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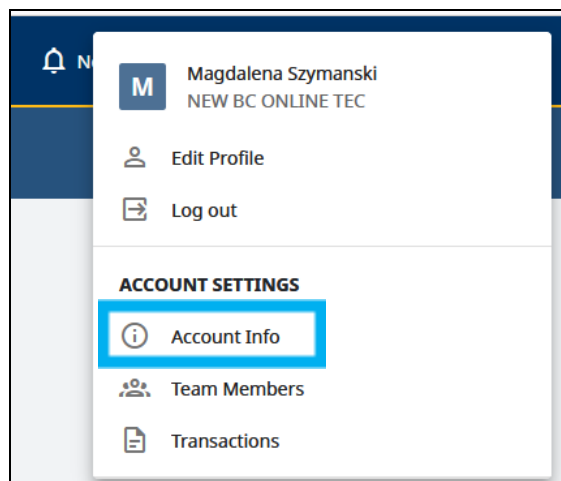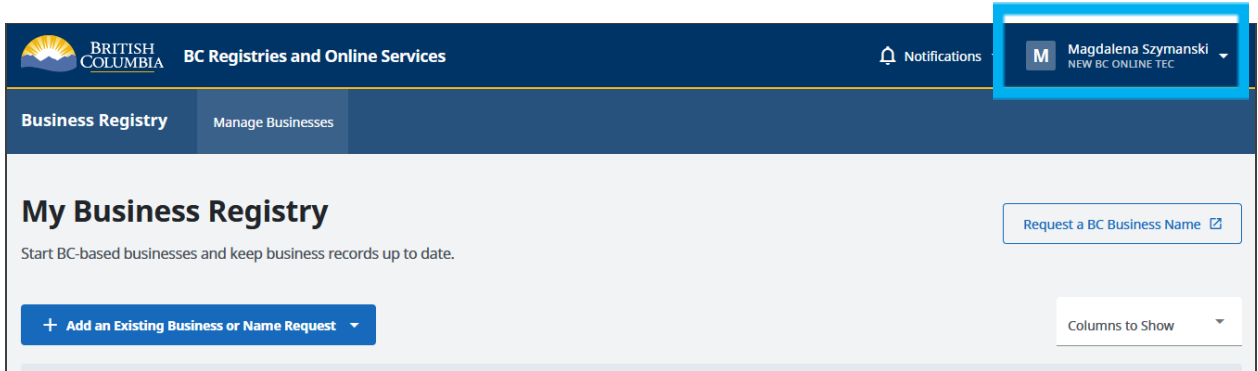
Please note: only account Administrators can add additional products and services to their existing Premium accounts.

1. **Log into your BC Registries account**

    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.
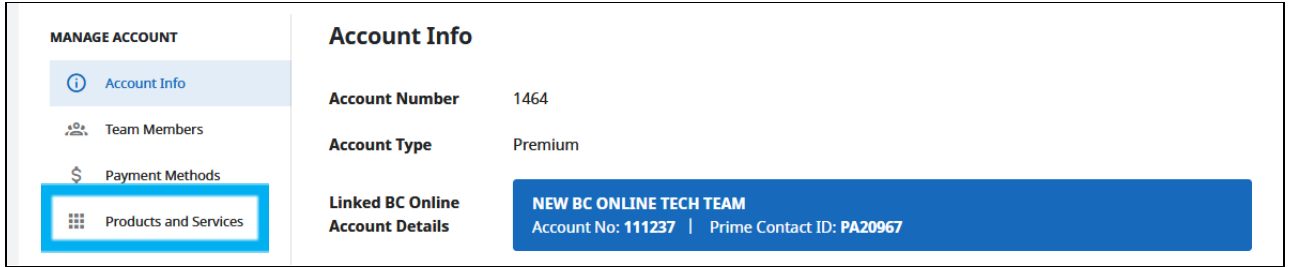
2. **Access your Account Info**

    Once logged in, click on your account name in the top-right corner and select "Account Info" as per below screenshots:
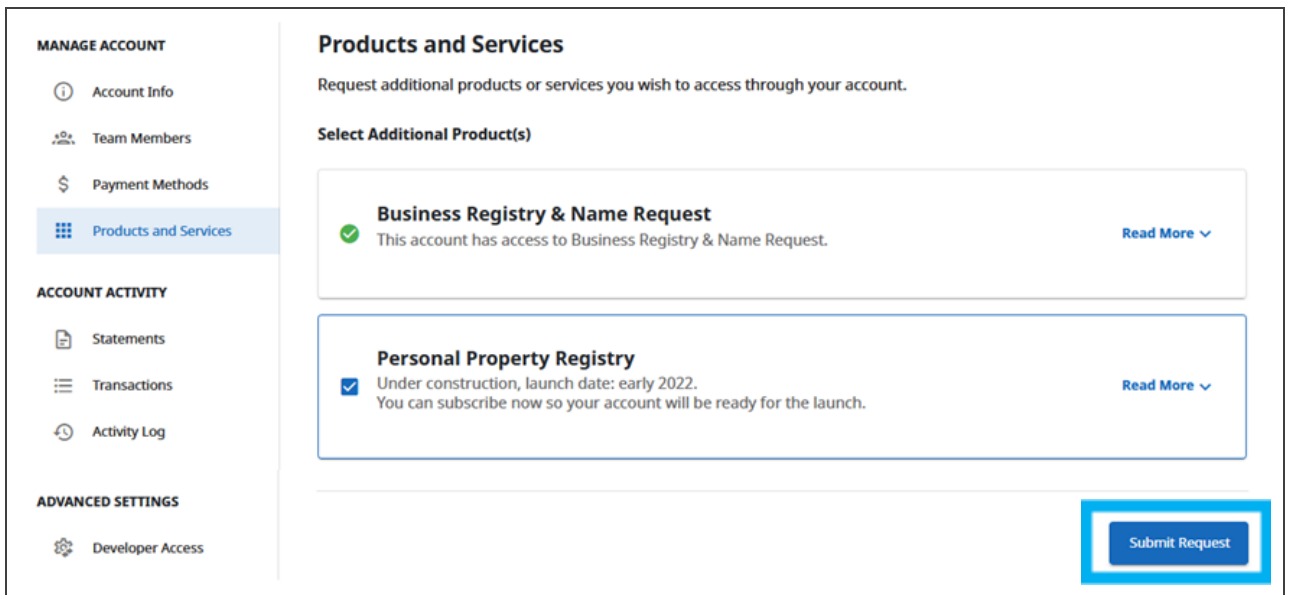
3. Add a product or service

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.