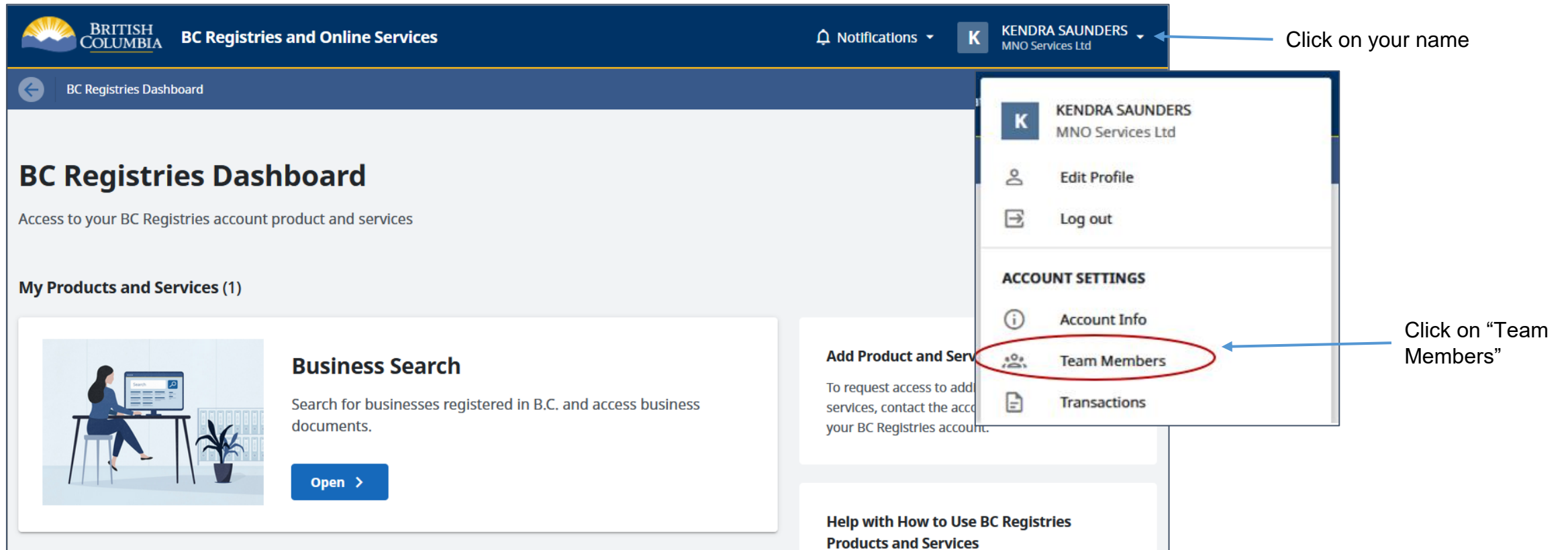# Add and manage team members in your account

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/

BRITISH COLUMBIA — **BC Registries and Online Services**

🔔 Notifications ▾   K KENDRA SAUNDERS ▾
MNO Services Ltd   ← Click on your name

⬅ BC Registries Dashboard

BC Registries Dashboard

Access to your BC Registries account product and services

My Products and Services (1)

Business Search

Search for businesses registered in B.C. and access business documents.

Open >

Add Product and Serv...

To request access to add... services, contact the acc... your BC Registries account.

Help with How to Use BC Registries Products and Services

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👤 Edit Profile

➡ Log out

ACCOUNT SETTINGS

ⓘ Account Info

👥 Team Members   ← Click on "Team Members"

📄 Transactions

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 <u>can</u> 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

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**

Team Members

[+ Invite Team Members]

| Team Member | | Apply Filter |

Active   Pending Approval ❶   **Invitations**

Click "Invitations" to view them

Email	Invitation Sent	Expires	Actions
amandas@test.com	June 16, 2023	June 23, 2023	✉ 🗑

Delete invitation

Resend invitation

MANAGE ACCOUNT

- ⓘ Account Info
- 👥 Team Members
- 🛡 Authentication
- $ Payment Methods
- ▦ Products and Services

ACCOUNT ACTIVITY

Team Members

[+ Invite Team Members]

| Team Member | | Apply Filter |

Active   **Pending Approval ❶**   Invitations

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

Team Member	Actions
Madeleine Yellow	⊘ ⊗

Approve team member

Deny access to team member

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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 ❶   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