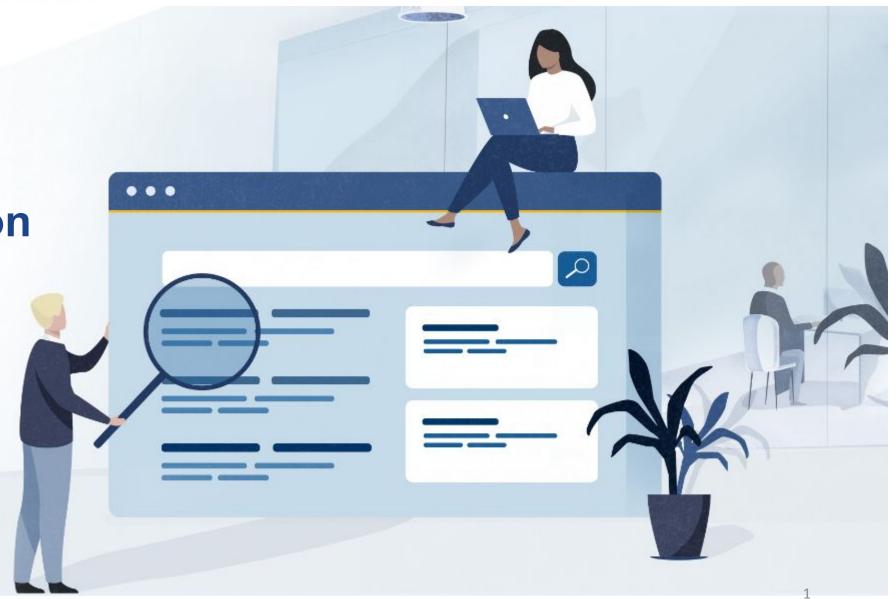


**BC** Registry **Account Creation** 

Guide



# **BC Registry - Account Creation Guide**

## **Contents:**

- Before you get started
- To create your BC Registries account
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- BCeID Account Administrator
- BCeID Products and Payment Types
- Adding Team members to your account
- Join a BC Registry account as team member
- <u>Deactivating your account</u>
- Add or Remove Products
- Statements and Transaction History

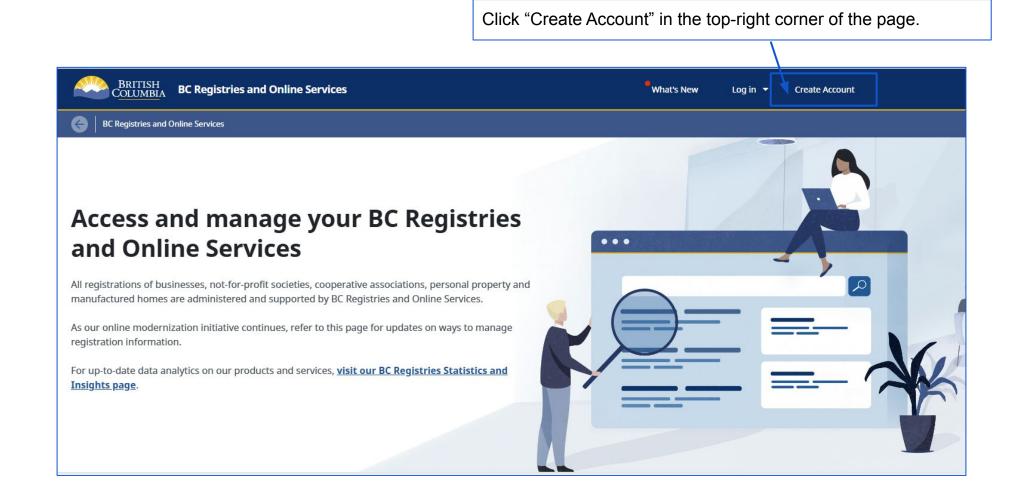
# Before you get started

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	Residents of Canada	Residents of B.C.	International users
Why would I choose this?	<ul> <li>The most common way people choose to log in to government services</li> <li>A secure and easy way to prove who you are online</li> <li>No new password to remember</li> <li>You can invite team members to join the account using a BC Services Card account or a BCeID</li> </ul>	<ul> <li>A BC Token is assigned to you; each person gets their own and can't be shared with others</li> <li>Extra layer of protection to your username and password</li> <li>You can invite team members to join the account using a BC Services Card account or a BCeID</li> </ul>	<ul> <li>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</li> <li>All team members you invite to the account will have to join using a BCeID</li> </ul>
What will I require?	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)	A BC Token is a small device that makes it secure to log in with a username and password  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> <li>BCeID username and password</li> <li>2-Factor Authenticator app (2FA)</li> <li>Notarized identity affidavit (your affidavit will be used to verify your identity; only Account Administrators are required to have an affidavit notarized)</li> </ul>
BC Registry account set-up time	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> <li>Travel and wait time to register and pick up BC Token at a local Service BC office</li> <li>Once your BC Token is set up, you can then use it to create a BC Registry account and use it immediately</li> </ul>	username and password when you begin creating your BC Registry account

# Where to create your BC Registries account

To create your BC Registries account: Go to BC Registries and Online Services



# **Using a BC Services Card app to create your account**

# Create your account using BC Services Card app

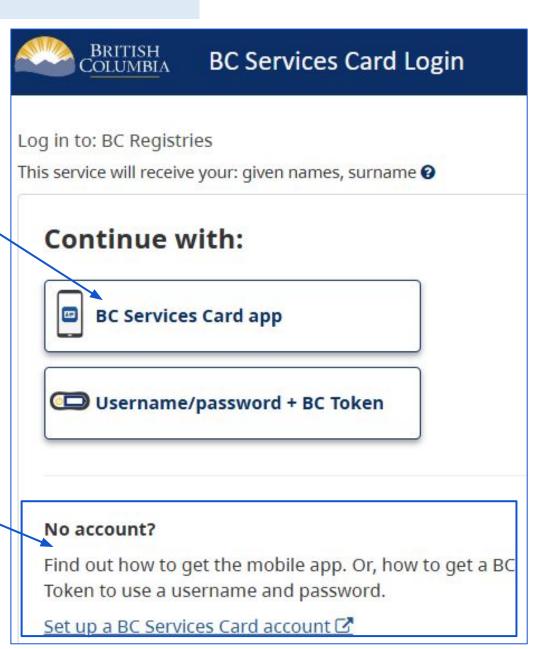
If you have an active BC Services Card app, click "BC Services Card app".

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".



# Using a BC Services Card app to create your account



#### **BC Services Card Login**

Log in to: BC Registries

# Enter this pairing code in the BC Services Card app.



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:



Open the BC Services Card app on your mobile device





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





Come back to this device to get to the website



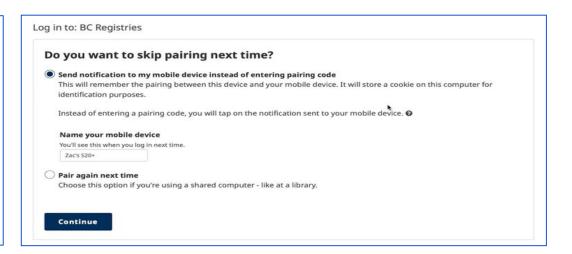
#### Using a BC Services Card app to create your account

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".

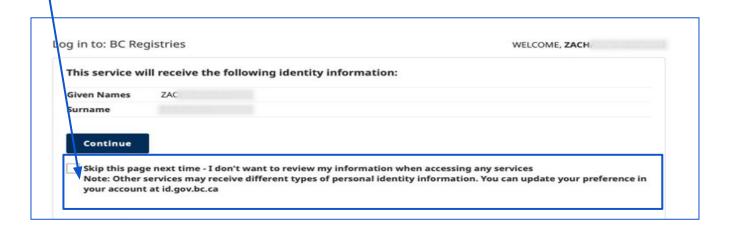
#### Or.

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

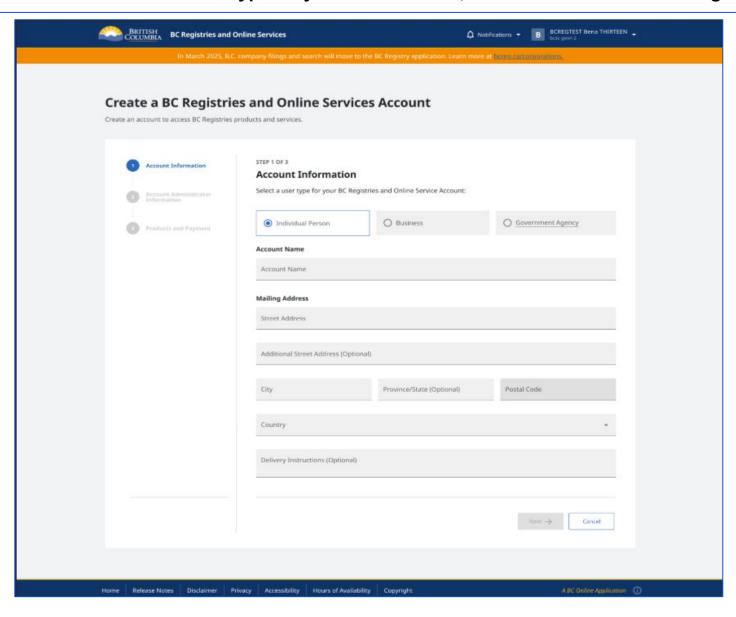


The next screen confirms that BC Registries only has access to your name.

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



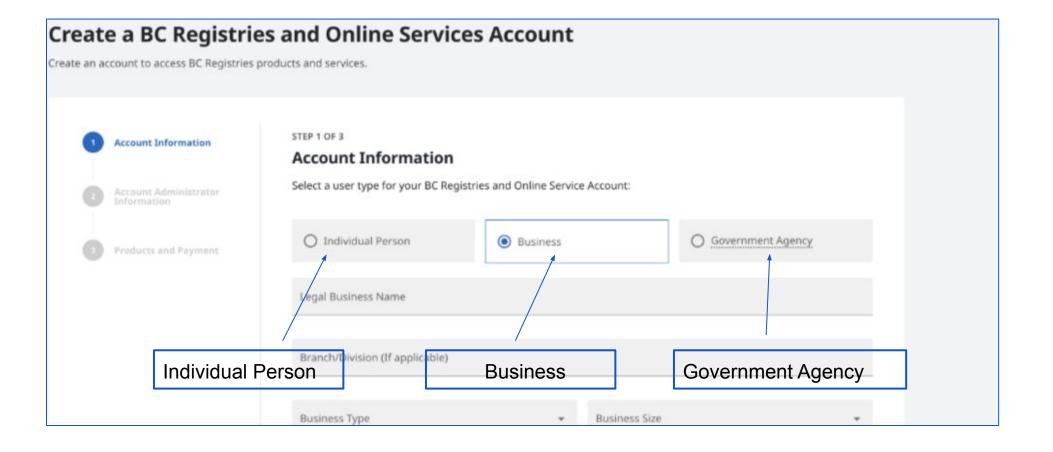
# User will select the Account type they want: Individual, Business or Government Agency



#### **Account Information**

#### **Account Information**

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

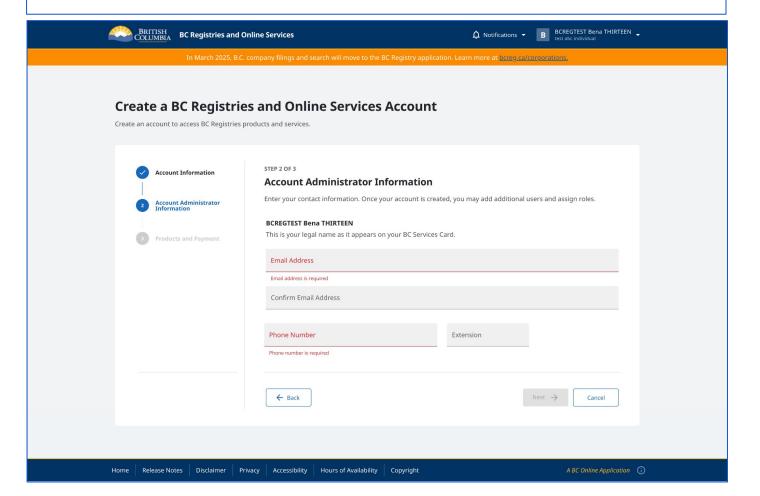


#### **BC Services Card Account Administrator Information**

#### **Account Administrator Information**

Enter the 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

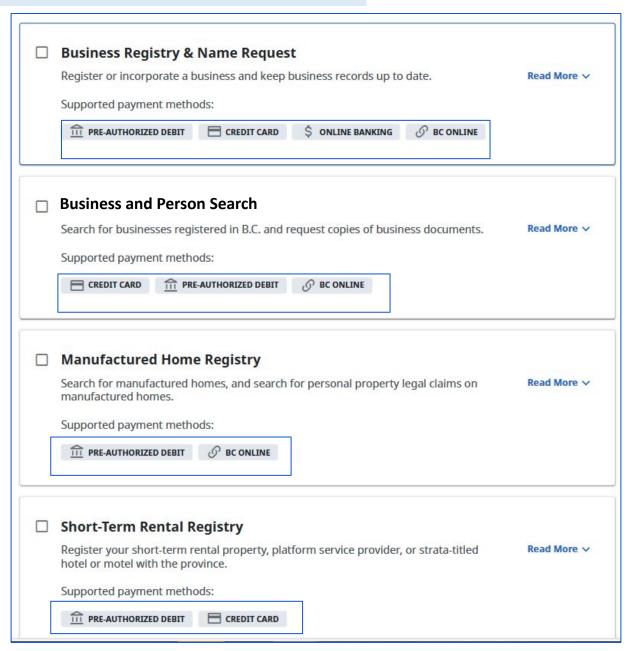
# **BC Services Card Products and Payment**

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

NOTE: For each product, the available payment options are listed. An account can only have 1 default payment type at any time.

#### \*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.



# **Products and Payment - Choosing only one product**

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

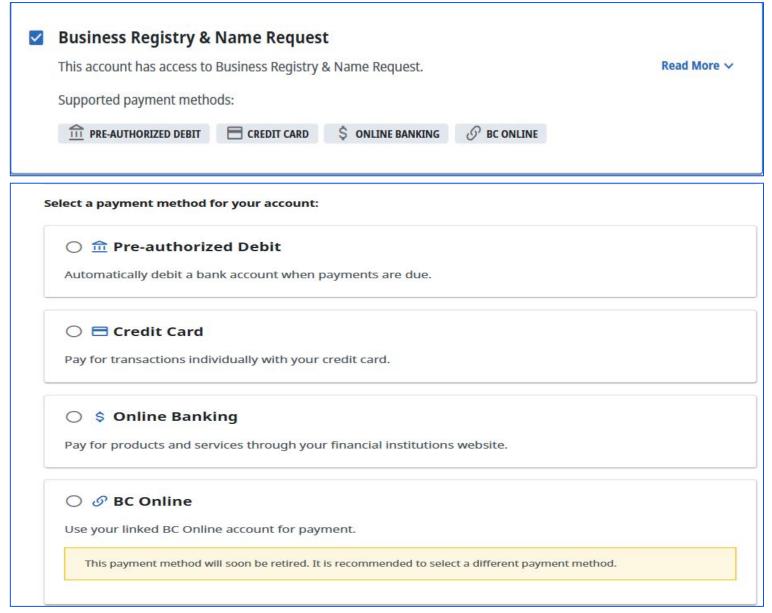
The product selected will show the available payment options.

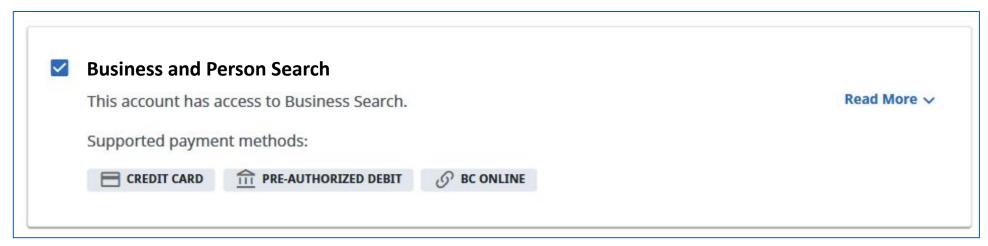
# Example 1:

If you choose Business Registry & Name Request,

The payment options are:

Pre-authorized debit, Credit Card, Online Banking or BC Online





# Example 2:

If you choose Business Search,

The payment options are:

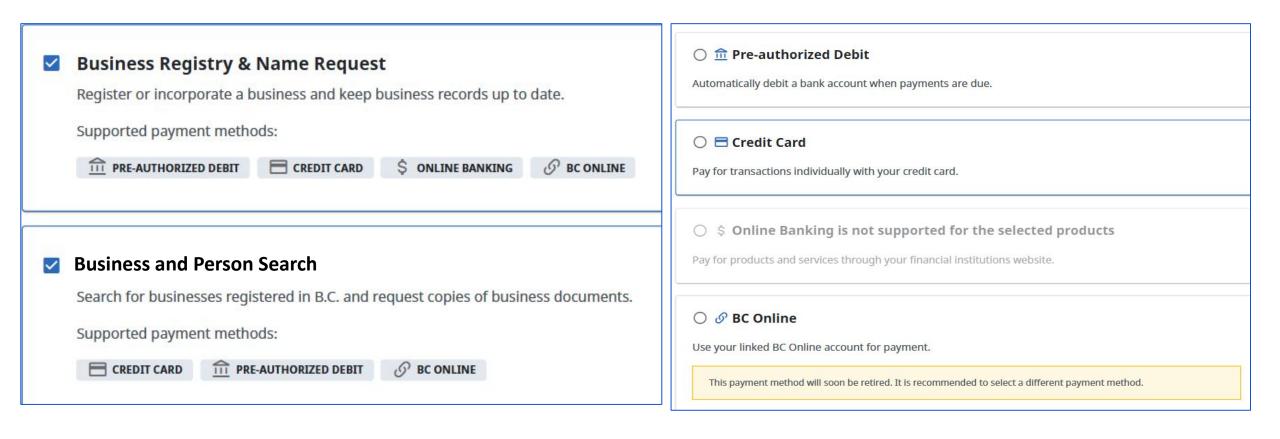
Pre-authorized debit, Credit Card or BC Online.

○	
○ <b>Credit Card</b> 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.	
○	

#### **Products and Payment - Choosing multiple products**

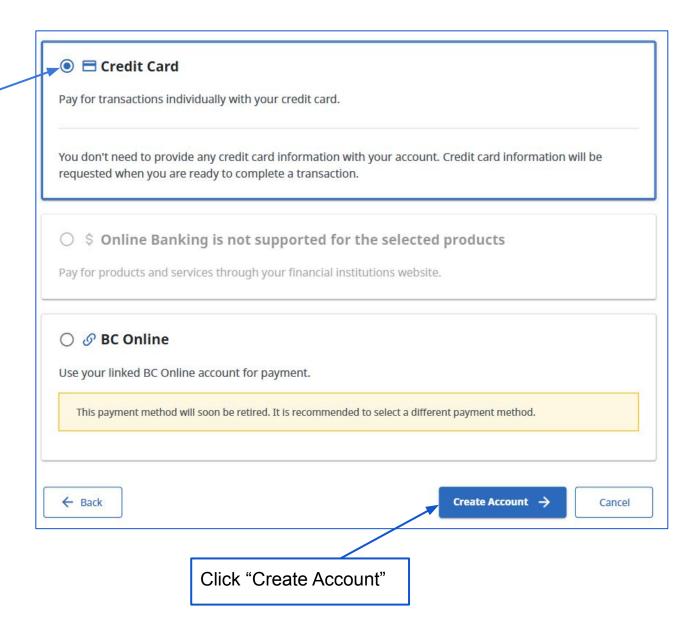
When choosing one or more products, the payment option common to all selected products will be available.

Example: If Business Registry & Name Request and Business Search are chosen, the payment option available will only be Pre-authorized debit, Credit Card or BC Online.

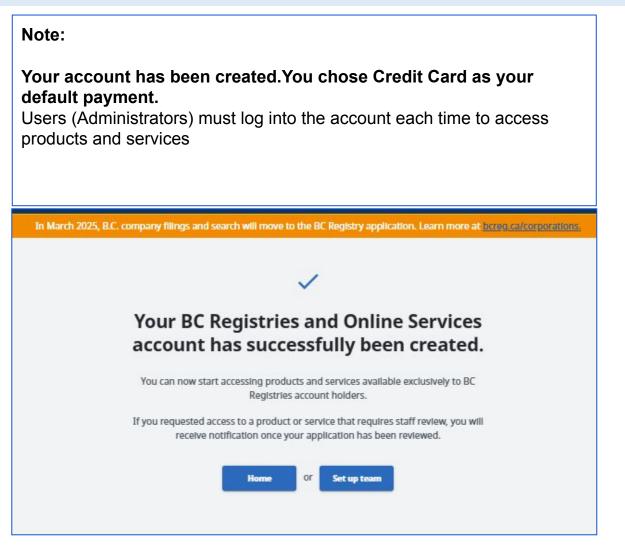


# **Choose payment option and click "Create Account"**

Choose the payment option for your product Note: By choosing Credit Card this will become default payment method for the account



# Your BC Registries account has successfully been created using your BC Services Card



## Using a BC Token to create your account

## **Create your account using BC Token**

#### **Step 1: Get your BC Token**

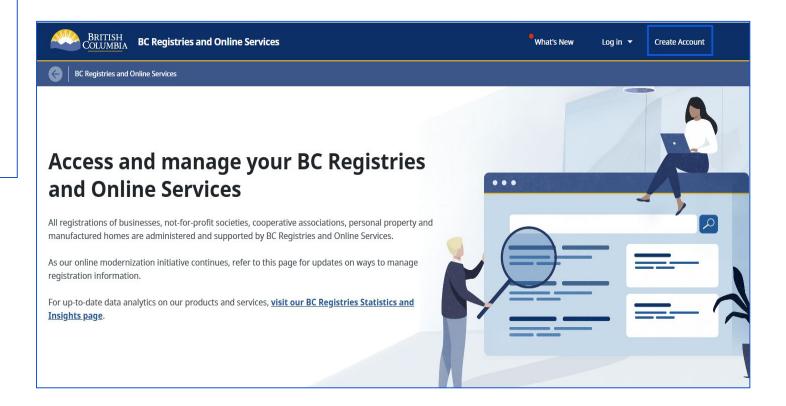
 Go to a Service BC location with your BC Services Card to receive your <u>BC Token</u>.

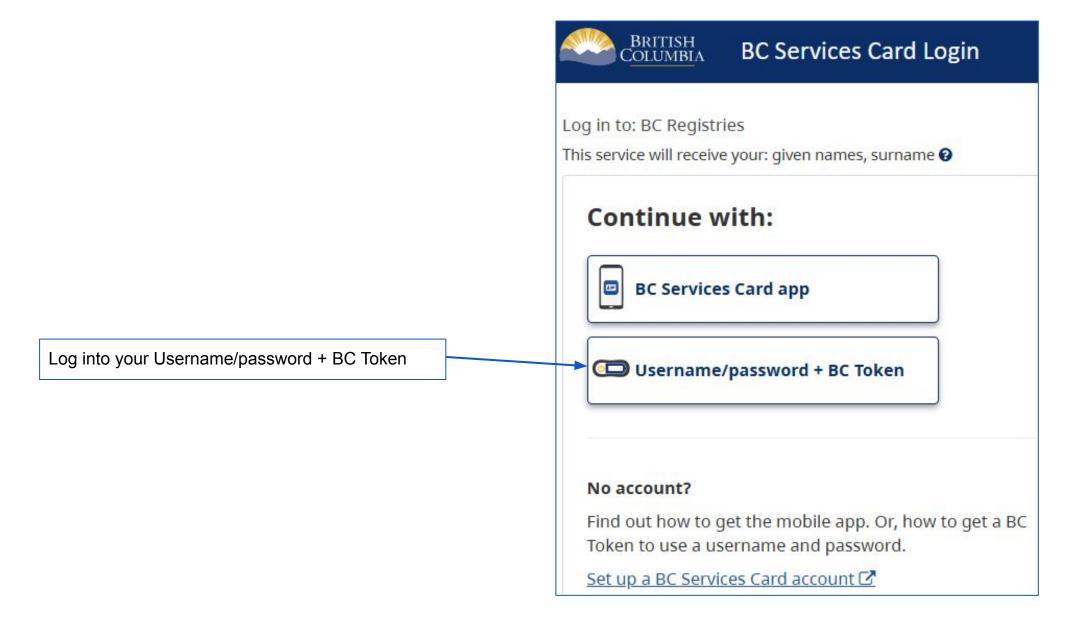
# Step 2: Set up your BC Token, username and password

- Set up your <u>BC Services Card Account</u> using your <u>BC Token</u>.
- 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 <a href="https://www.bc.registry.gov.bc.ca">https://www.bc registry.gov.bc.ca</a>.
- Click on Create Account in the top-right corner.
- Click on the create button for BC Service card option as shown below



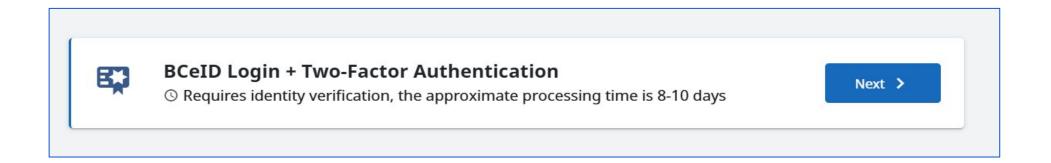


# Step: Using a BCeID, 2-Authentication Factor app and notarized identity affidavit to create your account

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

#### Before you start creating your account:

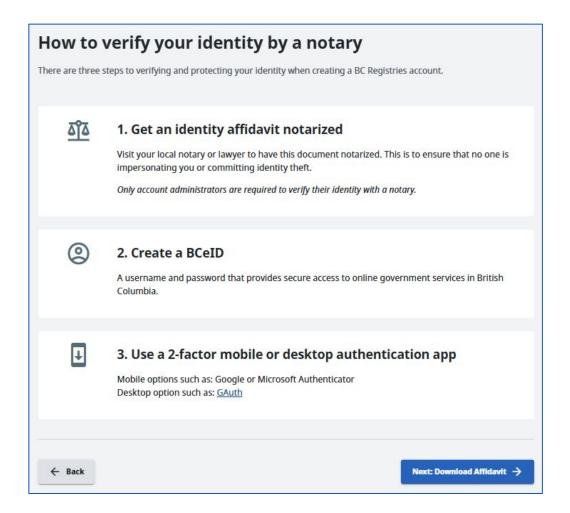
- Download and print a copy of the identity affidavit and have it notarized.
- Download and set up a <u>2-factor authenticator</u> (2FA), or have one you already use handy.



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

# 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).

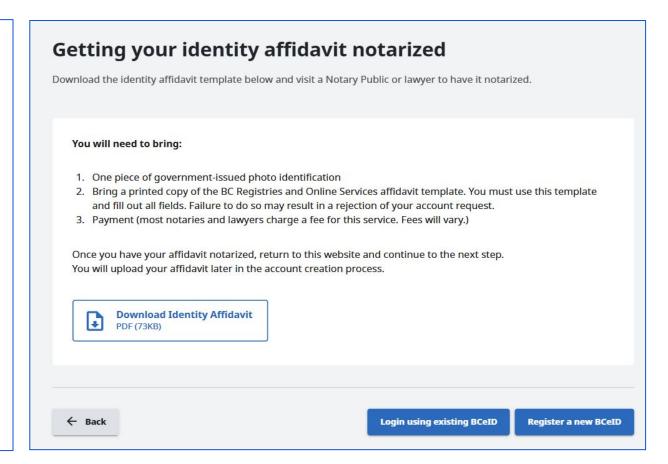


# Step 2: Return to the application when your affidavit is notarized or commissioned and scanned to your computer

- Go to <a href="https://www.bcregistry.gov.bc.ca">https://www.bcregistry.gov.bc.ca</a>.
- 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.

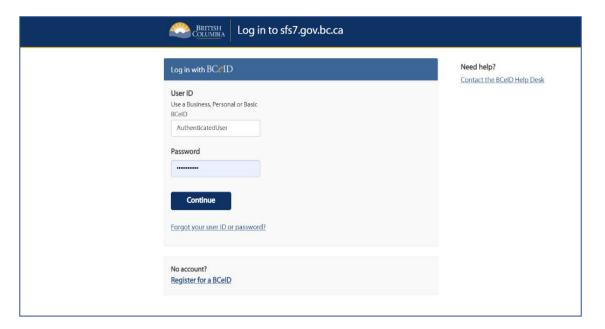
Step 3: Login using an existing BCeID or register a new BCeID



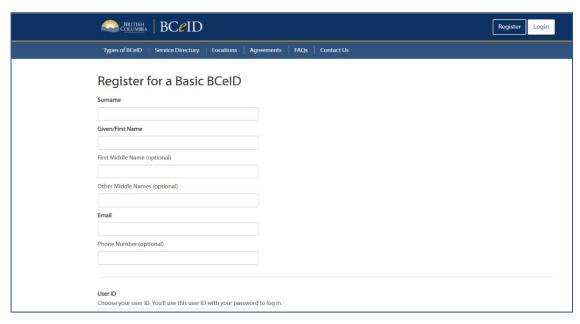
# Step: Using a BCeID, 2-Authentication Factor app and notarized identity affidavit to create your account

#### Option -1-

If you have an existing BCeID, enter your credentials.



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



## 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

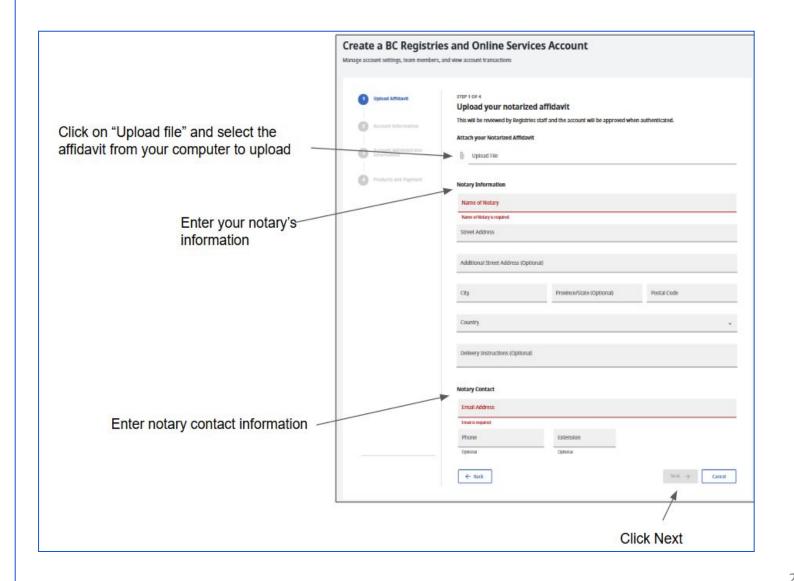
Once you have logged in with a BCeID username and password, you will link the account to a 2-factor authenticator (2FA) app. If you cannot or do not want to download an authenticator to your mobile device, you can download one onto your computer or add a plug-in extension to your browser.

Help with authenticators: for instructions on popular authenticators for mobile devices or desktops and how to link it with a BC Registry account, view the <u>Authentication Applications</u> user guide. Note: BC Registries does not recommend a specific authenticator; use what works for you.

#### **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).

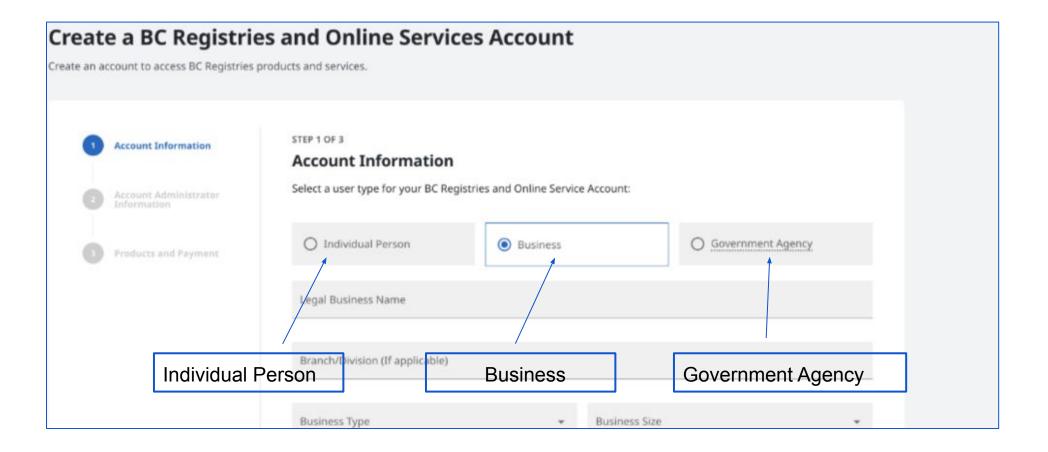
- Upload your affidavit.
- Fill out your notary's information and contact.
- Click "Next"



#### **Account Information**

#### **Account Information**

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



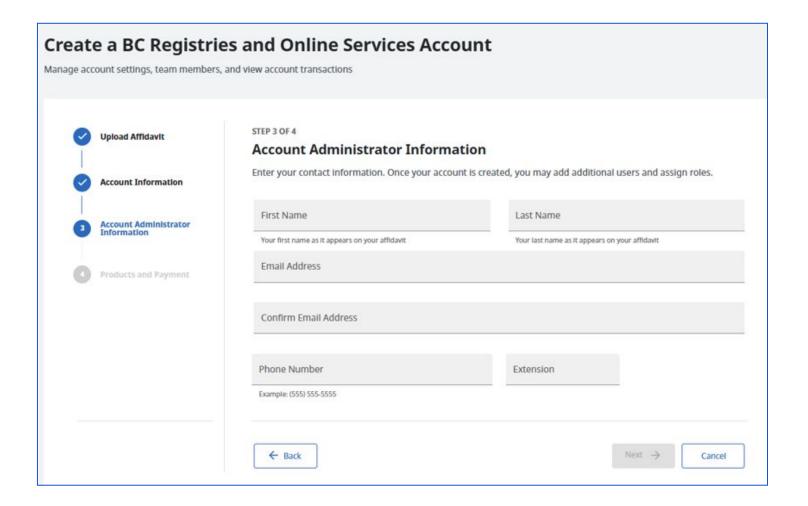
#### **BCeID Account Administrator Information**

#### **Step 7: Account Administrator Information**

Enter your name as it appears on the affidavit. Fill in details and click "Next"

When your account is created, you can add additional account administrator.

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



## **BC Services Card Products and Payment**

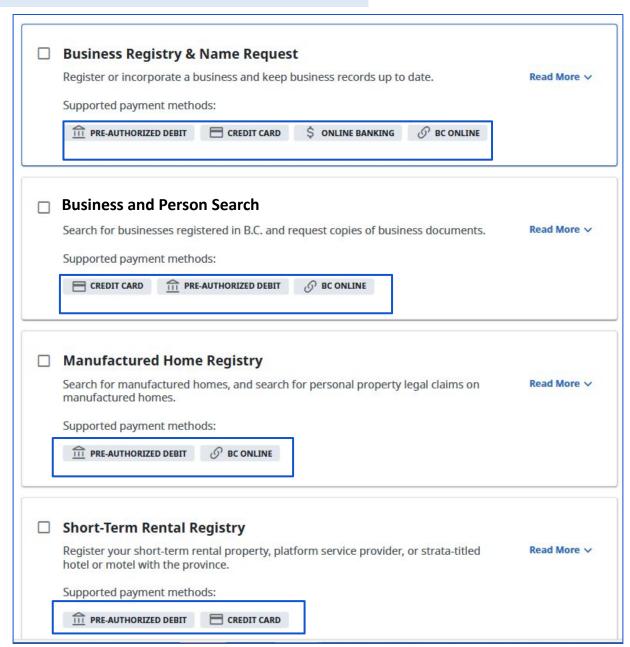
**Only** Account Administrators can view the product options and add or change products and payment types.

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

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

#### \*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.



# **Products and Payment - Choosing only one product**

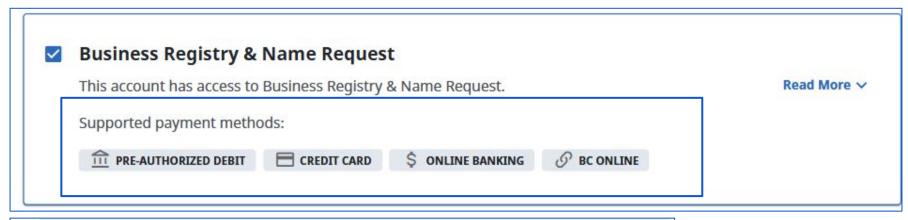
**Only** Account Administrators can view the product options and add or change products and payment types.

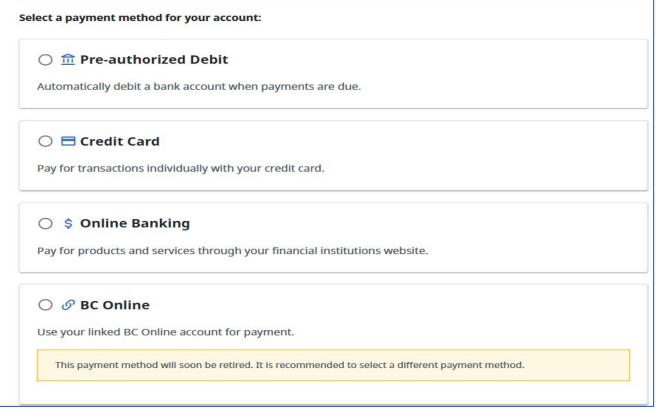
When you choose a product you can only choose the payment options available for that product.

**Example 1:** If you choose Business Registry & Name Request,

The payment options are:

Pre-authorized debit, Credit Card, Online Banking or BC Online

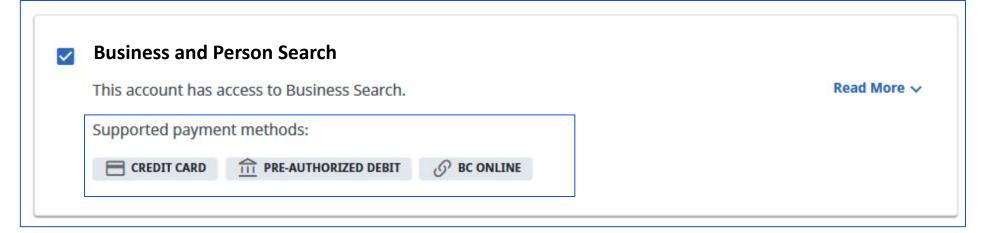


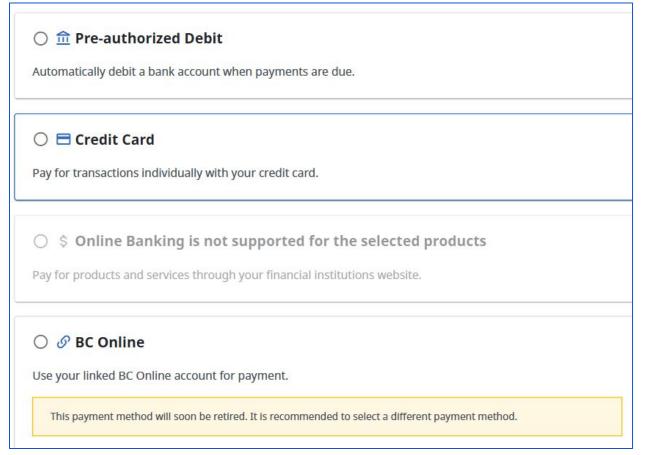


**Example 2,** If you choose Business Search,

The payment options are:

Pre-authorized debit, Credit Card or BC Online.

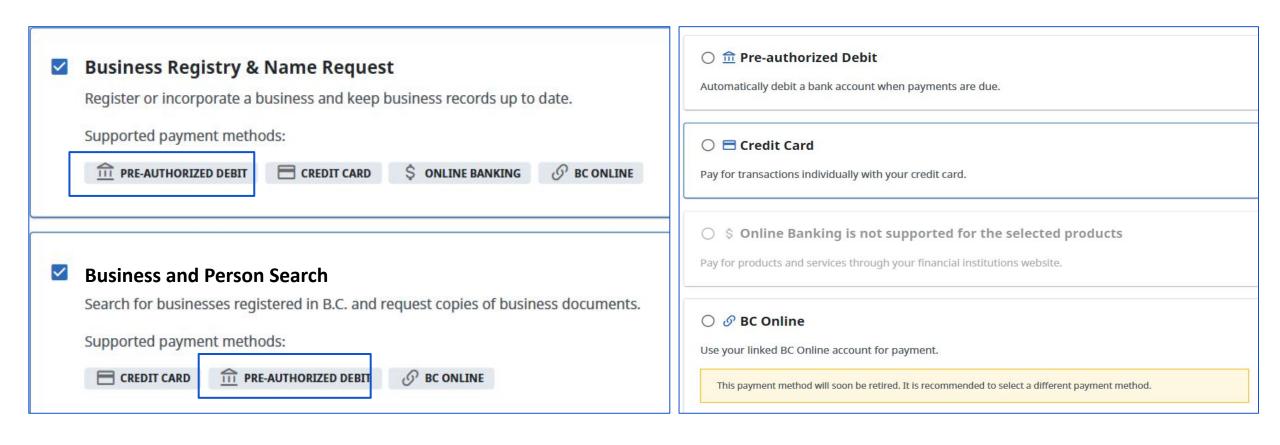




#### **Products and Payment - Choosing multiple products**

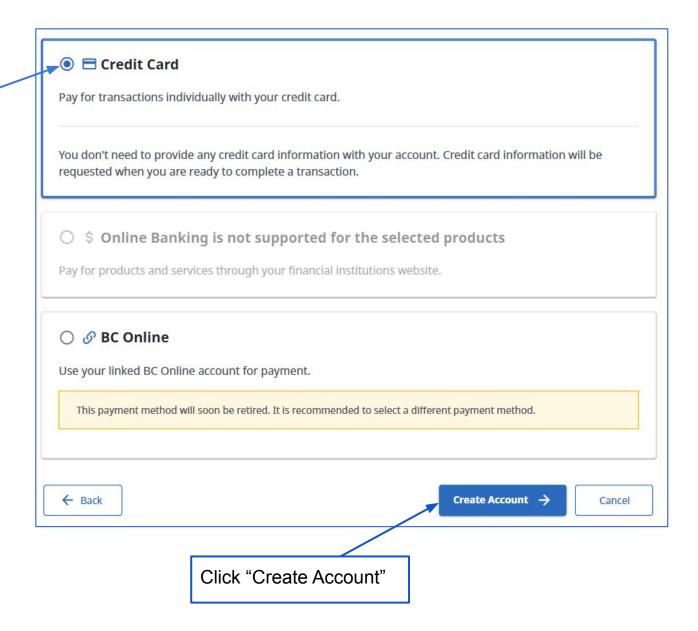
When choosing one or more products, the payment option common to all selected products will be available.

Example: If you choose Business Registry and Name Request and Business Search, you can choose from the common payment options e.g. Pre-authorized debit

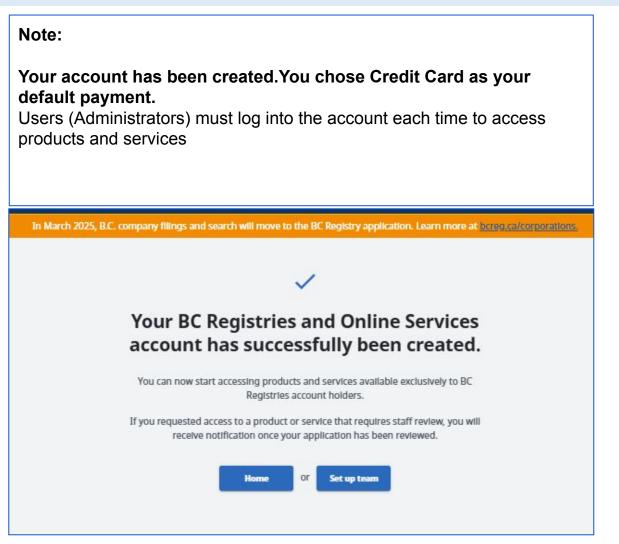


# **Choose payment option and click "Create Account"**

Choose the payment option for your product Note: By choosing Credit Card this will become default payment method for the account



# Your BC Registries account has successfully been created using your BC Services Card



#### 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.



#### User

Submit searches and filings, add / remove businesses



#### **Account Coordinator**

Submit searches and filings, add / remove businesses, add / remove team members, access financial statements



#### **Account Administrator**

Submit searches and filings, add / remove businesses, add / remove team members, access financial statements, update payment methods

#### 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.

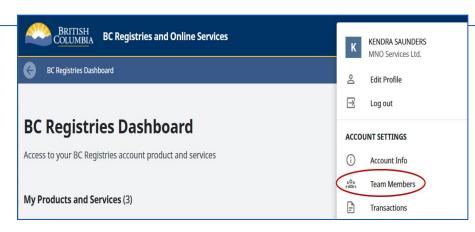
#### **Considerations**

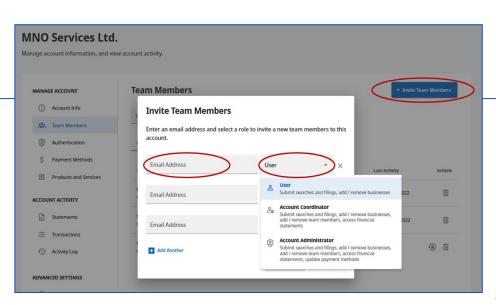
- Any person can leave the account at any time.
- At least one Account Administrator is needed on the account at all times. The system will not let you leave the account if you are the only Account Administrator on the team. You will need to add a new Account Administrator before you leave.

#### 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".





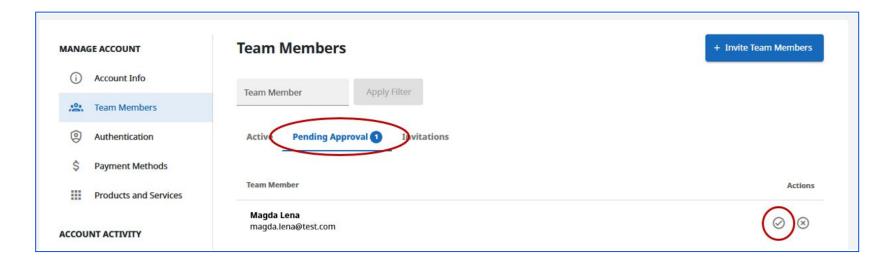
#### Step 2: Team member accepts invite

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.



## 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".

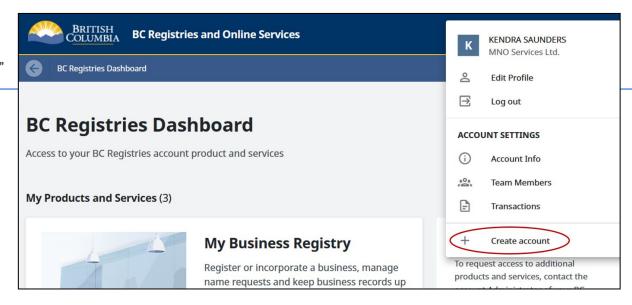
#### **Creating multiple accounts**

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.

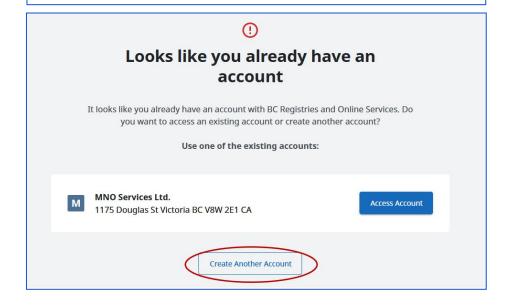
#### Step 1: Log into your account and click on Create Account

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



## Join a BC Registry account as a team member

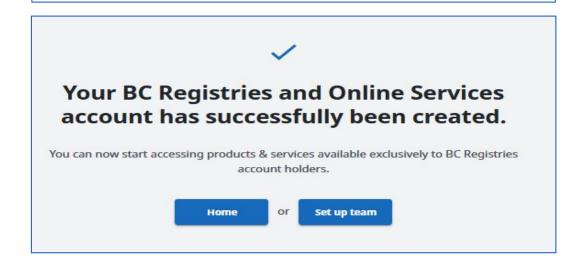
- Step 2: Create another account
- The page will display a warning that you already have an account:
- Click on "Create Another Account".



### **Step 3: Complete the account creation process**

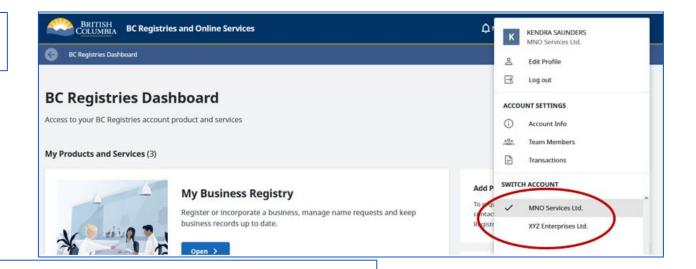
- Administrators using a BC Services Card app or the BC Token: follow the <u>instructions listed in this guide</u> for setting up an account for BC Services Card app users.
- Administrators using **BCeID** and **2FA**: follow the <u>instructions listed in this guide</u> for setting up an account for 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.



## 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 to an existing account

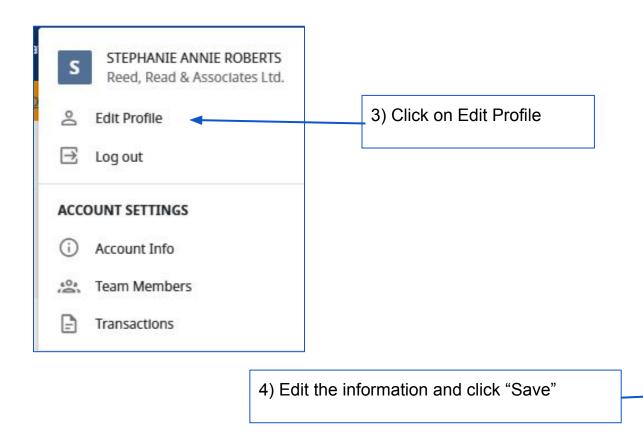
Steps on how to add a BC Registries product or service to an existing account in the new BC Registry application, can be found here:

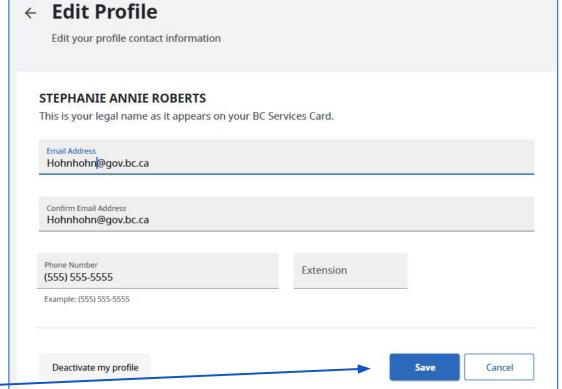
Add a BC Registries product or service to an existing account (275 KB PDF)

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

### **Edit contact information**

2) On the top right hand corner of the banner, click on the dropdown info to view the menu:



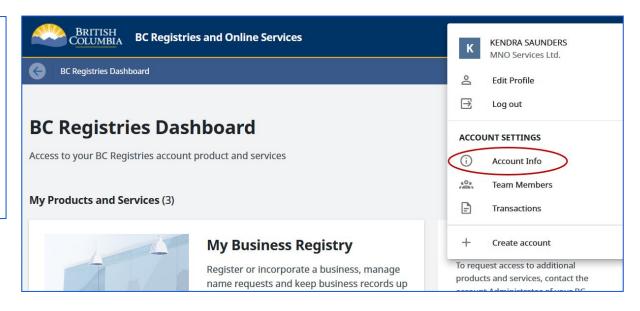


## **Deactivating an account**

## **Deactivating an account**

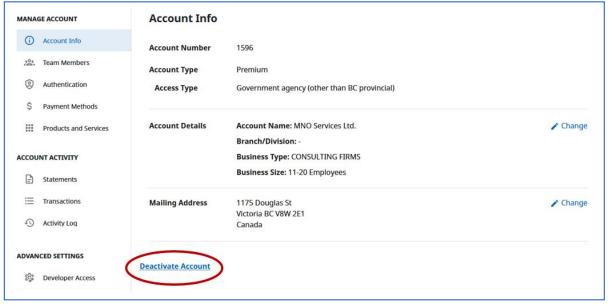
### Step 1: Log into your account and click on Account Info

- 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".



### **Step 2: Deactivate account**

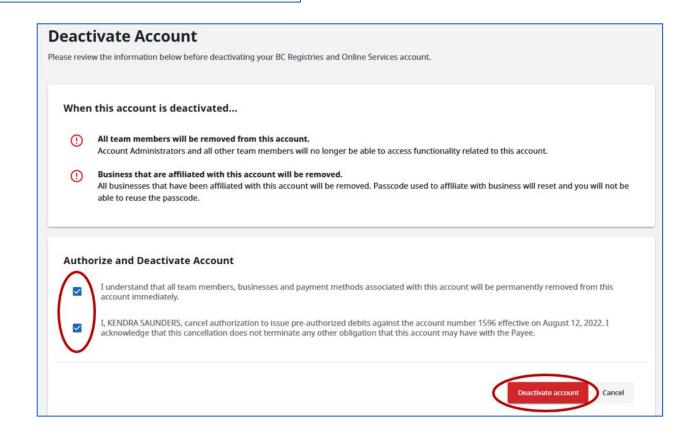
Click on "Deactivate Account" on the bottom of the screen.



### **Step 3: Confirm account deactivation**

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

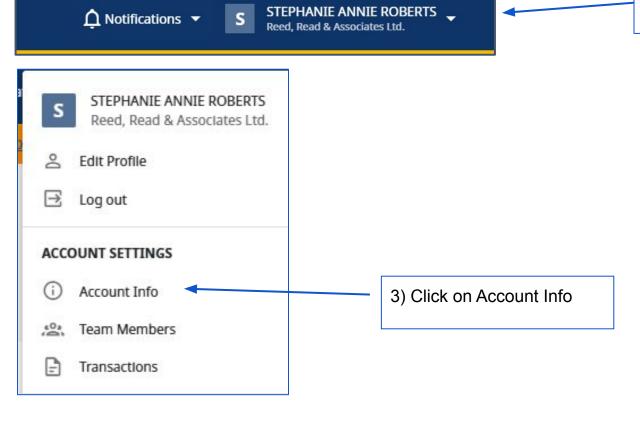
**Note:** If you are subscribed to the Business Registry, any businesses that are affiliated in your dashboard will be removed and passcodes for those businesses will be reset; make sure to keep track of your business passcodes before deactivating your account.



## How to add or remove products and change the default payment method

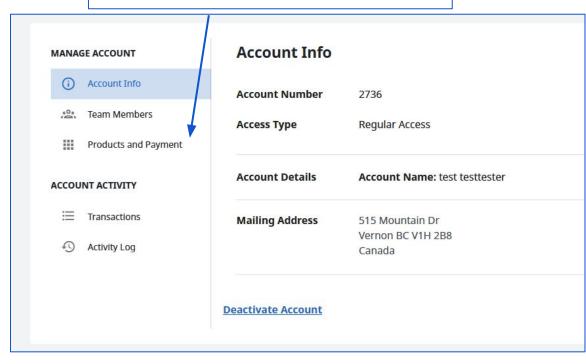
Note: Only account administrators can add/remove products and change the default payment method

1) Login to your BC Registry account



2) On the top right hand corner of the banner, click on the dropdown info to view the menu:

4) Click on Products and Payment

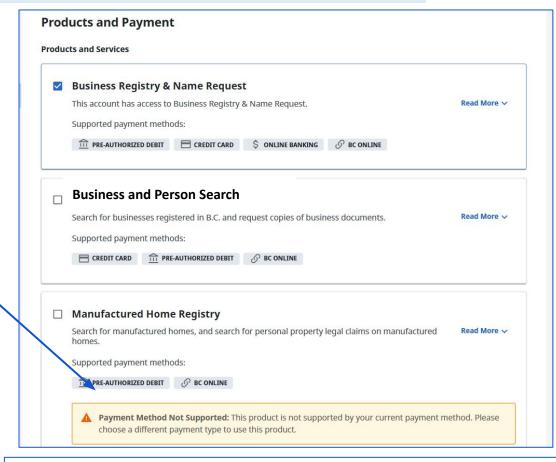


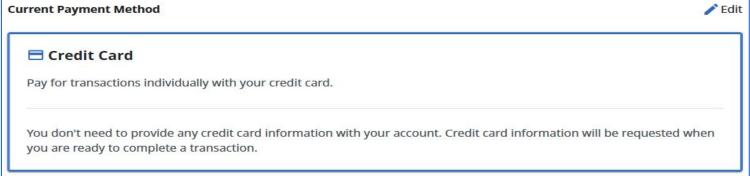
#### **Add Products**

- Products can be added only if they support the account's current payment method.
  - For example, if the payment method is **credit card**, all products that allow credit card payments can be added.
- 2. If you try to choose a product that does not support the default payment type, you will see an error:

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

In this case click on "**Edit**" and change the payment method that support all the product you wish to add.

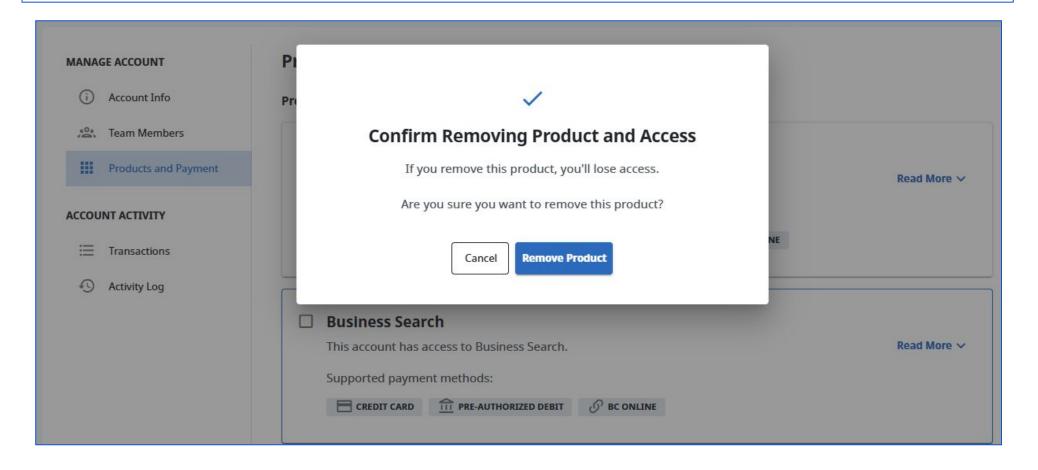




#### **Remove Products**

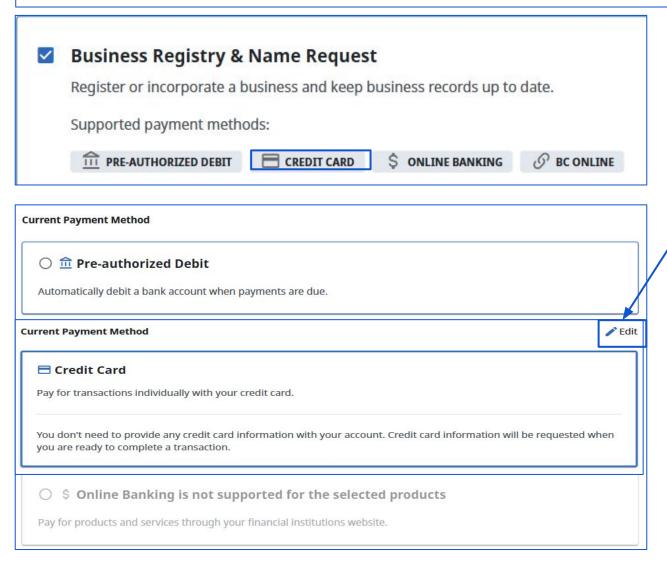
Administrators also have the ability to remove a product. Select the product to be removed and click on the "Remove Product" button. Once you have selected to remove the product, a confirmation message will appear.

Click on Remove Product



# How to change the current default payment method

**Example 1:** Business Registry & Name Request with payment option Credit Card



To change the current default payment method, click "Edit".

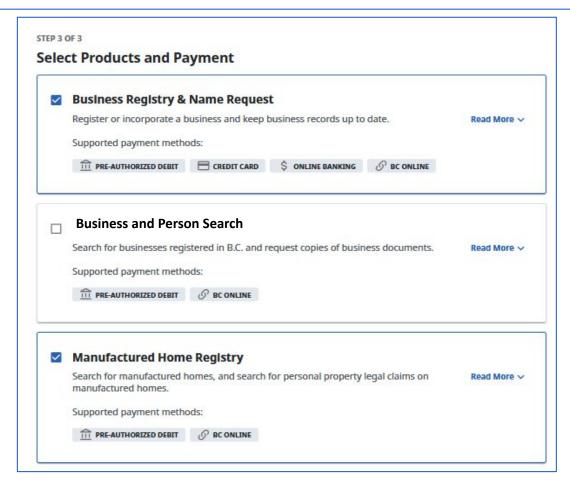
After clicking "Edit", the available payment options will be shown. Select a new payment option and click **Save**.

### How to change the current payment method

## Example 2: Change payment option by removing the products from the account if necessary

To change the default payment method, any products that do not support the new payment option must be removed.

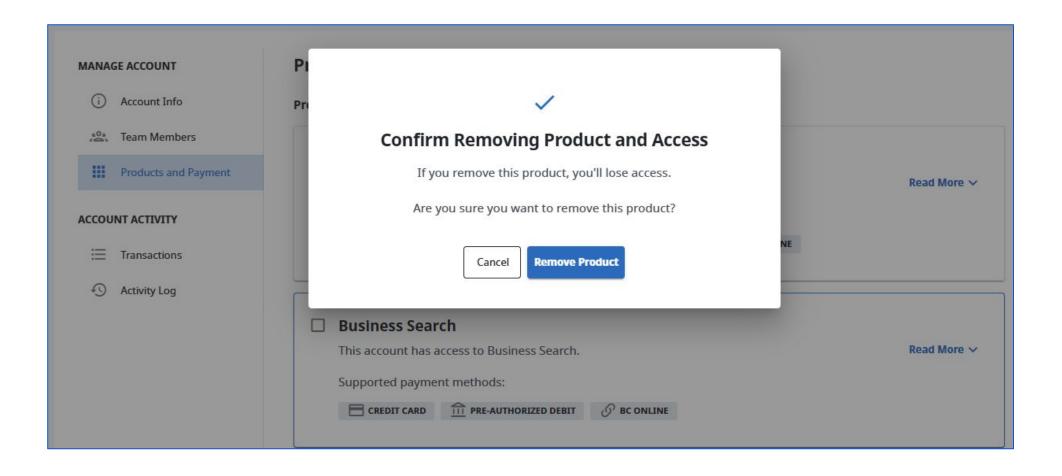
**Example:** An account with Business Registry & Name Request and Manufactured Home Registry has pre-authorized debit as the default payment method. To switch to a credit card, Manufactured Home Registry must be removed first, as it does not support credit card payments. After removal, the payment method can be changed.



# How to change the current payment method

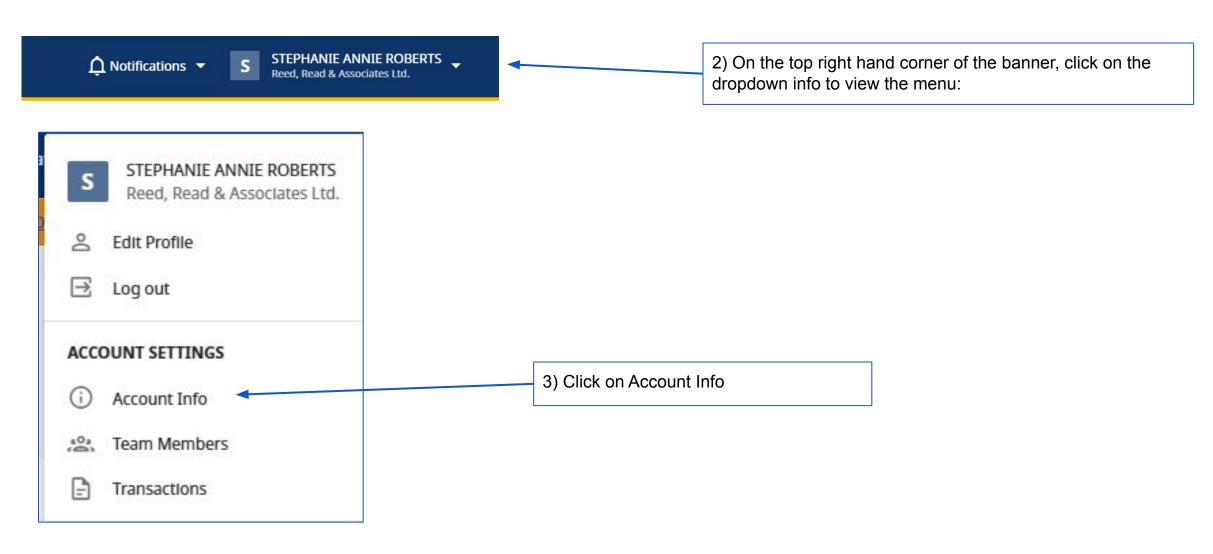
Administrators also have the ability to remove a product. Select the product to be removed and click on the "Remove Product" button. Once you have selected to remove the product, a confirmation message will appear.

Click on Remove Product.

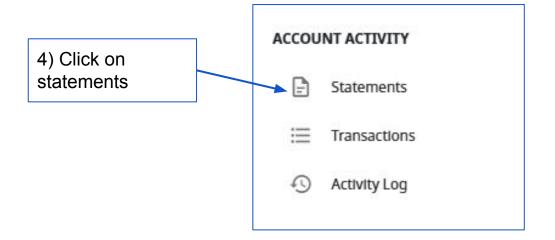


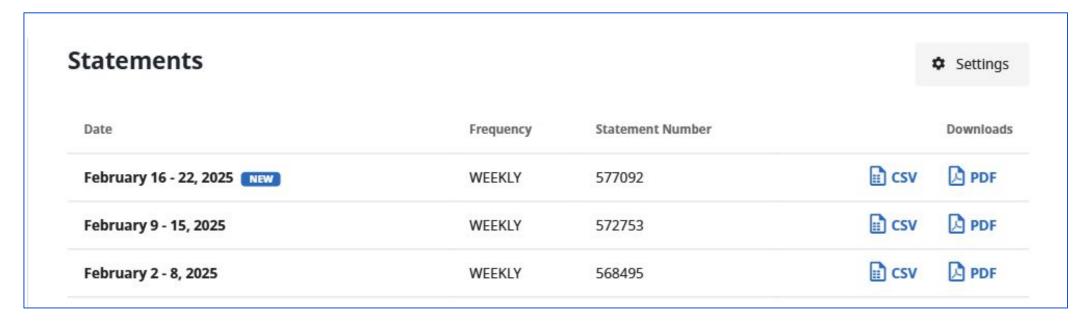
# **Statements and Transaction History**

1) Log in to your BC Registry account: <u>BC Registries and Online Services</u>



# **Statements and Transaction History**





# **Statements and Transaction History**

