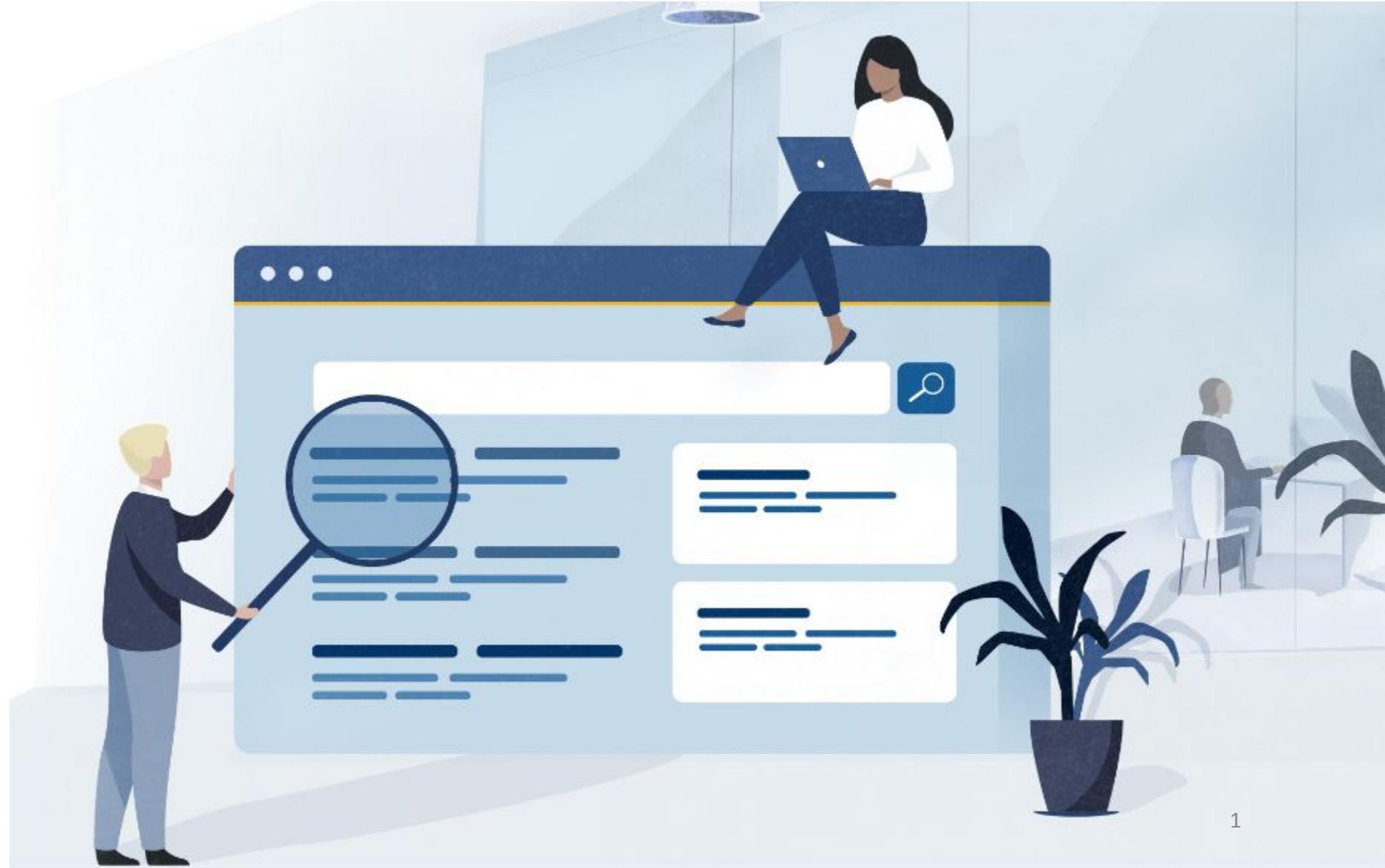




ServiceBC

BC Registries and Online Services





ServiceBC

BC Registries and Online Services

BC Registries - Digital Business Card for Sole Proprietor

To provide opportunities to expand its digital suite of services Business Registries is launching the Digital Business Card in a limited release.

The Digital Business Card credential is an optional digital credential. Enabling business owners as individuals to prove to other parties (“verifiers”) that the individual is associated with a business registered or incorporated with BC Registries. Additionally, the credential includes verifiable information about both the individual and the business.

The intent of the Digital Business Card is for use as a source of trusted information.

How do I qualify for a Digital Business Card?

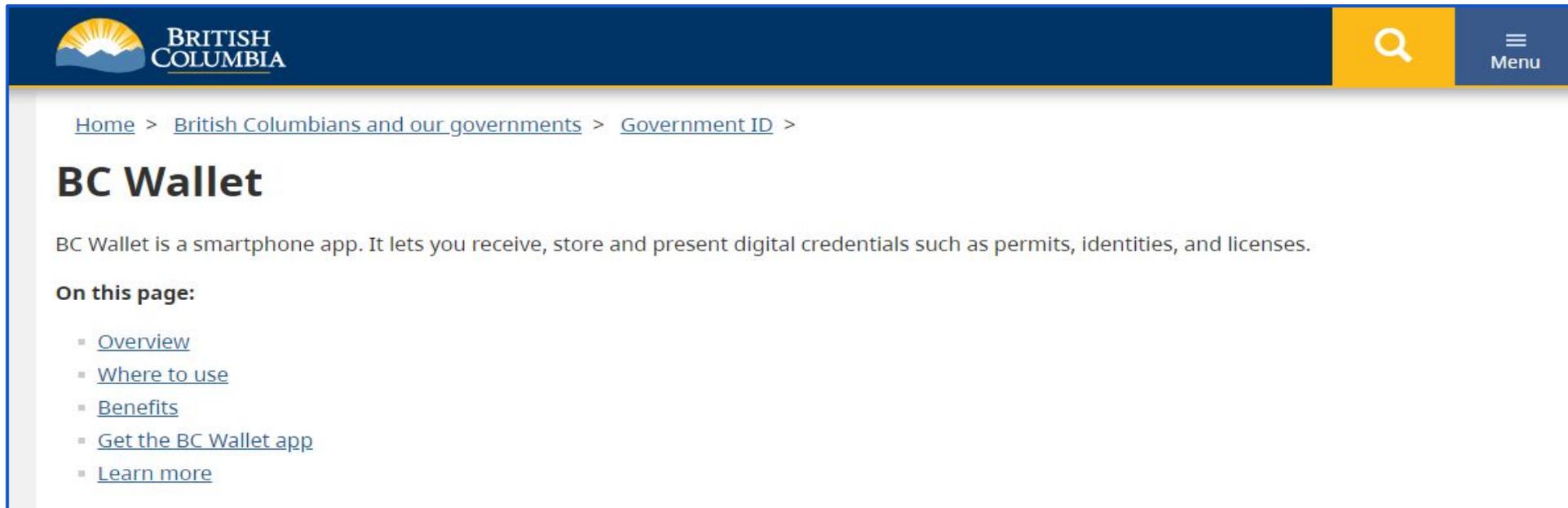
- User has a BC Registries Account
- User authenticated your identity using a BC Services Card
- User business is a sole proprietorship
- User personally registered their Sole Proprietorship in BC Registries
- User is the named completing party their Sole Proprietorship registration

Step: Before you begin

To download a Digital Business Card to their mobile device (phone or tablet) they must:

- Meet the qualifying criteria
- Confirm the BSCS App is on the device that you wish to use for the Digital Business Card
- Download the BC Wallet to the device
 - All you need to know about BC Wallet is here:

<https://www2.gov.bc.ca/gov/content/governments/government-id/bc-wallet>

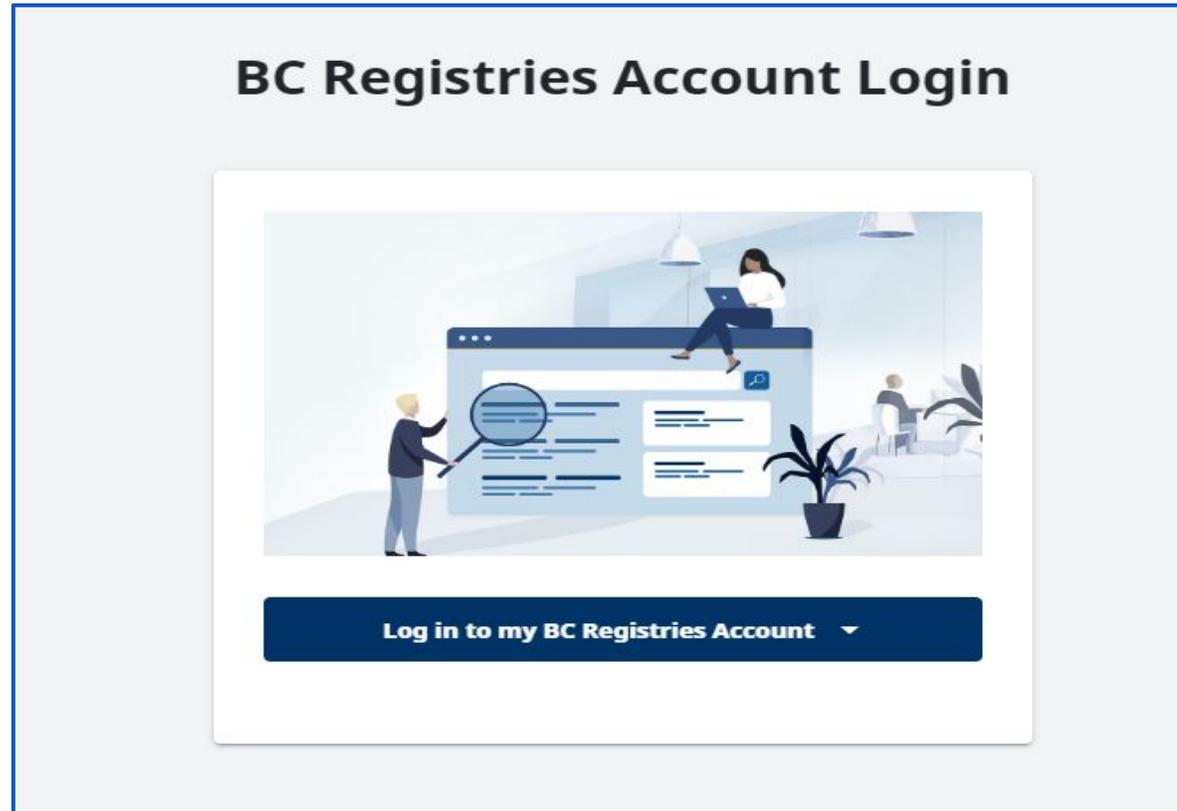


The screenshot shows the top navigation bar of the British Columbia government website. On the left is the British Columbia logo. On the right are a search icon and a menu icon labeled 'Menu'. Below the navigation bar is a breadcrumb trail: Home > British Columbians and our governments > Government ID >. The main heading is 'BC Wallet'. Below the heading is a paragraph: 'BC Wallet is a smartphone app. It lets you receive, store and present digital credentials such as permits, identities, and licenses.' Underneath is a section titled 'On this page:' followed by a list of links: Overview, Where to use, Benefits, Get the BC Wallet app, and Learn more.

Step: Sign in to your BC Registries Account - User

Navigate to BC Registries Web Page - Sign in with your user name and authenticate with the BC Services Card

<https://www.bcregistry.gov.bc.ca/login/>



On the main page choose My Business Registry and Click “Open”

BC Registries Dashboard

Access to your BC Registries account product and services

My Products and Services (2)



My Business Registry

Register or incorporate a business, manage name requests and keep business records up to date.

[Open >](#)

Business Registry Page - Select your active Sole Proprietorship and Click “**Manage Business**”

NOTE: the status e.g. Active/Historical, of a Sole Proprietorship does not limit the ability to apply for a Digital Business Card

My Business Registry

Start B.C. based businesses and keep business records up to date.

[Get Started with a B.C. Based Business](#)

[Help with Starting and Managing a Business](#)

Retrieve an existing business or active Name Request to manage:

My business name, incorporation, or registration number

For example: "Joe's Plumbing Inc.", "BC1234567", "FM1234567"

Existing business Name Request

My List (54) Columns to Show

Business Name	Number	Type	Status	Actions
Name	Number	Type	Status	
SOLEPROP TEST WON SERVICES	FM1109886	BC Sole Proprietorship	Active	Manage Business

Step: From the menu - Navigate to “More Actions” Choose Digital Business Cards

The screenshot shows the top navigation bar with the British Columbia logo and 'BC Registries and Online Services'. Below the navigation bar, the breadcrumb trail reads 'BC Registries and Online Services > My Business Registry'. The main content area displays the business name 'SEVERIN NEW SOLE PROP' and its type 'BC Sole Proprietorship'. To the right, registration details are listed: 'Registration Date: May 9, 2023', 'Registration Number: FM1038931', 'Business Number: 123456789', 'Email: sss@ggg.ccc', and 'Phone: (123) 456-7890'. Below the business name, there are three menu items: 'View and Change Business Information', 'Business Summary', and 'More Actions'. A blue box with the text 'Click “More Actions”' has an arrow pointing to the 'More Actions' menu item.

This screenshot is a zoomed-in view of the 'More Actions' dropdown menu from the previous screenshot. The menu is open, showing two options: 'Digital Business Cards' and 'Dissolve this Business'. A blue box with the text 'Click “Digital Business Cards”' has an arrow pointing to the 'Digital Business Cards' option.

BRITISH COLUMBIA BC Registries and Online Services

Notifications Ariel Labelle Ariel's Designs

BC Registries and Online Services > My Business Registry

Ariel's Designs

BC Sole Proprietorship

View and Change Business Information Business Summary More Actions

Registration Date: May 9, 2023
Registration Number: FM1038931
Business Number: 123456789
Email: sss@ggg.ccc
Phone: (123) 456-7890

Business Card Credentials

Use your business information to generate the Digital Business Card. You save digital credentials on your phone using the BC Wallet app. When a service provider asks for a digital credential, you use the BC Wallet app to show it.

A digital credential is the digital equivalent of paper-based credential like a drivers licence. It works as proof of qualification used to get services such as opening a bank account, or getting your business licence.

[Get your Business Card Credential >](#)

Where to use your Business Card

At present there are no places to use your business card. In the near future you will be able to use your business card credential to obtain a business licence, business bank account, business permits, and access services.

How to use digital credentials

Websites will request proof of your Digital Business Card. Try the [BC Wallet Showcase](#) to learn more.

Click " Get your Digital Business Card"

Digital Business Card Terms of Use

The parties to this "Cooperatives Registry Terms and Conditions of Agreement" (the "Agreement") are Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Citizens' Services (the "Province") and the Subscriber (as defined below).

1. DEFINITIONS

"Access" means the non-exclusive right to electronically access and use the Service;

"Basic Account Subscriber" means a Subscriber with Access to up to ten Entities that pays Fees for Transactions using a credit card;

"BC Online Terms and Conditions" means the BC Online Terms and Conditions of Agreement found at https://www.bconline.gov.bc.ca/terms_conditions.html

"Content" means the Service's Data Base, and all associated information and documentation, including any print copy or electronic display of any information retrieved from the Data Base and associated with the Service;

2. ACCEPTANCE OF AGREEMENT

The Subscriber acknowledges that a duly authorized representative of the Subscriber has accepted the terms of this Agreement on behalf of the Subscriber and its Users.

Cancel

Agree to Terms

Click "Agree to Terms"

draft

Step: From the menu - Follow the Steps to get your Digital Credential

The screenshot shows the 'My Business Registry' page on the BC Registries and Online Services website. The page features a dark blue header with the British Columbia logo, the text 'BC Registries and Online Services', a 'Notifications' bell icon, and a user profile for 'Ariel Labelle' with 'Ariel's Designs' below it. A breadcrumb trail shows 'BC Registries and Online Services > My Business Registry'. The main content area is titled 'Steps to get your credential:' and contains three numbered steps:

- 1 Have the [BC Wallet app](#) installed on your mobile phone.
- 2 Scan the QR code with your BC Wallet to get your Business Card Credential and accept it in your BC Wallet app.
- 3 Check your Digital Business Card on the [credential dashboard](#)

Below the steps is a link for [Read detailed instructions](#). To the right of the steps is a white box containing a QR code and the text 'Scan the QR Code below with your BC Wallet'. Below the QR code is a link for 'QR code isn't scanning? [Generate a new QR code](#)'. At the bottom left of the page is a blue button labeled 'Return to Company Dashboard >'. A blue arrow points from a text box to the 'Read detailed instructions' link.

Return to Company Dashboard >

Scan the QR Code below with your BC Wallet

QR code isn't scanning? [Generate a new QR code](#)

Detailed Instructions are available

Steps to get your credentials

1

Install the BC Wallet app on your phone

BC Wallet is a digital identity wallet. It lets you receive, store and present digital credential such as memberships, permits, and ID cards.



[Help topics about using the BC Wallet app](#)



Scan the QR Code below with your BC Wallet



QR code isn't scanning? [Generate a new QR code](#)

2

Get your Digital Business Card



1. Open the BC Wallet app on your mobile phone, tap the "Scan" button.
2. Allow (if prompted) the app to access the camera as it is needed to scan the QR code.
3. Point your camera towards the QR code on the website. Once the scan is successful, you'll receive a credential offer in BC Wallet over a secure connection from BC Registries.
4. Open the credential offer and accept the credential.

[Return to Simple Steps](#)

The screenshot shows the BC Registries and Online Services website. The header includes the British Columbia logo, the text "BC Registries and Online Services", a "Notifications" bell icon, and a user profile for "Ariel Labelle" with "Ariel's Designs" below it. The breadcrumb trail reads "BC Registries and Online Services > My Business Registry".

The main content area is titled "Steps to get your credential:" and contains three numbered steps:

- 1 Have the [BC Wallet app](#) installed on your mobile phone.
- 2 Scan the QR code with your BC Wallet to get your Business Card Credential and accept it in your BC Wallet app.
- 3 Check your Digital Business Card on the [credential dashboard](#)

Below the steps is a link for [Read detailed instructions](#) and a button labeled "Return to Company Dashboard >".

To the right of the steps is a white box with the text "Accept the request in your wallet" and a circular refresh icon. Below the icon is a link that says "I didn't receive anything".

Go to the BC Wallet App and accept the Digital Credential Request

Nothing in your BC Wallet? Click “I didn’t receive anything” to retry

Didn't receive a credential offer?

Credential offers can take up to a minute, depending on your internet connection. Try the following:

- Check your internet connection
- Try using your mobile data if available
- Close the wallet on your phone and open it again
- [Send another credential offer](#)
- [Refresh the page](#) and scan it again

Got it

User can follow these steps to retry the Digital Business Card download process

Step: From the menu - Accept in your BC Wallet - Go to “Credential Dashboard” to see details and make changes

The screenshot shows the 'My Business Registry' page on the BC Registries and Online Services website. The page has a dark blue header with the BC logo and 'BC Registries and Online Services' text. On the right of the header are 'Notifications' and a user profile for 'Ariel Labelle' with 'Ariel's Designs' below it. Below the header is a breadcrumb trail: 'BC Registries and Online Services > My Business Registry'. The main content area is light gray and contains two white boxes. The left box is titled 'Steps to get your credential:' and lists three numbered steps: 1. Have the BC Wallet app installed on your mobile phone. 2. Scan the QR code with your BC Wallet to get your Business Card Credential and accept it in your BC Wallet app. 3. Check your Digital Business Card on the credential dashboard. Below the steps is a link 'Read detailed instructions' and a blue button 'Return to Company Dashboard >'. The right box is titled 'Your Business Card is now ready to use.' and features a checkmark icon. Below the icon is the text 'Go to your credential dashboard to see details and make changes.' A blue arrow points from a text box on the right to the 'credential dashboard' link in this box.

Click
“Credential
Dashboard to
see credential
details and
make changes

The screenshot shows the BC Registries and Online Services interface for a user named Ariel Labelle. The main heading is 'Ariel's Designs' with the business type 'BC Sole Proprietorship'. On the right, registration details are listed: Registration Date: May 9, 2023; Registration Number: FM1038931; Business Number: 123456789; Email: sss@ggg.ccc; Phone: (123) 456-7890. Below this, there are links for 'View and Change Business Information' and 'Business Summary'. A 'More Actions' dropdown menu is open, showing 'Digital Business Cards' and 'Dissolve this Business'. Below the menu is the section 'My Digital Business Cards' with a table containing one entry. The table has columns for Type, Given Names, Last Name, Role(s), Status, and Issue Date. The entry is a 'Digital Business Card' for 'Ariel Labelle' in the role of 'Director', with a status of 'Issued' and an issue date of '12 September 2022, 10:55:12'. A 'Credential Options' button is visible next to the entry.

Type	Given Names	Last Name	Role(s)	Status	Issue Date
Digital Business Card	Ariel	Labelle	Director	Issued	12 September 2022, 10:55:12

NOTE: Return access to the Dashboard will be via the "More Actions" drop down

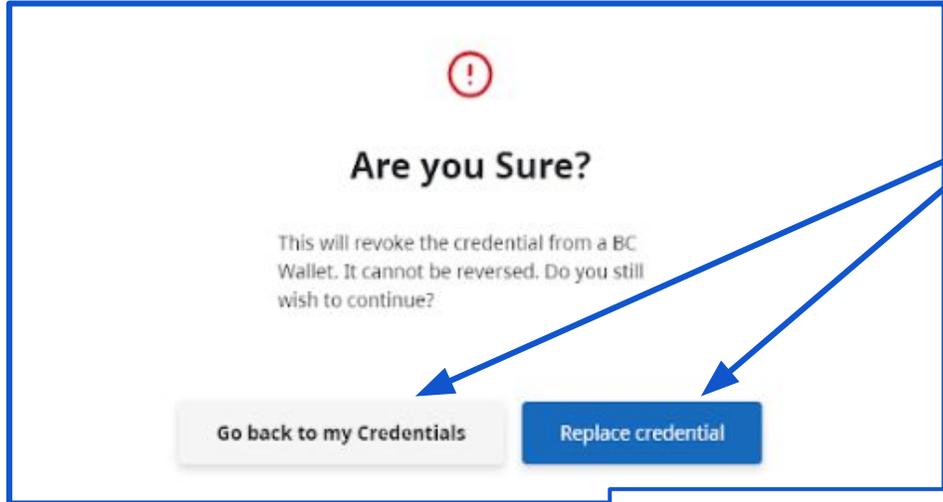
Click "Credential Options" To make updates to your Digital Business Card

The screenshot shows the BC Registries and Online Services interface. At the top, the British Columbia logo and 'BC Registries and Online Services' are visible. The user is logged in as 'Ariel Labelle' with the role 'Ariel's Designs'. The breadcrumb trail indicates the user is in 'My Business Registry'. The main heading is 'Ariel's Designs' with the business type 'BC Sole Proprietorship'. On the right, registration details are listed: Registration Date: May 9, 2023; Registration Number: FM1038931; Business Number: 123456789; Email: sss@ggg.ccc; Phone: (123) 456-7890. Below this, there are links for 'View and Change Business Information', 'Business Summary', and 'More Actions'. The main section is titled 'My Digital Business Cards' and contains a table with one entry. A dropdown menu is open for the entry, showing 'Replace Credential' and 'Revoke Credential' options.

Type	Given Names	Last Name	Role(s)	Status	Issue Date	
Digital Business Card	Ariel	Labelle	Director	Issued	12 September 2022, 10:55:12	Credential Options Replace Credential Revoke Credential

Click "Replace Credential" To reissue the Digital Business Card

Click "Revoke Credential" To cancel your credential e.g. Lost or stolen mobile device

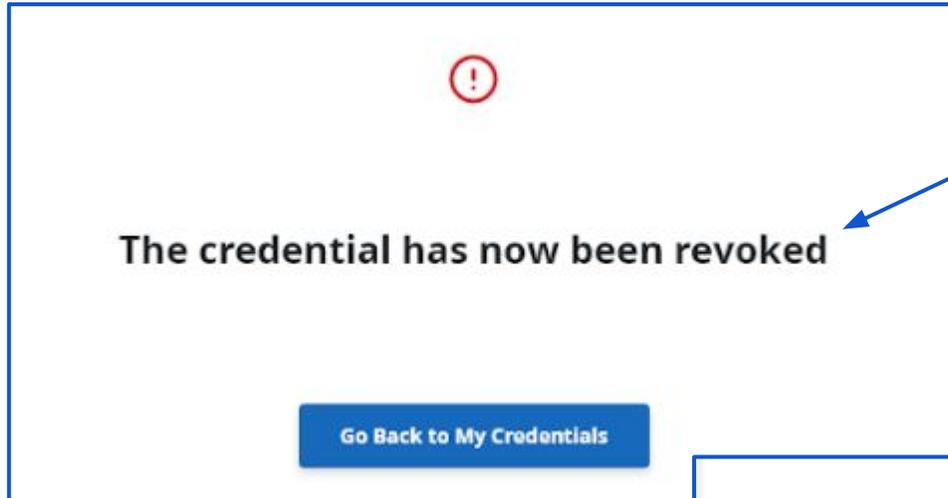


When a User chooses **Replace Credential**, they will be prompted as shown

NOTE: Changes to Business Information must be completed as a **change filing**



When a User chooses **Revoke Credential**, they will be prompted as shown



Confirmation that the Digital Business Card has been revoked

The Digital Business Card Dashboard will display a status of **“Revoked”**

Digital Business Card	John	Right	Assistant	Revoked	10 September 2022, 10:55:12
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NOTE: A User who has their Digital Credential revoked is not restricted from applying for it again in the future.