

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

This document outlines steps on how to add a BC Registries product or service, like the Personal Property or Wills Registry, to an existing Premium account in the new BC Registries application.

Please note: only account Administrators can add additional products and services to their existing Premium accounts.

1. Log into your BC Registries account

<u>Log into your account</u> 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:



№	Magdalena Szymanski NEW BC ONLINE TEC
	د Edit Profile
	⊡ Log out
	ACCOUNT SETTINGS
	Account Info
	🚓 Team Members
	Transactions

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.

MANAGE ACCOUNT	Account Info	
Account Info	Account Number	1464
🐣 Team Members	Account Type	Premium
\$ Payment Methods		
Products and Services	Linked BC Online Account Details	NEW BC ONLINE TECH TEAM Account No: 111237 Prime Contact ID: PA20967

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

MANAGE ACCOUNT		Prod	Products and Services				
(j)	Account Info	Request additional products or services you wish to access through your account.					
.0	Team Members	Select	Select Additional Product(s)				
\$	Payment Methods	0	Pueinors Pogistry 9. Namo Poguost				
	Products and Services		This account has access to Business Registry & Name Request.	Read More 🗸			
ACCOL	JNT ACTIVITY						
-	Statements		Personal Property Registry Under construction, launch date: early 2022. You can subscribe now so your account will be ready for the launch.	Read More 🗸			
=	Transactions						
Ð	Activity Log						
ADVANCED SETTINGS							
\$\$	Developer Access			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.

