported with the product type you try to choose, you will need to choose a different payment method. If you select multiple products, only the payment option that works for all of them will be available.

For example below this user has selected “Business Registry & Name Request **and** Manufactured Home Registry”. The payment method available is Pre-Authorized Debit and BC Online.

An account administrator is the **only** role that can change the payment method. Its recommended each account have more than one administrator to avoid delays in updates and payments

STEP 3 OF 3

Select Products and Payment

Business Registry & Name Request
Register or incorporate a business and keep business records up to date. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT CREDIT CARD ONLINE BANKING BC ONLINE

Business Search
Search for businesses registered in B.C. and request copies of business documents. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT CREDIT CARD BC ONLINE

Manufactured Home Registry
Search for manufactured homes, and search for personal property legal claims on manufactured homes. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT BC ONLINE

Select a payment method for your account:

Pre-authorized Debit
Automatically debit a bank account when payments are due.

Credit Card Is not supported for the selected products
Pay for transactions individually with your credit card.

Online Banking Is not supported for the selected products
Pay for products and services through your financial institutions website.

BC Online
Use your linked BC Online account for payment.

This payment method will soon be retired. It is recommended to select a different payment method.

[← Back](#)[Create Account →](#)[Cancel](#)

Products and Payment

For a second example this user tries to select “Personal Property Registry” and the default payment method is Credit Card, there is a popup:

“Payment method not supported. This product is not supported by your current payment method. Please choose a different payment type to use this product”.

Only Account Administrators can view the product options and add or change payment methods. Its recommended each account have more than one administrator to avoid delays in updates and payments.

To change the payment method the account administrator will deselect the current payment option.

Then the **new** payment method will change the default payment method to all the products available under that payment type.

The screenshot displays a user interface for managing account products and payment methods. On the left is a sidebar menu with sections: MANAGE ACCOUNT (Account Info, Team Members, Products and Payment), ACCOUNT ACTIVITY (Statements, Transactions, Activity Log), and ADVANCED SETTINGS (Developer Access). The main content area is titled 'Products and Payment' and lists two products: 'Business Registry & Name Request' (checked) and 'Personal Property Registry' (unchecked). Each product shows supported payment methods. A yellow warning box at the bottom states: 'Payment Method Not Supported: This product is not supported by your current payment method. Please choose a different payment type to use this product.' Below this is a section for the 'Current Payment Method', which is 'Credit Card', with an 'Edit' link.

MANAGE ACCOUNT

- Account Info
- Team Members
- Products and Payment**

ACCOUNT ACTIVITY

- Statements
- Transactions
- Activity Log

ADVANCED SETTINGS

- Developer Access

Products and Payment

Products and Services

- Business Registry & Name Request**
This account has access to Business Registry & Name Request. [Read More](#)
- Supported payment methods:
 PRE-AUTHORIZED DEBIT CREDIT CARD ONLINE BANKING BC ONLINE

- Personal Property Registry**
Record security interests and liens or search existing records. [Read More](#)
- Supported payment methods:
 PRE-AUTHORIZED DEBIT BC ONLINE

Payment Method Not Supported: This product is not supported by your current payment method. Please choose a different payment type to use this product.


Current Payment Method [Edit](#)

- Credit Card**
Pay for transactions individually with your credit card.

You don't need to provide any credit card information with your account. Credit card information will be requested when you are ready to complete a transaction.

Note: Users (Administrators) must log into the account each time access to the products and services is needed.

In March 2025, B.C. company filings and search will move to the BC Registry application. Learn more at bcreg.ca/corporations.



Your BC Registries and Online Services account has successfully been created.

You can now start accessing products and services available exclusively to BC Registries account holders.

If you requested access to a product or service that requires staff review, you will receive notification once your application has been reviewed.

[Home](#) or [Set up team](#)

Create your account using BC Token

Step 1: Get your BC Token

- Go to a Service BC location with your BC Services Card to receive your [BC Token](#).

Step 2: Set up your BC Token, username and password

- Set up your [BC Services Card Account using your BC Token](#).
- Enter the one-time code on your BC Token.
- Provide your email address and choose a password to complete the setup.

Step 3: Set up your BC Registry account

- Go to <https://www.bcregistry.gov.bc.ca>.
- Click on Create Account in the top-right corner.
- Click on the create button for BC Service card option as shown below



The screenshot shows the website header for 'BRITISH COLUMBIA BC Registries and Online Services'. In the top right corner, there are links for 'What's New', 'Log in', and 'Create Account'. The 'Create Account' link is highlighted with a blue box, and a blue arrow points from the text in Step 3 to this box. Below the header, the main content area features the title 'Access and manage your BC Registries and Online Services' and several paragraphs of text. An illustration of a person sitting on a large screen is visible on the right side of the page.

BRITISH COLUMBIA BC Registries and Online Services

What's New Log in Create Account

BC Registries and Online Services

Access and manage your BC Registries and Online Services

All registrations of businesses, not-for-profit societies, cooperative associations, personal property and manufactured homes are administered and supported by BC Registries and Online Services.



As our online modernization initiative continues, refer to this page for updates on ways to manage registration information.

For up-to-date data analytics on our products and services, [visit our BC Registries Statistics and Insights page](#).

BRITISH COLUMBIA BC Services Card Login

Log in to: BC Registries
This service will receive your: given names, surname ?

Continue with:

-  BC Services Card app
-  Username/password + BC Token

No account?
Find out how to get the mobile app. Or, how to get a BC Token to use a username and password.
[Set up a BC Services Card account](#)

Log into your Username/password + BC Token

Use a BCeID, 2-factor authentication app (2FA) and notarized identity affidavit to create your account

Before you start creating your account:

- Download and print a copy of the [identity affidavit](#) and have it notarized.
- Download and set up a 2-factor authenticator (2FA), or have one you already use handy.



BCeID Login + Two-Factor Authentication

🕒 Requires identity verification, the approximate processing time is 8-10 days

Next >

Step 1: Download the Identity Affidavit and have it notarized

- View the information on this page.
- Click “Next: Download Affidavit”.
- Download the form and visit your local notary public or lawyer to have it notarized. You will need to bring:
 - One piece of government-issued photo identification.
 - Bring a printed copy of the BC Registries and Online Service affidavit template. Print this template and fill out all fields. Failure to do so may result in a rejection of your account request.
 - Payment (most notaries and lawyers charge a fee for this service; fees will vary).

How to verify your identity by a notary

There are three steps to verifying and protecting your identity when creating a BC Registries account.



1. Get an identity affidavit notarized

Visit your local notary or lawyer to have this document notarized. This is to ensure that no one is impersonating you or committing identity theft.

Only account administrators are required to verify their identity with a notary.



2. Create a BCeID

A username and password that provides secure access to online government services in British Columbia.



3. Use a 2-factor mobile or desktop authentication app

Mobile options such as: Google or Microsoft Authenticator

Desktop option such as: [GAuth](#)

← Back

Next: Download Affidavit →

Step 2: Return to the application when your affidavit is notarized or commissioned and scanned to your computer

- Go to <https://www.bcregistry.gov.bc.ca>.
- Click on “Create Account”.
- Unroll the BCeID Login option by clicking on “View More”
- Click “Next”.
- Click “Next: Download Affidavit”.

Note: you will be asked to upload your notarized affidavit in a later step.

Step 3: Login using an existing BCeID or register a new BCeID

Getting your identity affidavit notarized

Download the identity affidavit template below and visit a Notary Public or lawyer to have it notarized.

You will need to bring:

1. One piece of government-issued photo identification
2. Bring a printed copy of the BC Registries and Online Services affidavit template. You must use this template and fill out all fields. Failure to do so may result in a rejection of your account request.
3. Payment (most notaries and lawyers charge a fee for this service. Fees will vary.)

Once you have your affidavit notarized, return to this website and continue to the next step. You will upload your affidavit later in the account creation process.



Download Identity Affidavit
PDF (73KB)

← Back

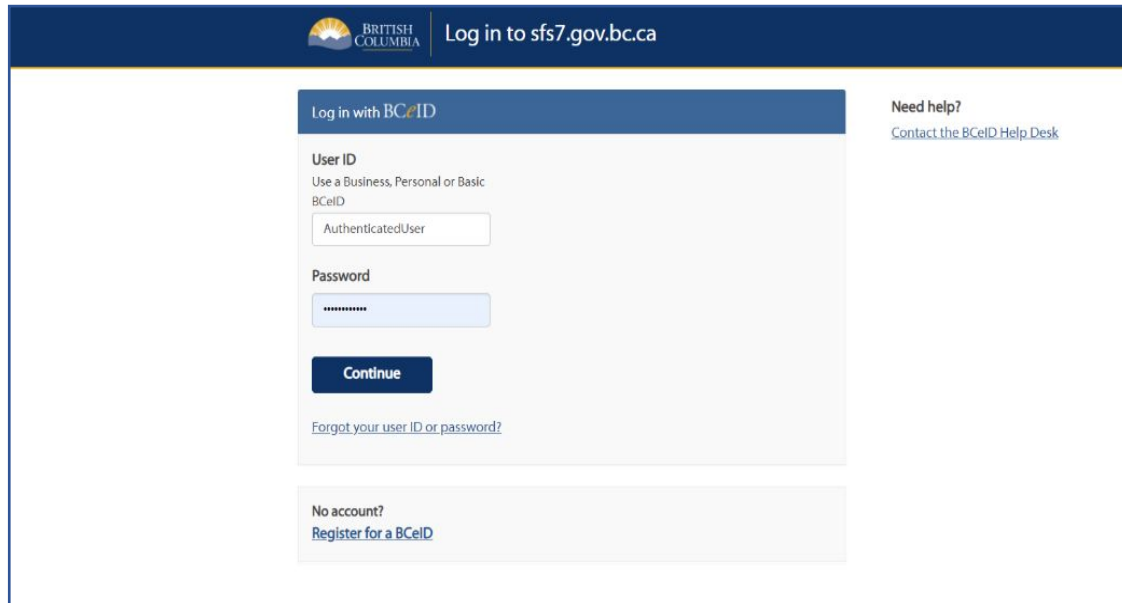
Login using existing BCeID

Register a new BCeID

Step: Using a BCeID, 2-Authentication Factor app and notarized identity affidavit to create your account

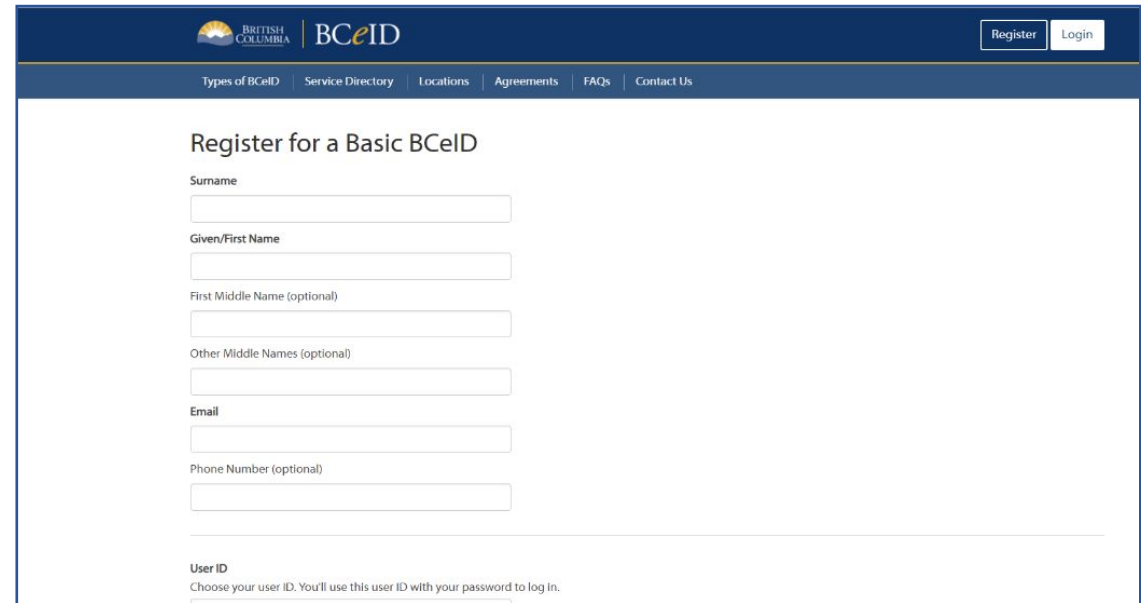
Option -1-

If you have an existing BCeID, enter your credentials.



The screenshot shows the login page for sfs7.gov.bc.ca. The header includes the British Columbia logo and the text "Log in to sfs7.gov.bc.ca". The main content area is titled "Log in with BCeID". It features a "User ID" field with the placeholder text "AuthenticatedUser" and a "Password" field with masked characters. A "Continue" button is located below the password field. A link for "Forgot your user ID or password?" is provided. To the right, there is a "Need help?" section with a link to "Contact the BCeID Help Desk". At the bottom, there is a "No account?" section with a link to "Register for a BCeID".

Option 2- If you need to create a BCeID, you will be directed to fill in a one-page form.



The screenshot shows the registration page for a Basic BCeID. The header includes the British Columbia logo, the BCeID logo, and navigation links for "Types of BCeID", "Service Directory", "Locations", "Agreements", "FAQs", and "Contact Us". There are "Register" and "Login" buttons in the top right corner. The main content area is titled "Register for a Basic BCeID" and contains several input fields: "Surname", "Given/First Name", "First Middle Name (optional)", "Other Middle Names (optional)", "Email", and "Phone Number (optional)". Below these fields is a "User ID" section with the instruction "Choose your user ID. You'll use this user ID with your password to log in."

Step: Using a BCeID, 2-Authentication Factor app and notarized identity affidavit to create your account

Step 4: Install or use an existing authenticator app

Once you have logged in with a BCeID username and password, you will link the account to a 2-factor authenticator (2FA) app. If you cannot or do not want to download an authenticator to your mobile device, you can download one onto your computer or add a plug-in extension to your browser.

Step 5: Upload Affidavit

Administrators using BCeID and 2FA must upload their affidavit during this step in account creation (BC Service Card Account users do not have to upload an affidavit).

- Upload your affidavit.
- Fill out your notary's information and contact.
- Click "Next"

Click on "Upload file" and select the affidavit from your computer to upload

Enter your notary's information

Enter notary contact information

Click Next

Step: Account Information

Step 6: Account Information

- Select your BC Registry account in your personal name or business name.
- If you are creating an account for a government agency other than the Government of BC (e.g. municipality, crown corp, federal government) select Government Agency.
- Fill out your information and mailing address.
- Click “Next”

The image displays three overlapping screenshots of the 'Create a BC Registries and Online Services Account' form, specifically the 'Account Information' step (STEP 1 OF 3). Each screenshot shows a different user type selected:

- Left Screenshot:** The 'Individual Person' radio button is selected. A blue box labeled 'Individual Person' has an arrow pointing to the selected option.
- Middle Screenshot:** The 'Business' radio button is selected. A blue box labeled 'Business' has an arrow pointing to the selected option.
- Right Screenshot:** The 'Government Agency' radio button is selected. A blue box labeled 'Government Agency' has an arrow pointing to the selected option.

The form includes fields for 'Account Name', 'Legal Business Name', 'Branch/Division (if applicable)', 'Business Type', and 'Business Size' for the 'Business' option. For the 'Government Agency' option, there are fields for 'Government Agency Name', 'Branch/Division (if applicable)', 'Government Agency Type', and 'Government Agency Size'.

Step 7: Account Administrator Information

Enter your name as it appears on your affidavit.
Fill in details and click “Next”

Once you have completed creating your account, you can add more than one account administrator.

NOTE: It is recommended that each account have more than one Account Administrator

Create a BC Registries and Online Services Account

Manage account settings, team members, and view account transactions

- Upload Affidavit
- Account Information
- Account Administrator Information**
- Products and Payment

STEP 3 OF 4

Account Administrator Information

Enter your contact information. Once your account is created, you may add additional users and assign roles.

<input type="text"/>	<input type="text"/>
First Name	Last Name
Your first name as it appears on your affidavit	Your last name as it appears on your affidavit

Email Address

Confirm Email Address

<input type="text"/>	<input type="text"/>
Phone Number	Extension
Example: (555) 555-5555	

Products and payment types.

Administrator view only.



STEP 3 OF 3

Select Products and Payment

Business Registry & Name Request

Register or incorporate a business and keep business records up to date. [Read More](#) ▾



Supported payment methods:

 PRE-AUTHORIZED DEBIT  CREDIT CARD  ONLINE BANKING  BC ONLINE

Business Search

Search for businesses registered in B.C. and request copies of business documents. [Read More](#) ▾

Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Manufactured Home Registry

Search for manufactured homes, and search for personal property legal claims on manufactured homes. [Read More](#) ▾


Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Short-Term Rental Registry

Register your short-term rental property, platform service provider, or strata-titled hotel or motel with the province. [Read More](#) ▾



Supported payment methods:

 PRE-AUTHORIZED DEBIT  CREDIT CARD

BC Assessment COMING SOON

Access BC Assessment's real property information database. [Read More](#) ▾

Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Court Services Online

Make applications or file any other court documents in any B.C. court registry, browse daily court listings across the province, or search court file information. [Read More](#) ▾


Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Personal Property Registry

Record security interests and liens or search existing records. [Read More](#) ▾



Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Rural Property Tax

Search property tax records for rural properties or leased land in B.C., excluding municipal and Indigenous lands. [Read More](#) ▾



Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Site Registry

Identify properties with environmental records submitted under Part 4 of B.C.'s Environmental Management Act. [Read More](#) ▾




Supported payment methods:

 PRE-AUTHORIZED DEBIT  BC ONLINE

Wills Registry COMING SOON

Register the location of a will by filing a wills notice or search for a wills notice as part of an estate probate. [Read More](#) ▾

Supported payment methods:

 CREDIT CARD  PRE-AUTHORIZED DEBIT  BC ONLINE

Step: Step 5 Products and Payment

If the payment method is not supported with the product type you try to choose, you will need to choose a different payment method. If you select multiple products, only the payment option that works for all of them will be available.

For example below this user has selected “Business Registry & Name Request **and** Manufactured Home Registry”. The payment method available is Pre-Authorized Debit. Note there is message under BC Online: “This Payment method will soon be retired. It is recommended to select a different payment method”.

An account administrator is the **only** individual that can change the payment method. Its recommended each account have more than one administrator to avoid delays in updates and payments

STEP 3 OF 3


Select Products and Payment


Business Registry & Name Request
Register or incorporate a business and keep business records up to date. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT CREDIT CARD ONLINE BANKING BC ONLINE


Business Search
Search for businesses registered in B.C. and request copies of business documents. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT BC ONLINE


Manufactured Home Registry
Search for manufactured homes, and search for personal property legal claims on manufactured homes. [Read More](#) ▾
Supported payment methods:
 PRE-AUTHORIZED DEBIT BC ONLINE

Select a payment method for your account:

 **Pre-authorized Debit**
Automatically debit a bank account when payments are due.

 **Credit Card Is not supported for the selected products**
Pay for transactions individually with your credit card.

 **Online Banking Is not supported for the selected products**
Pay for products and services through your financial institutions website.

 **BC Online**
Use your linked BC Online account for payment.

This payment method will soon be retired. It is recommended to select a different payment method.

[← Back](#)[Create Account →](#)[Cancel](#)

Step: Step 5 Products and Payment

For a second example this user tries to select “Personal Property Registry” and the default payment method is Credit Card, there is a popup:

“Payment method not supported. This product is not supported by your current payment method. Please choose a different payment type to use this product”.

Only Account Administrators can view the product options and add or change payment methods. Its recommended each account have more than one administrator to avoid delays in updates and payments.

To change the payment method the account administrator will deselect the current payment option.

Then the **new** payment method will change the default payment method to all the products available under that payment type.

The screenshot displays a user interface for managing an account. On the left is a sidebar with three main sections: 'MANAGE ACCOUNT' (Account Info, Team Members, Products and Payment), 'ACCOUNT ACTIVITY' (Statements, Transactions, Activity Log), and 'ADVANCED SETTINGS' (Developer Access). The 'Products and Payment' section is active. The main content area is titled 'Products and Payment' and contains a 'Products and Services' section. Two products are listed: 'Business Registry & Name Request' (checked) and 'Personal Property Registry' (unchecked). Each product shows supported payment methods. A yellow warning box at the bottom states: 'Payment Method Not Supported: This product is not supported by your current payment method. Please choose a different payment type to use this product.' Below this is the 'Current Payment Method' section, which shows 'Credit Card' as the selected method with an 'Edit' button.

MANAGE ACCOUNT

- Account Info
- Team Members
- Products and Payment**

ACCOUNT ACTIVITY

- Statements
- Transactions
- Activity Log

ADVANCED SETTINGS

- Developer Access

Products and Payment

Products and Services

- Business Registry & Name Request**
This account has access to Business Registry & Name Request. [Read More](#) ▾
Supported payment methods:
PRE-AUTHORIZED DEBIT CREDIT CARD ONLINE BANKING BC ONLINE
- Personal Property Registry**
Record security interests and liens or search existing records. [Read More](#) ▾
Supported payment methods:
PRE-AUTHORIZED DEBIT BC ONLINE

Payment Method Not Supported: This product is not supported by your current payment method. Please choose a different payment type to use this product.

Current Payment Method [Edit](#)

- Credit Card**
Pay for transactions individually with your credit card.

You don't need to provide any credit card information with your account. Credit card information will be requested when you are ready to complete a transaction.

Note: Users (Administrators) must log into the account each time access to the products and services is needed.



**Your BC Registries and Online Services
account has been created and is being
reviewed.**

Once your account has been reviewed and approved you will receive an email allowing you to activate and manage the account. Please allow 3 business days for this process.

[BC Registries Home](#)

Adding team members to your account

Adding team members to your account

Once your account has been created, you can add team members at any time so that they can access the services that your account is subscribed to.

The way invited team members authenticate and log into the account depends on the method that was chosen to create your account. If your account was created using:

- **BC Services Card app or BC Token**
 - You can change the authentication method for team members to log in *before you invite them* using their BC Services Card app/BC Token or BCeID and 2-factor authentication on the “Authentication” tab in Account Settings.
 - You can keep switching between the two methods to accommodate how your team members want to log into the account each time *before inviting them to your account*.
- **BCeID, notarized affidavit and 2-factor authentication**
 - You cannot change the authentication method for future team members and they must log in using BCeID and 2-factor authentication. If you invite an Account Administrator, they will also need to upload a notarized identity affidavit.

Team Member Roles

Three roles can be assigned to your team members. By default, the person creating the account is the Account Administrator. We recommend that your account has more than one Account Administrator to share responsibility and provide coverage in case of vacations or leaves.

Administrators:

- Change payment information
- View financial statements
- Add/remove businesses
- Add/Remove BC Registry products to the account
- Add/remove team members (all roles types)
- Search and complete filings and transactions

Coordinators:

- View financial statements
- Add/remove businesses
- Add/remove team members (only Coordinators and Users)
- Search and complete filings and transactions

Users: Search and complete filings and transactions

Adding team members to your account

Who can add team members to the account?

- Account Administrators can add other Administrators, Coordinators and Users.
- Coordinators can add other Coordinators and Users.
- Users cannot add team members.

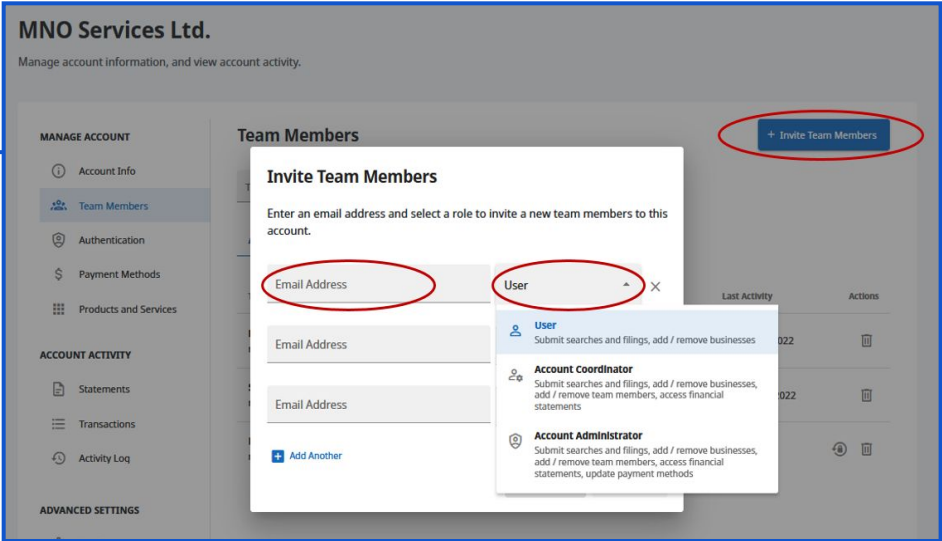
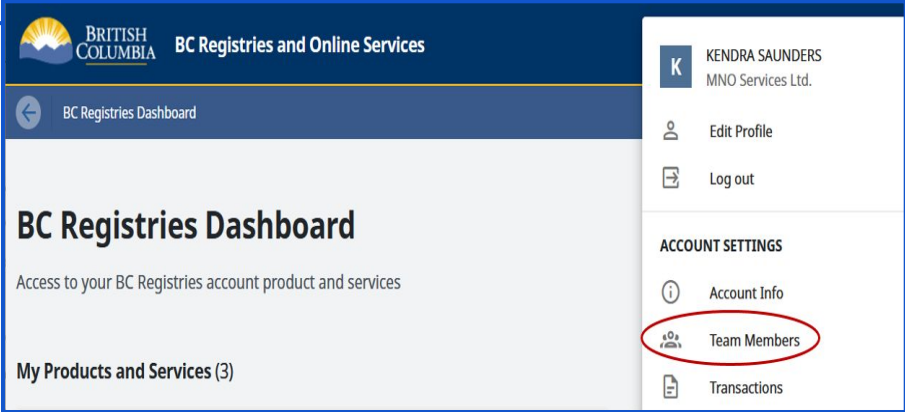
Considerations

- Any person can leave the account at any time.
- At least one Account Administrator is needed on the account at all times. The system will not let you leave the account if you are the only Account Administrator on the team. You will need to add a new Account Administrator before you leave.

Step 1: Invite team members

Add team members at any time after your account has been set up. Your team members will receive instant email notifications; if they do not receive a notification, ask your invitees to check their spam folder or check that you entered the correct email address when inviting them:

- Click on your name in the top-right corner and click on “Team Members” under Account Settings. Click on ‘Invite Team Members’ in the top-right corner.
- Enter email addresses for the team members you want to invite to the account.
- Assign the role type for each team member.
- Click “Send Invites”.



Adding team members to your account

Step 2: Team member accepts invite

The team member will receive an email asking them to join the account. They will click the link in the email and authenticate to complete the process.

Step 3: Approve team members

The Account Administrator or Coordinator will perform a final approval for the team member joining the account:

- Click on the checkmark next to the team member's name in the "Pending Approval" tab.
- Once approved, the team member can login and use the account.

The screenshot displays the 'Team Members' management interface. On the left, a sidebar under 'MANAGE ACCOUNT' includes options for Account Info, Team Members (highlighted), Authentication, Payment Methods, and Products and Services. The main content area shows the 'Team Members' section with a '+ Invite Team Members' button, a 'Team Member' filter, and an 'Apply Filter' button. Below these are tabs for 'Active', 'Pending Approval' (circled in red with a notification badge), and 'Invitations'. A table lists team members, with one entry for 'Magda Lena' (magda.lena@test.com) having a checkmark icon circled in red in the 'Actions' column.

Join a BC Registry account as a team member

Join a BC Registry account as a team member

Once an invitation is sent to a team member, they will receive an email from BC Registries inviting them to join your BC Registry account.

View and share with your team members instructions on how to "[Join a BC Registry account as a team member](#)".

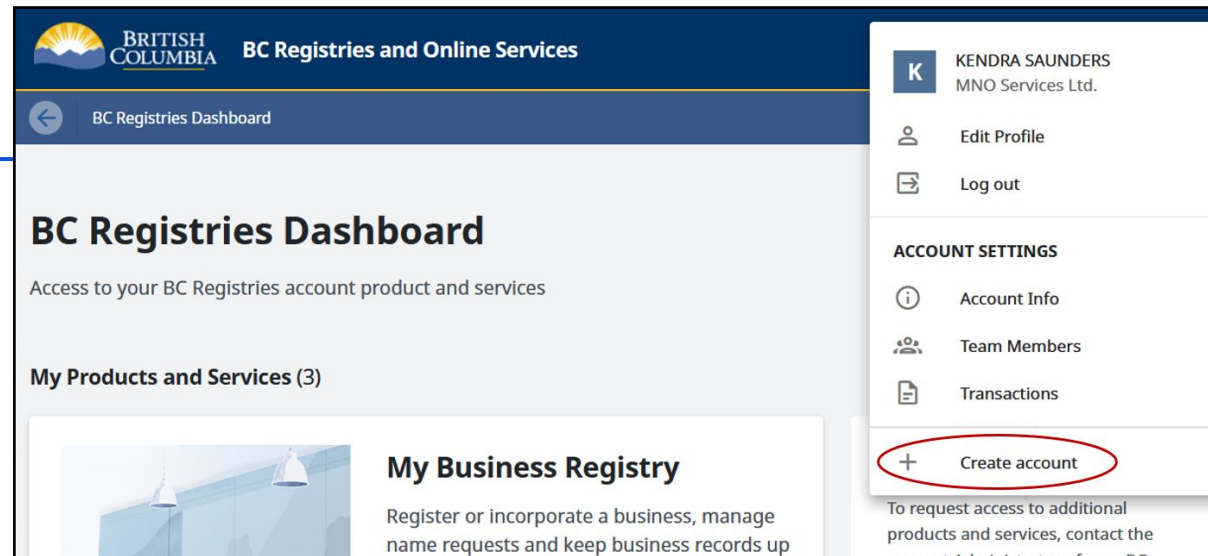
Creating multiple accounts

This section only applies to Administrators who need to set up multiple accounts for their organization.

- Users with existing BC OnLine accounts can link additional accounts to their other BC OnLine accounts that have not already been linked; an existing BC OnLine account can only be linked to one BC Registry account.
- If certain users in your organization are required to complete occasional transactions by credit card for the Business Registry, Name Request, and/or Wills Registry, Administrators can create a separate Basic account for that team. Administrators should label the new account or division by a unique term to distinguish that account from the other accounts.

Step 1: Log into your account and click on Create Account

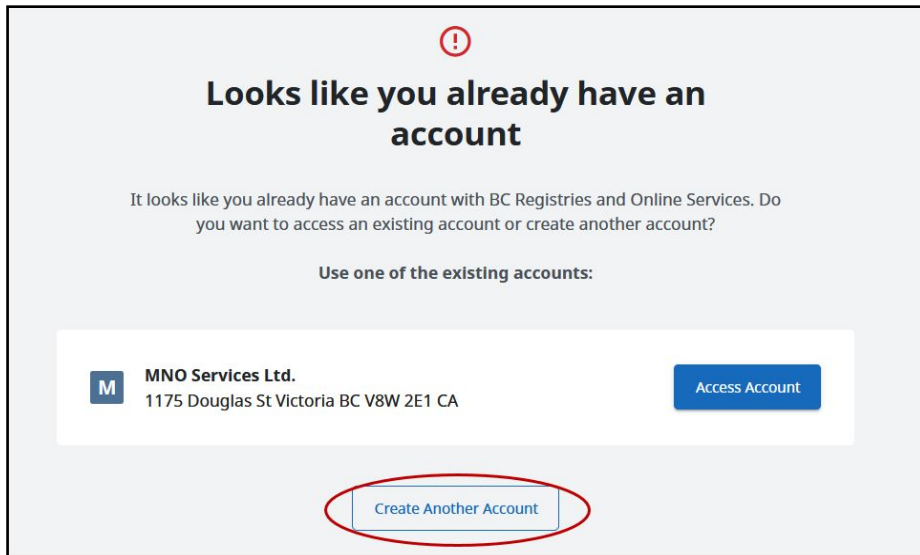
- The existing Administrator must log into www.bcregistry.gov.bc.ca.
- Click on the account name in the top-right corner and select "Create Account"



The screenshot displays the BC Registries Dashboard interface. At the top, the header includes the British Columbia logo and the text "BC Registries and Online Services". Below the header, a navigation bar shows "BC Registries Dashboard" with a back arrow. The main content area is titled "BC Registries Dashboard" and includes the subtitle "Access to your BC Registries account product and services". Underneath, there is a section for "My Products and Services (3)". A card for "My Business Registry" is visible, with the text "Register or incorporate a business, manage name requests and keep business records up". On the right side, a user profile dropdown menu is open, showing the user's name "KENDRA SAUNDERS" and organization "MNO Services Ltd.". The menu options include "Edit Profile", "Log out", "ACCOUNT SETTINGS", "Account Info", "Team Members", "Transactions", and "Create account". The "Create account" option is highlighted with a red circle.

Join a BC Registry account as a team member

- **Step 2: Create another account**
- The page will display a warning that you already have an account:
- Click on “Create Another Account”.

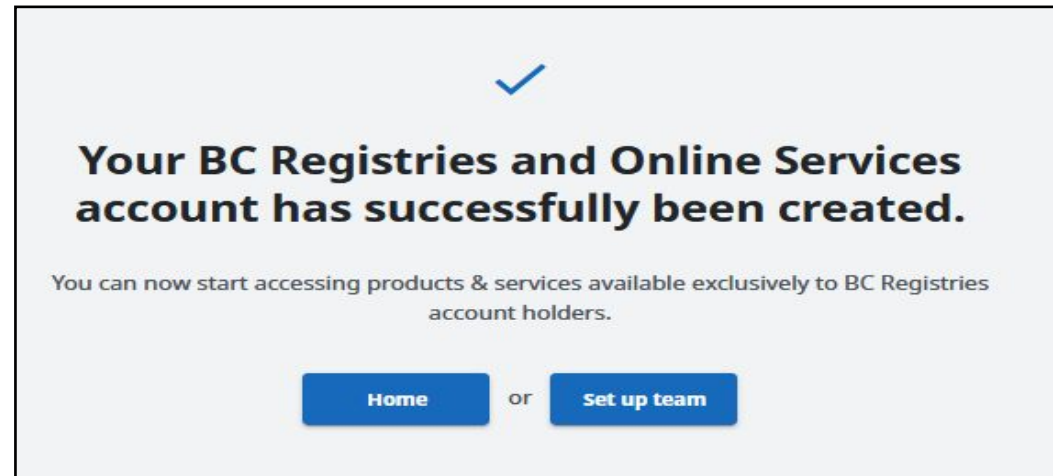


The screenshot shows a warning message with a red exclamation mark icon. The text reads: "Looks like you already have an account". Below this, it says: "It looks like you already have an account with BC Registries and Online Services. Do you want to access an existing account or create another account?". Underneath, there is a section titled "Use one of the existing accounts:" which contains a card for "MNO Services Ltd." with the address "1175 Douglas St Victoria BC V8W 2E1 CA" and an "Access Account" button. At the bottom of the page, a "Create Another Account" button is circled in red.

Step 3: Complete the account creation process

- Administrators using a **BC Services Card app** or the **BC Token**: follow the [instructions listed in this guide](#) for setting up an account for BC Services Card app users.
- Administrators using **BCeID and 2FA**: follow the [instructions listed in this guide](#) for setting up an account for BCeID and 2FA users.

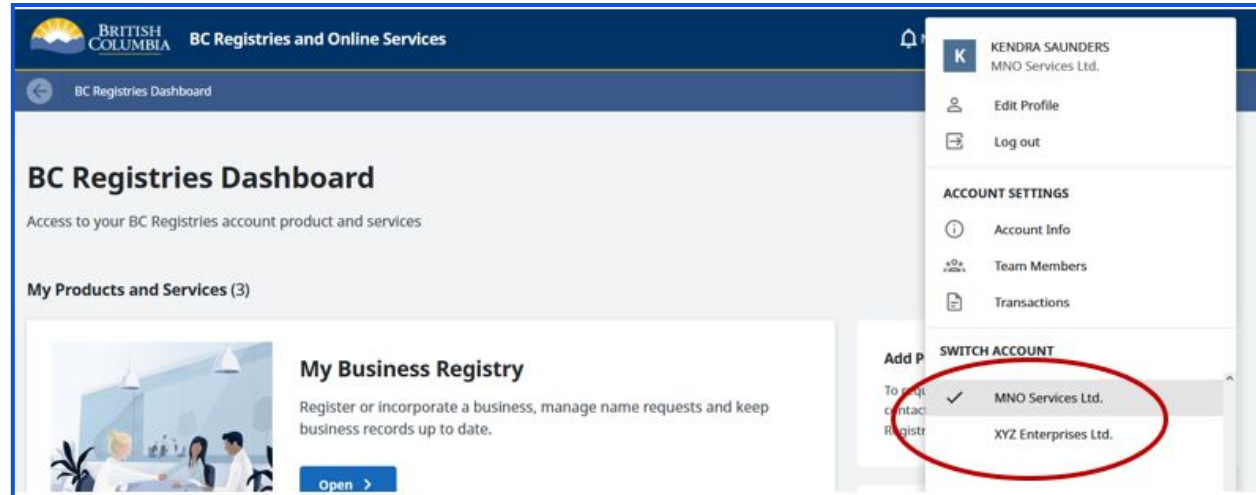
You will see a confirmation screen that your additional account has been created successfully and you can now add team members to your new account.



The screenshot shows a confirmation message with a blue checkmark icon. The text reads: "Your BC Registries and Online Services account has successfully been created." Below this, it says: "You can now start accessing products & services available exclusively to BC Registries account holders." At the bottom, there are two buttons: "Home" and "Set up team", separated by the word "or".

Switching to multiple accounts / Adding additional products or services to an existing account

You will now see the additional account you created when you click on the account name in the top-right corner.



Step 4: Switching between multiple accounts

If you have access to more than one account, make sure that you are on the correct account when adding new team members or making registry transactions.

- Click on the account name in the top-right corner; the account name listed there is the account you are currently in.
- Select the account name from the list to access that account; you will see a checkmark next to the account name that you are currently in (see above screenshot).

Adding additional BC Registry products or services to an existing account

Steps on how to add a BC Registries product or service to an existing account in the new BC Registry application, can be found here:

- [Add a BC Registries product or service to an existing account](#) (275 KB PDF)

Note: Only Account Administrators can add additional products and services to their existing accounts.

Deactivating an account

Deactivating an account

Step 1: Log into your account and click on Account Info

- The existing Administrator must log into www.bcregistry.gov.bc.ca.
- Click on the account name in the top-right corner and select “Account Info”.

The screenshot shows the BC Registries Dashboard for user KENDRA SAUNDERS, MNO Services Ltd. The user menu is open, showing options: Edit Profile, Log out, ACCOUNT SETTINGS (with 'Account Info' circled), Team Members, Transactions, and Create account. Below the dashboard, there is a section for 'My Business Registry' with a description: 'Register or incorporate a business, manage name requests and keep business records up'.

Step 2: Deactivate account

- Click on “Deactivate Account” on the bottom of the screen.

The screenshot shows the 'Account Info' page. The left sidebar has 'MANAGE ACCOUNT' (Account Info, Team Members, Authentication, Payment Methods, Products and Services), 'ACCOUNT ACTIVITY' (Statements, Transactions, Activity Log), and 'ADVANCED SETTINGS' (Developer Access). The main content area shows account details: Account Number 1596, Account Type Premium, Access Type Government agency (other than BC provincial), Account Name MNO Services Ltd., Branch/Division -, Business Type CONSULTING FIRMS, Business Size 11-20 Employees, and Mailing Address 1175 Douglas St, Victoria BC V8W 2E1, Canada. The 'Deactivate Account' link at the bottom is circled.

Step: Deactivating an account

Step 3: Confirm account deactivation

- Confirm that you would like to deactivate your account.
- Click “Deactivate”.

Note: If you are subscribed to the Business Registry, any businesses that are affiliated in your dashboard will be removed and passcodes for those businesses will be reset; make sure to keep track of your business passcodes before deactivating your 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.
- I, KENDRA SAUNDERS, cancel authorization to issue pre-authorized debits against the account number 1596 effective on August 12, 2022. I acknowledge that this cancellation does not terminate any other obligation that this account may have with the Payee.