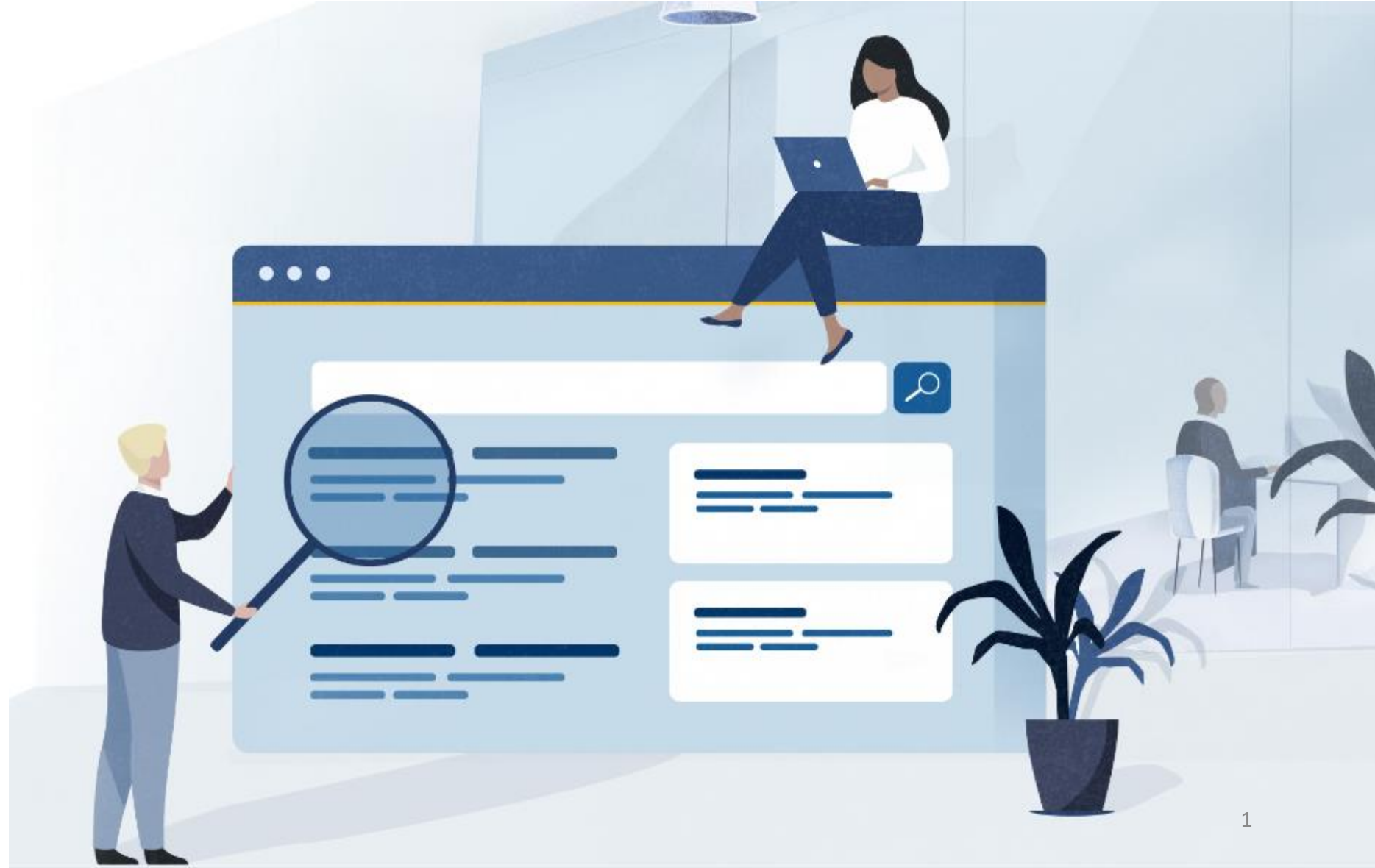




ServiceBC

BC Registries and Online Services





ServiceBC

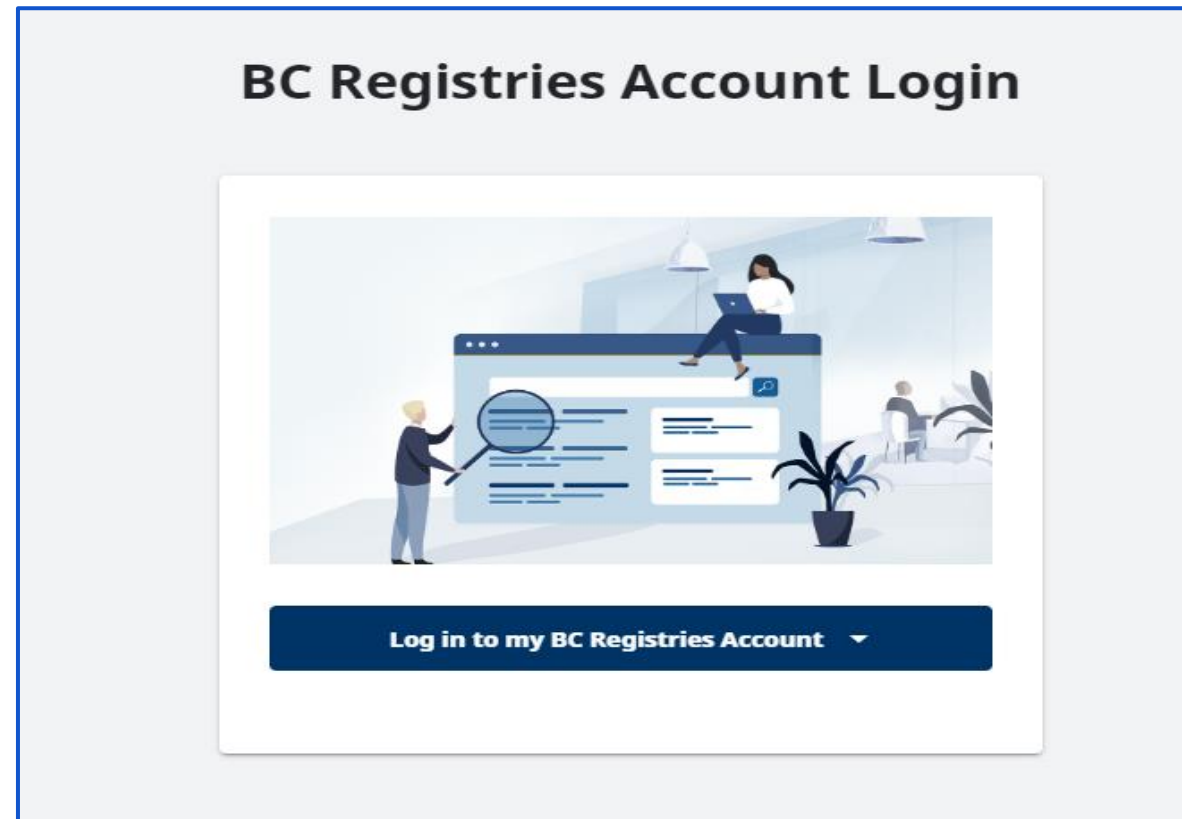
BC Registries and Online Services

Way of Navigating - Name Request via BC Registries Account

Step: Sign in to your BC Registries Account

Navigate to BC Registry web page - and sign in with your user name and authentication method (BCeID or BCSC)

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



Step: Sign in to your BC Registries Account

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 >](#)

Step: My Business Registry Page

Business Registry page displays

Click on “Get Started with a BC-based business”

The screenshot shows the 'My Business Registry' page on the BC Registries and Online Services website. The page header includes the British Columbia logo and the text 'BC Registries and Online Services'. The user's name 'PETER BEN PAKER' and company 'Paker Consulting' are visible in the top right. The main heading is 'My Business Registry' with the subtext 'Start B.C. based businesses and keep business records up to date.' A prominent button labeled 'Get Started with a B.C.- based business' is highlighted with a blue box. A callout box points to this button, stating 'New! This will direct a user to the Name Request screen'. Another callout box points to the button, stating 'Go to Name Request to get started with a named or numbered business'. The breadcrumb trail shows 'BC Registries and Online Services > My Business Registry'.

Step: Name Request - Categories

BRITISH COLUMBIA BC Registries and Online Services

Notifications B BCREG2 Sebastian ELEVEN Siennas Account

BC Registries and Online Services > Name Request

Name Request

0 Hours Priority Request Wait Time 3907 Days New Submission Wait Time

Get a Business Name or Start a Numbered Business Manage My Name Request

Get started by selecting an action:

Action Select an action first

- 1 For businesses that do not exist yet
- 2 For businesses that already exist outside BC
- 3 For businesses that are already incorporated or registered in BC

Help me choose a business type

1 For businesses that do not exist yet

Start a new BC-based business
Incorporation or Registration

2 For businesses that already exist outside BC

Register a business in BC that is incorporated in another jurisdiction
Extraprovincial Registration

End business registration in another jurisdiction and transfer to BC
Continuation In

3 For businesses that are already incorporated or registered in BC

Change the name of an existing BC business
Name Change

Combine two or more businesses in BC using a new name
Amalgamation

Alter from one BC business type to another
Alteration

Reactivate a BC or Extraprovincial company
Restoration or Reinstatement

For businesses that do not exist yet - the next selection is “Start a new BC-based business”

The screenshot shows the 'Name Request' page with a blue header. On the right side of the header, there are two circular indicators: 'Hours' and 'Days', each with a 'Wait Time' label. Below the header, there are two main buttons: 'Get a Business Name or Start a Numbered Business' (with a calendar icon) and 'Manage My Name Request' (with a document icon). Below these buttons, the text 'Get started by selecting an action:' is followed by a dropdown menu. The dropdown menu is open, showing a list of actions. The first action is 'For businesses that do not exist yet', which is highlighted with a blue border. Underneath this action, there is a sub-option 'Start a new BC-based business' with the subtext 'Incorporation or Registration'. To the right of the dropdown menu, there is a text input field with the placeholder 'Select an action first'. At the bottom right of the page, there is a link that says 'Help me choose a business type' with a question mark icon and an external link symbol.

Step: **Name Request Page - Select the BC Business Type**

Determine what business type is right for you - for support use the

[? Help me choose a business type](#)

feature

Select the type of BC-based business from the drop down list - for example Sole Proprietorship

BRITISH COLUMBIA BC Registries and Online Services

Notifications B BCREG2 Sebastian ELEVEN Siennas Account

BC Registries and Online Services > Name Request

Name Request

0 Hours Priority Request Wait Time 3907 Days New Submission Wait Time

Get a Business Name or Start a Numbered Business Manage My Name Request

Get started by selecting an action:

Action Start a new BC-based business

? Check if you need a Name Request ? Learn how to

Select type of business in B.C.

- Limited Company
- Sole Proprietorship
- "Doing Business AS" name (DBA)
- General Partnership
- View all business types

Step: Name Request Page - Select the BC Business Type

Use the [Learn how to build a name](#) feature and enter your name of choice

Click “Check this Name” this feature will prompt the user to address any name request issues prior to submitting

BRITISH COLUMBIA BC Registries and Online Services Notifications BCREG2 Sebastian ELEVEN Siennas Account

BC Registries and Online Services > Name Request

Name Request

0 Hours Priority Request Wait Time 3907 Days New Submission Wait Time

Get a Business Name or Start a Numbered Business **Manage My Name Request**

Get started by selecting an action:

Action: Start a new BC-based business

Select type of business in B.C.: Sole Proprietorship

Enter a name to request: TEST WAY OF NAVIGATING SERVICES

Check this Name

[Check if you need a Name Request](#) [Learn how to build a name](#) [Help me choose a business type](#)

Add details of the requestor and select "I am completing"

Name Request

48 Hours Priority Request Wait Time 4661 Days New Submission Wait Time

Submission Details Exit X

Applicant

First Name Way	Middle Name (Optional)	Last Name Navigatin
Street Address 1590-1500 Georgia St W		
Additional Street Address (Optional)		
City Vancouver	Province British Columbia	
Canada	Postal/Zip Code V6G 2Z6	

I am completing this reservation on my own behalf

[Back](#) [Continue](#)

Click "Continue"

Add Contact information details

Name Request

48 Hours Priority Request Wait Time 4661 Days New Submission Wait Time

Submission Details Exit X

Contact Info

Email Address (for notifications)
email@email.com

Phone Number
5555555555

Fax Number (Optional)

About Your Business

Nature of Business
Way of Navigating

Additional Information (Optional)

Registered Canadian Trademark (Optional)

Make this a Priority Request (\$100.00)

[Back](#) [Review and Confirm](#)

NOTE: Keep a record of the email and phone number used in the name request - it is required for registration and incorporation purposes

Confirm Name Request

Requested Name
TESTING WON NAVIGATION LIMITED

Applicant Information
Way Navigatin
1590-1500 Georgia St W
Vancouver, BC
Canada, V6G 2Z6

Primary Contact
Way Navigatin
email@email.com
5555555555




Payment Details	
Name Request fee	\$30.00
Service fee	\$1.50
Total Amount (CAD)	\$31.50

[Cancel Name Request](#) [Close](#) [Continue to Payment](#)

Review and click "Continue to Payment"

Enter Payment Information

Account BCPayBCSB is in test mode

Invoice/Order Number: 38754
Amount: \$31.50 CAD

Card Type:

Card Number:

Expiration Date: /

Card CVD: [What's this?](#)

[Cancel](#) [Submit Payment](#)

Enter payment information
Click "Submit Payment"

Step: Name Request Page - Name Request is Paid & Submitted for Review

When the Name Request (NR) is submitted the system applies an automatically generated NR number

NOTE: An approved name request must be used in 56 days of approval

BRITISH COLUMBIA BC Registries and Online Services Notifications **B** BCREG2 Sebastian Siennas Account

BC Registries and Online Services > Name Request

Name Request 0 Hours Priority Request Wait Time 3907 Days New Submission Wait Time

NR 4295677 BC Sole Proprietorship Exit X

1. TEST WAY OF NAVIGATING SERVICES

Submitted Date: September 13, 2023 at 2:02 pm Pacific time **Edit**

Request Type: New Business **Upgrade Priority (\$100)**

Request Status: Pending Staff Review **Download Receipts**

Priority Request: No **Cancel and Refund**

Estimated Review Date: [September 3, 2038 \(5469 days\)](#)

Applicant Name: ELEVEN, BCREG2 Sebastian

Address: 123 Address Drive, Victoria, BC, V9C 3R8

To check on the status of this Name Request in the future, enter the request number **NR 4295677** plus the Applicant Phone Number or Email Address using the "Manage My Name Request tab" on the site.

Important: Name Requests expire. If a Name Request is approved, it is reserved for 56 days from the date of approval. Be sure to use the Name Request before your name reservation expires. If it expires, you will need to submit a new Name Request (\$30.00 fee) as the name will once again be available to the public.

Step: My Business Registry Page - New Column & Action Labels

When logged into your account and on My Business Registry Page - there are enhancements

The column labels represent the following:

Business Name , Name Request or Business Number, Type, Status of the Type and Actions

My List (3) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
Black Cat Adventures	FM1100315	BC General Partnership	Active	Open Business ▾
✓ Queen Bee Keepers Inc	NR 8675895	Name Request BC Benefit Company	Pending Staff Review	Open Name Request ▾
✗ Joe's Plumbing ✓ Reliance Plumbing First Call Plumbing	NR 6258915	Name Request BC Sole Proprietorship	Approved	Register Business ▾

Type: Registered BC General Partnership
Open: Displays business details

Type: Name request - pending review
Open: Displays NR details

Type: Name request that is approved
Open: Displays NR details and prompts user to Register Now

Step: My Business Registry Page - Examples of NR Types & Status - Limited Company

An approved Name Request for a Limited Company will display as follows:

My List (33) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
✓ TESTING FANCY SHOES LIMITED	NR 9403117	Name Request — Incorporation BC Limited Company	Approved	Register Now ↗ ▾

Limited Company Name

NR number

NR Type & Business

NR Status

Next Action

CORPORATE *Online*

- ➔ View and Print a Previous Filing
- ➔ File a BC Annual Report
- ➔ File an Extraprovincial Annual Report
- ➔ File a change to a company's office addresses
- ➔ File a change to a company's directors
- ➔ File an Incorporation Application

NOTE: For any business not in the BC Registry application (such as a BC Limited Company) when the user clicks Register Now - they will be shown the Corporate Online main page to take the next action

Step: My Business Registry Page - Examples of NR Types & Status - Change a Limited Company Name

An approved Name Request for a Limited Company Name Change will display as follows:

New Name

Business Name	Number	Type	Status	Actions
Name	Number	Type	Status	
✓ SARAH'S FLOWERS AND PARTY PLANNING LIMITED	NR 0819155	Name Request — Name Change BC Limited Company	Approved	Next Action Change Name Now

NR # for Change of Name

Name Request Type & Business Type

NR Status

The user will be redirected to Corporate Online to complete the name change filing

CORPORATE *Online*

- View and Print a Previous Filing
- File a BC Annual Report
- File an Extraprovincial Annual Report
- File a change to a company's office addresses
- File a change to a company's directors
- File an Incorporation Application

Click "Register Now"

✓ TEST AMALG UNLIMITED LIABILITY COMPANY	NR 5453370	Name Request — Amalgamation BC Unlimited Liability Company	Approved	Amalgamate Now
--	------------	---	----------	----------------

Click "Amalgamate Now":
Action: Redirects user to Corporate Online

✓ TESTING FANCY SHOES LIMITED	NR 9403117	Name Request — Incorporation BC Limited Company	Approved	Register Now
-------------------------------	------------	--	----------	--------------

Click "Register Now"
Action: Redirects user to Corporate Online

NEW WEBCHAT DEMO	NR 9342175	Registration BC Sole Proprietorship	Draft	Resume Draft
------------------	------------	--	-------	--------------

Hover: to get alert Details

✓ SARAH'S SHOES LIMITED	NR 5319730	Name Request — Incorporation Extraprovincial Limited Partnership	Approved	Download Form
-------------------------	------------	---	----------	---------------

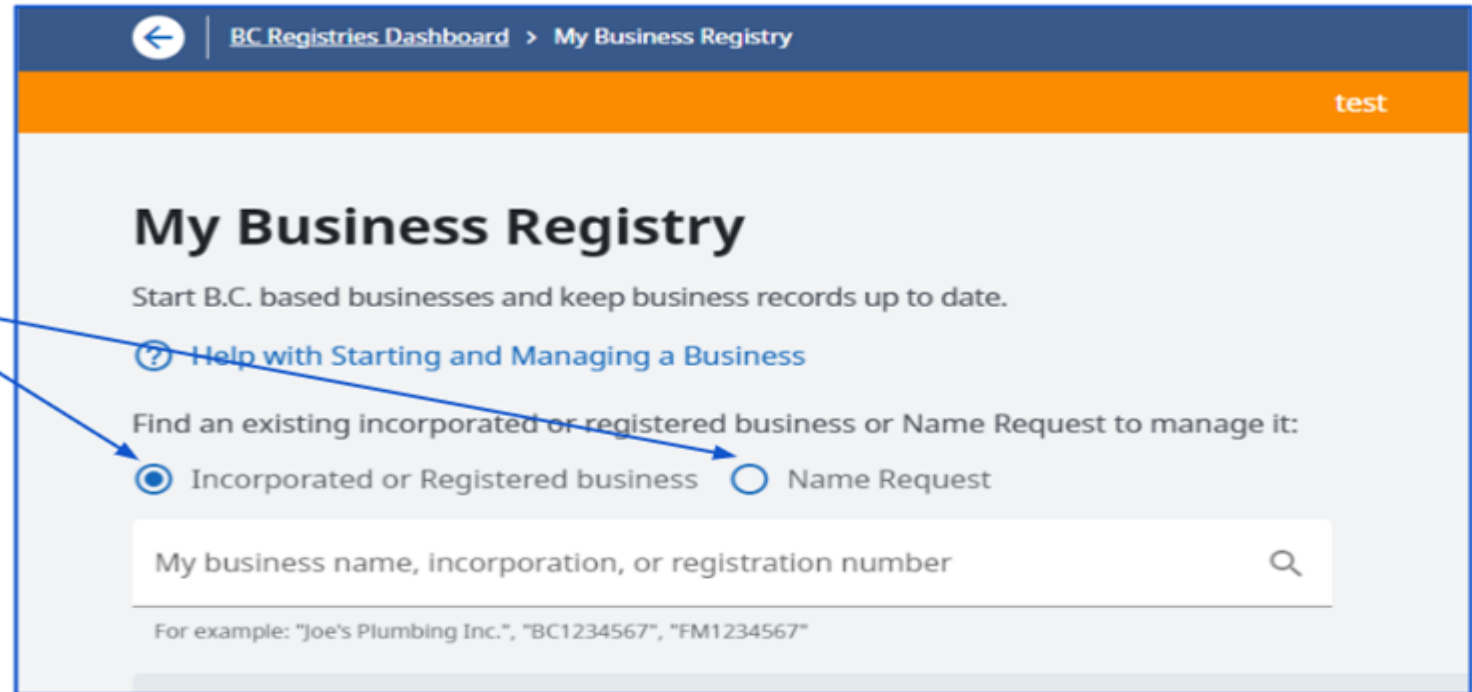
Click "Download Form"
Action: User can download the form for the paper filing

Step: My Business Registry Page - How to Link/Affiliate to my Business Registry Page

Why do I need to affiliate? A Name Request can be made before a BC Registries account has been created. In the new BC Registry application a user can link/affiliate the NR to their account to see the details and to complete filings.

Business Registry page displays: to complete a BC Registry filing for any business or name request they must be linked (affiliated) in the My Business Registry page.

Click on the appropriate Affiliation Type: Incorporated or Registered business or Name Request



Step: My Business Registry Page - How to Link/Affiliate to my BC Registries Page

A user can search for their business using either the NR number or the name

Begin typing the NR number or the name of your business.

The search result will appear below

My Business Registry
Start B.C. based businesses and keep business records up to date.
[Help with Starting and Managing a Business](#)
Retrieve an existing business or active Name Request to manage:

My business name or name request number
4566

NR 4566373	WAY OF NAVIGATING PARTNERS IN SERVICE	Select
NR 0945661	SSSSSSSSS CORP.	Select
NR 1874566	EAGLE VISION PAPIER MACHEE	Select
NR 3456636	OMG DESIGN & DEVELOPMENT INC. LIMITED	Select

Click "Select" to choose the NR to add to the My Business Registry Page

Manage a Name Request

Requested Name(s): WAY OF NAVIGATING PARTNERS IN SERVICE

Name Request Number: NR 4566373

Enter either the applicant phone number OR applicant email that were used when the name was requested:

Applicant Phone Number

Example: 555-555-5555

or

Applicant Email Address

Example: name@email.com

 Help

Cancel

Manage This Name Request

Enter the applicant phone number **or** the applicant email used when the name was requested.

Click "Manage This Name Request"

Step: My Business Registry Page - How to Link/Affiliate to My BC Registries Page

The Name Request will display on the My Business Registry page

My List (46) Columns to Show ▼				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▼	Status ▼	
WAY OF NAVIGATING PARTNERS IN SERVICE	NR 4566373	Name Request — Registration BC General Partnership	Pending Staff Review	Open Name Request ▼

Type the Business Registration or Business Name in the search field

My Business Registry

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

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

Retrieve an existing business or active Name Request to manage:

My business name, incorporation, or registration number ×

FM110988

FM1109885 SOLE WAY OF NAVIGATING SERVICES [Select](#)

Find the business you wish to add to My Business Registry page and click "Select"

Step: My Business Registry Page - How to Link/Affiliate to my BC Registries Page

Manage a B.C. Business

Business Name: SOLE WAY OF NAVIGATING SERVICES
Incorporation Number: FM1109885

You must be authorized to manage this business. You can be authorized in one of the following ways:

Use the name of a proprietor or partner ▼

Confirm authorization using your business email address ▼

Choose the method of authorization

The authorization email will be sent to the business email address

Manage a B.C. Business

Business Name: SOLE WAY OF NAVIGATING SERVICES
Incorporation Number: FM1109885

You must be authorized to manage this business. You can be authorized in one of the following ways:

Use the name of a proprietor or partner ▼

Confirm authorization using your business email address ▲

An email will be sent to the business contact email of the business:
sa*@da*******

To confirm your access, please click on the link in the email. This will add the business to your Business Registry List. The link is valid for 15 minutes.

Confirm authorization using your business email address ^

An email will be sent to the business contact email of the business:
sa***@da***** ←

To confirm your access, please click on the link in the email. This will add the business to your Business Registry List. The link is valid for 15 minutes.

An email will be sent to the business email address
NOTE: The email address is masked as a mandatory security procedure

Authorization Email Sent

An email was sent to sa***@da*****

Confirm your access by clicking the link inside. This will add the business to your Business Registry List. The link is valid for 15 minutes.

[? Help](#) [Close](#)


NOTE: The email link is valid for 15 minutes only

Step: My Business Registry Page - How to Link/Affiliate to my BC Registries Page - Email Authorization

SOLEPROP TEST WON SERVICES	FM1109886	BC Sole Proprietorship	Active	Resend Email
-----------------------------------	-----------	------------------------	--------	------------------------------

⚠ Authorization to manage: Not authorized. The confirmation email has expired.

If the link expires a user can request "Resend Email"

 **ServiceBC**
BC Registries and Online Services

You have requested to manage **SOLEPROP TEST WON SERVICES** under **A Business Name**. Please click on the single-use link below to authorize access. You will need to sign in as **A Business Name** to complete

https://test.account.bcregistry.gov.bc.ca/QSBCdXNpbmVzcyBOYW11/affiliationInvitation/acceptToken/eyJpZCI6MywiZnJvbU9yZ0lkIjoxMDMxLzJ0b09yZ0lkIjpuZDVsLzJidXNpbmVzcy0kZW50aWZpZXIiOiI6aG.ZUUr2J_rZSOdv4IEH5nEQ27o6PQ

For security reasons, this link will expire in 15 minutes. If the link expires, you will need to request a new one through your Business Registry page.

If you did not initiate this request, please disregard this email.

Business Registry
BC Registry and Online Services

If you have questions about this request please contact the Business Registry:
Toll Free: 1-877-526-1526
Victoria Office: 250-387-7848
Email: BCRegistries@gov.bc.ca

Click on the link in the email

Step: My Business Registry Page - How to Link/Affiliate to my BC Registries Page

A user clicks on the link in the authorization email within the 15 minute timeline.
User logs on to their BC Registries Account and navigates to the “My Business Registries Page”.
The user can now manage their business from the “My Business Registries Page”.

The business will now display in “My Business Registries Page”

My List (43) Columns to Show ▾				
Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
SOLEPROP TEST WON SERVICES <small>Authorization to manage: Authorized - you can now manage this business.</small>	FM1109886	BC Sole Proprietorship	Active	Manage Business ▾