

How to add a BC Registries product or service to an existing account in the new BC Registries application

This document outlines steps on how to add a BC Registries product or service to an existing account in the new BC Registries application.

Please note:

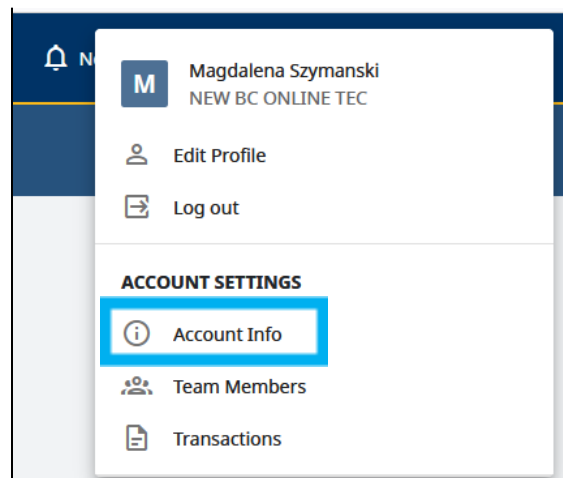
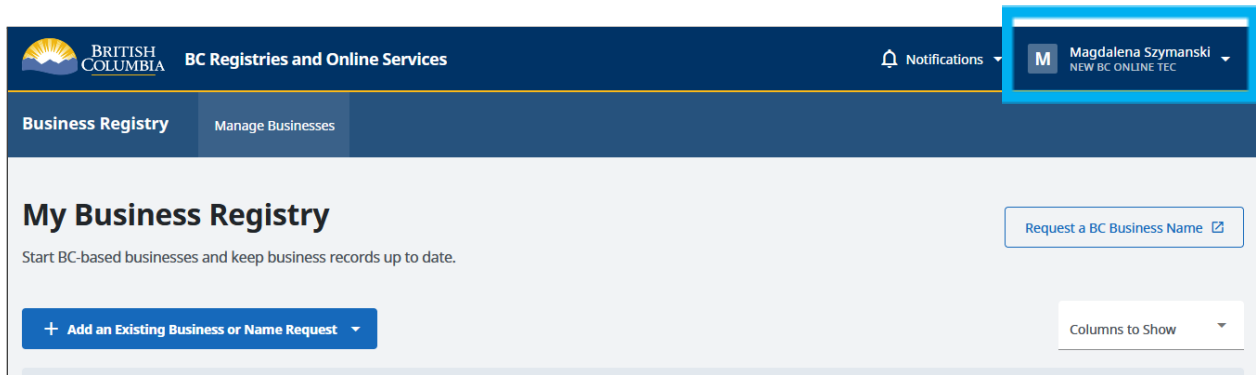
- Certain products, like the new Business Search or Personal Property Registry, are only available to Premium accounts.
- Only Account Administrators and Coordinators can add additional products and services to their existing accounts.

1. Log into your BC Registries account

[Log into your account](#) by clicking on the “Log in” button located in the top-right corner of your screen or by clicking on the “Log in to my BC Registries Account” located in the middle of the page.

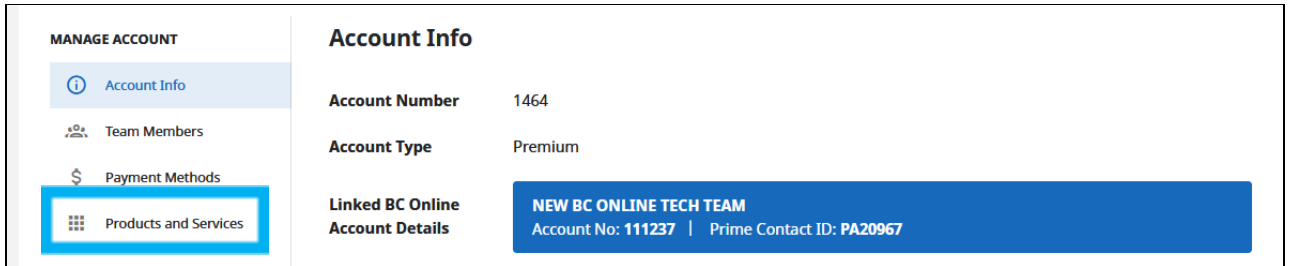
2. Access your Account Info

Once logged in, click on your account name in the top-right corner and select “Account Info” as per below screenshots:



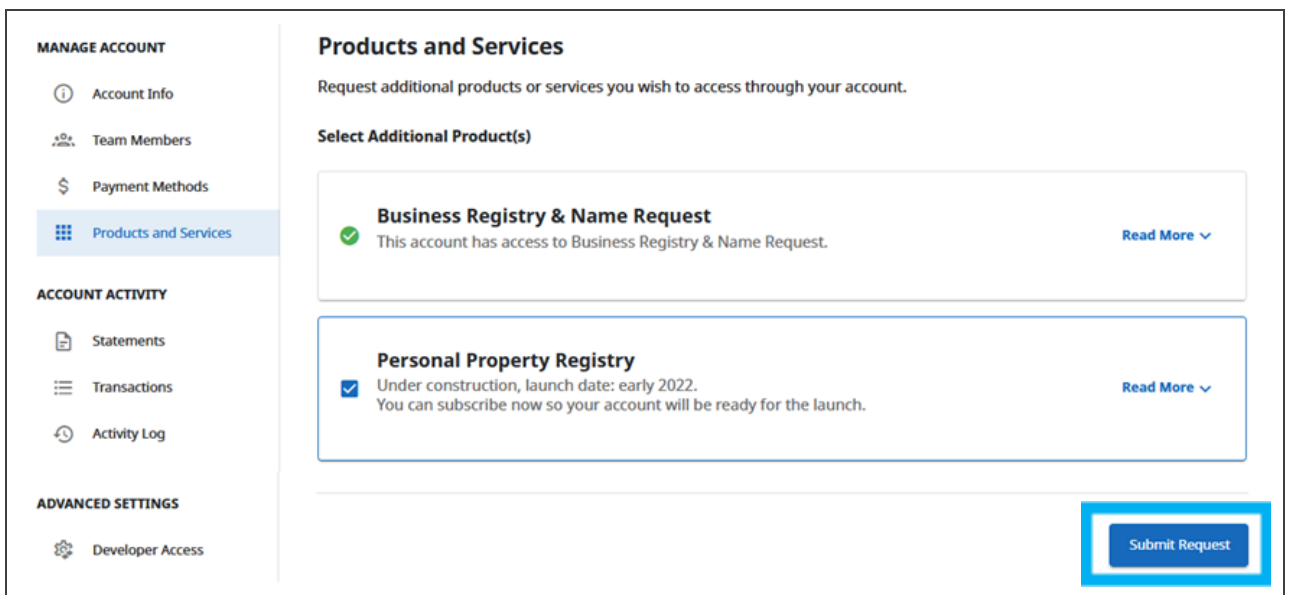
3. Add a product or service

Once you are on the Account Info page, click on “Products and Services” located in the *Manage Account* menu on the left-hand side of the page.



Once on the “Products and Services” page, select the product you wish to add so that it shows a blue checkmark.

4. Click Submit Request



5. Click OK

Upon submitting your request, you will see a pop-up message confirming your request to have the selected product or service added to your Premium account.

