



## Ministry Government Account Creation Process

In the new BC Registry application, your organization must appoint one or more people to manage the account. These individuals will be the Administrators and be responsible for adding/removing people who need access to BC Registry products.

At least one Administrator must be appointed for your ministry to continue accessing BC Registry applications.

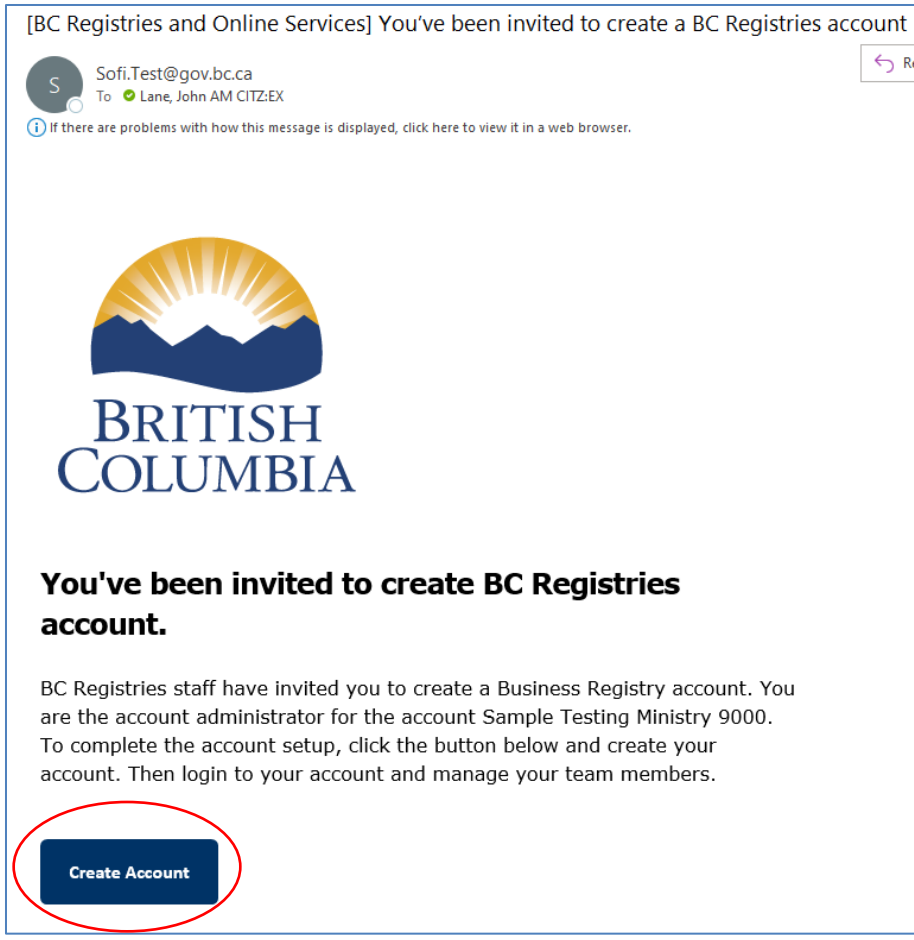
*Note: For a period-of-time, you may need to use both BC OnLine (using your existing BCOL User ID/password) and the new BC Registry modernized application (using your IDIR ID/Password), until all applications on BC OnLine have been updated.*

## Here is the account creation process for Ministry Government Accounts:

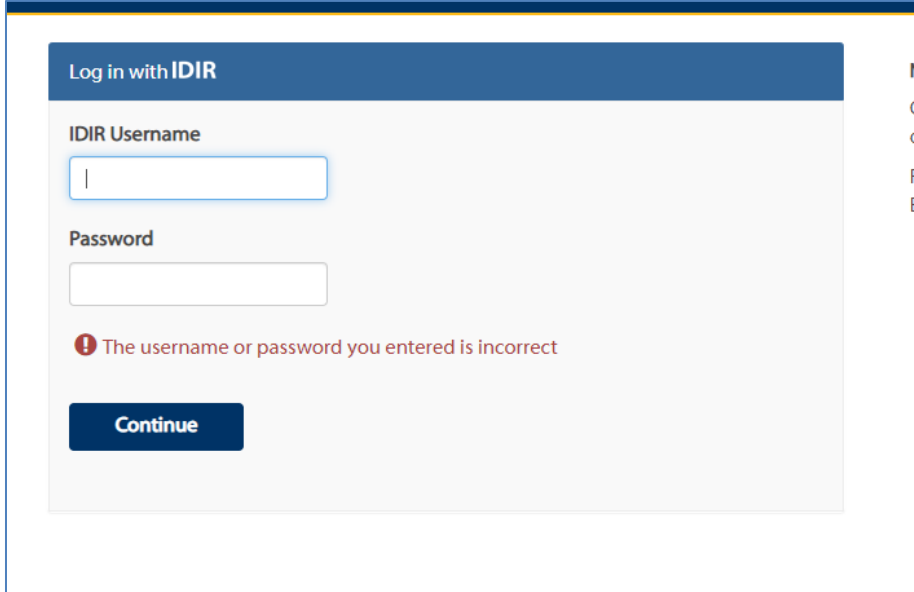
**Step 1:** Email the Account Administrator name and email address for your ministry to [bconline@gov.bc.ca](mailto:bconline@gov.bc.ca)

**Step 2:** Registries admin staff review your account administrator information and send an invitation to your account administrator providing them with instructions on how to create their account.

**Step 3:** Account administrator receives an email inviting them to create a BC Registries account. (See screenshot below).



**Step 4:** The administrator clicks the 'Create Account' link and logs in with their IDIR Username and Password (see screenshot below)



**Step 5:** The account administrator can now create their account. The account name will be pre-set to the Ministry and Branch name set by the BC Registries admin.

The screenshot shows the 'Create a Ministry Account' page. The header includes the British Columbia logo and 'BC Registries and Online Services'. The user is logged in as 'Business Registry Test 2' from the 'Ministry of Services & Infrastructure'. The page title is 'Create a Ministry Account' with a subtitle 'Create an account to access products and services offered by BC Registries and Online Services'. A progress indicator on the left shows four steps: 1. Account Information (active), 2. Products and Services, 3. Payment Information, and 4. Contact Information. The main content area is titled 'STEP 1 OF 4 Account Information'. It features two radio buttons: 'Individual Person Name' (selected) and 'Business Name'. Below this is a section 'Enter Ministry Information for this account' with three text input fields: 'Ministry Name' (containing 'Sample Testing Ministry 9000'), 'Branch/Division (If applicable)' (containing 'ABC123'), and 'Mailing Address' (with sub-fields for 'Street Address' and 'Additional Street Address (Optional)').

**Step 6:** The account administrator provides a mailing address for their account

The screenshot shows the 'Mailing Address' form. It contains several text input fields: 'Street Address', 'Additional Street Address (Optional)', 'City', 'Province/State (Optional)', 'Postal Code', and 'Country' (a dropdown menu). There is also a 'Delivery Instructions (Optional)' text area. At the bottom, there are three buttons: 'Back' with a left arrow, 'Next' with a right arrow, and 'Cancel'.

**Step 7:** The account administrator can now select the products they require

The screenshot shows the 'Create a Ministry Account' page at Step 2 of 4, 'Products and Services'. The page header includes the British Columbia logo and 'BC Registries and Online Services'. A navigation sidebar on the left shows four steps: 1. Account Information (checked), 2. Products and Services (current), 3. Payment Information, and 4. Contact Information. The main content area is titled 'STEP 2 OF 4 Products and Services' and includes the instruction: 'To access our digital registries services, select multiple product and services you require.' There are two product selection boxes: 'Business Registry & Name Request' with a checkbox and a 'Read More' link, and 'Personal Property Registry' with a checkbox and a 'Read More' link. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

**Step 8:** Finally, they will enter the administrator's email address. Note that this is pre-populated with their government email address.

The screenshot shows the 'Create a Ministry Account' page at Step 4 of 4, 'Contact Information'. The page header is the same as in Step 7. The navigation sidebar shows four steps: 1. Account Information (checked), 2. Products and Services (checked), 3. Payment Information (checked), and 4. Contact Information (current). The main content area is titled 'STEP 4 OF 4 Contact Information' and includes the instruction: 'Enter the IDIR email address of the ministry's employee. An email will be sent this user to verify and activate this account. This user will be the admin of this account.' There are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom, there are 'Back', 'Create Account', and 'Cancel' buttons.

**Step 9:** BC Registries Admin staff will approve the pending account. The account is now active, and the first administrator can begin inviting the rest of their team on a self-serve basis.