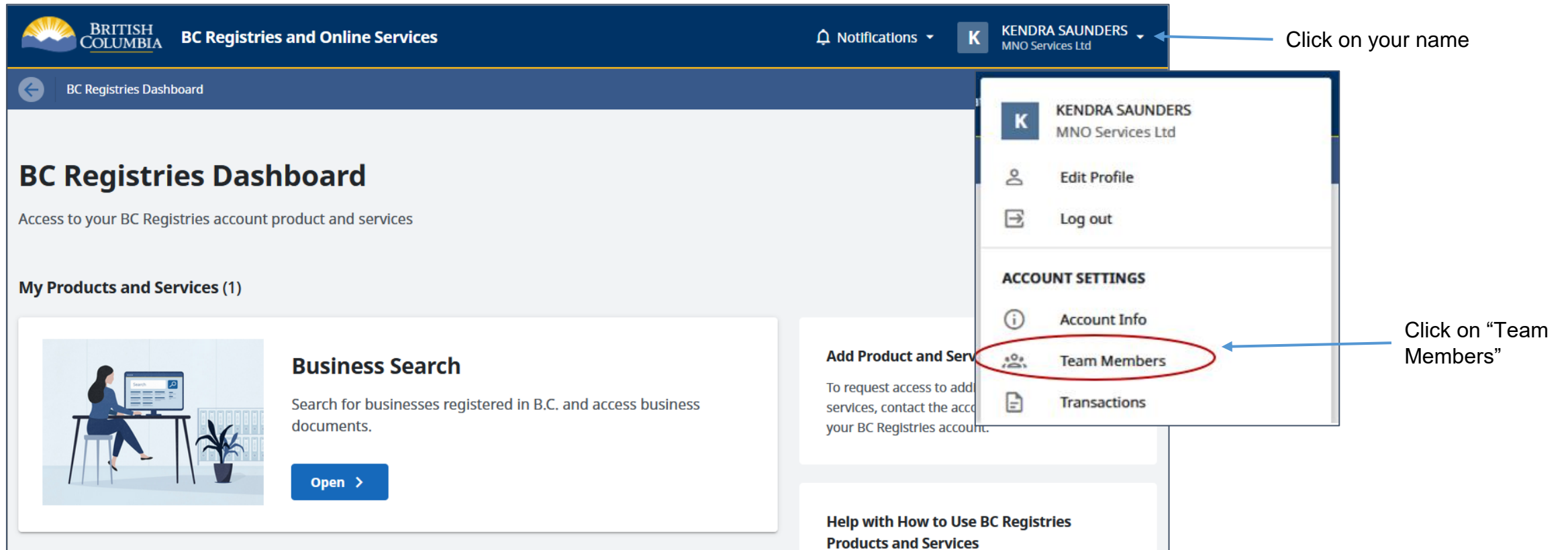


Add and manage team members in your account

Step: Log into BC Registry application and access the Team Members tab

Note: only Account Administrators and Coordinators can add team members to an existing account.

Log into your BC Registry account: <https://www.bcregistry.gov.bc.ca/>



The screenshot displays the BC Registries Dashboard interface. At the top right, the user's name 'KENDRA SAUNDERS' and company 'MNO Services Ltd' are shown next to a dropdown arrow. A blue arrow points to this area with the text 'Click on your name'. Below this, a user profile menu is open, listing options: 'Edit Profile', 'Log out', 'ACCOUNT SETTINGS', 'Account Info', 'Team Members', and 'Transactions'. The 'Team Members' option is circled in red, and a blue arrow points to it with the text 'Click on "Team Members"'. The main dashboard content includes a 'Business Search' section with an 'Open >' button and a 'Help with How to Use BC Registries Products and Services' section.

Step: Before you begin: authentication options

Team members are required to authenticate when joining an account. The authentication method they use will depend on how the account was created. If the account was created using:

- **BCeID:** all invited members must log in using BCeID and a 2-factor authenticator. *Skip to the next page for instructions on how to add team members.*

- **BC Services Card Account:** Account Administrators can change the authentication method for how a team member will join the account (BC Services Card Account or BCeID/2FA) *before* the team member is invited. Account Administrators can keep switching between the two authentication methods to accommodate how team members want to log in.
 - Note: only Account Administrators can change the authentication method.

Click on "Authentication"

Important!

Select the method by which your team member will join the account

Click "Save" and return to the Team Member tab

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication**
- Payment Methods
- Products and Services

ACCOUNT ACTIVITY

- Statements
- Transactions
- Activity Log

ADVANCED SETTINGS

- Developer Access

Authentication

Changing your authentication method will only affect new users invited to this account. Authentication for administrators and existing users will not be affected.

Mobile BC Services Card

Login with your BC Services Card.

LEARN MORE

SELECT

2FA

BCeID and 2-factor authentication

Login with a BCeID combined with a verification code in a mobile or desktop authenticator.

LEARN MORE

SELECTED

Save

Step: Invite team members

MNO Services Ltd.
Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members**
- Authentication
- Payment Methods
- Products and Services

ACCOUNT ACTIVITY

- Statements
- Transactions
- Activity Log

ADVANCED SETTINGS

Team Members

+ Invite Team Members

Invite Team Members

Enter an email address and select a role to invite a new team members to this account.

Email Address

User

- 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

Send Invites Cancel

Click "Invite Team Members"

Enter the email address of the person you want to invite

Select a role for the new team member (read role descriptions for more information)

Click "Send Invites"

Note:

- Account Administrators can add or remove Administrators, Coordinators and Users.
- Coordinators can add or remove Coordinators and Users.
- Users cannot add or remove team members.

What's next

Your team member will receive an email invitation to join the account. Share with them our guide on how to [join a BC Registry account as a team member](#).

Step: View your invitations and approve team members

The screenshot shows the 'Team Members' management interface. On the left is a sidebar with 'MANAGE ACCOUNT' options: Account Info, Team Members (selected), Authentication, Payment Methods, and Products and Services. Below this is 'ACCOUNT ACTIVITY'. The main content area is titled 'Team Members' and includes a '+ Invite Team Members' button, a 'Team Member' filter, and an 'Apply Filter' button. There are three tabs: 'Active', 'Pending Approval' (with a '1' badge), and 'Invitations' (circled in red). Below the tabs is a table with columns: Email, Invitation Sent, Expires, and Actions. One row is visible with email 'amandas@test.com', 'Invitation Sent' on 'June 16, 2023', and 'Expires' on 'June 23, 2023'. The 'Actions' column contains a resend icon (envelope) and a delete icon (trash).

Click "Invitations" to view them

Delete invitation

Resend invitation

The screenshot shows the 'Team Members' management interface with the 'Pending Approval' tab selected (circled in red). The sidebar and 'MANAGE ACCOUNT' options are the same as in the previous screenshot. The main content area shows the 'Pending Approval' tab with a '1' badge. Below the tabs is a table with columns: Team Member and Actions. One row is visible with the name 'Madeleine Yellow'. The 'Actions' column contains a checkmark icon (approve) and an 'X' icon (deny).

Click "Pending Approval" to approve team member that joined the account

Approve team member

Deny access to team member

Step: Manage team members

MNO Services Ltd
Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members**
- Authentication
- Payment Methods
- Products and Services

ACCOUNT ACTIVITY





- Statements
- Transactions
- Activity Log

Team Members

+ Invite Team Members

Team Member **Apply Filter**

Active Pending Approval **1** Invitations

Team Member	Authentication	Role	Last Activity	Actions
KENDRA SAUNDERS magdalena.szymanski@gov.bc.ca	BCServicesCard	Account Administrator ▾	June 16, 2023	
Magda Lena	test321123@bceid	Account Administrator ▾	September 17, 2022	 
STEPHANIE ANNIE ROBERTS	BCServicesCard	Account Administrator ▾	May 16, 2023	

Remove team member

Change user role

Reset a BCeID user's authenticator