

Create an account using a BC Services Card app

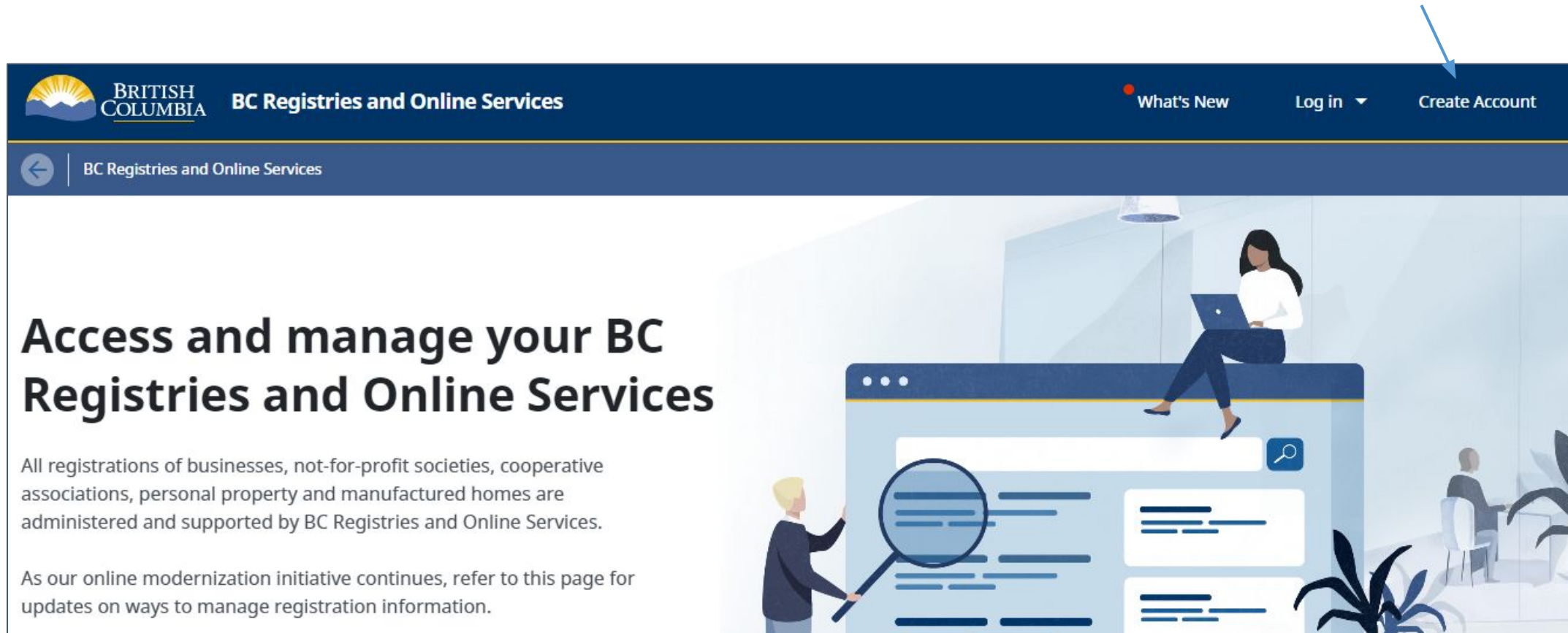
Before you begin


To create a BC Registry account using a [BC Services Card app](#), you need to have the app downloaded and activated on your mobile device. This is the preferred option for creating an account, available to holders of an ID issued in Canada.

Once your **BC Services Card app is active**, you can create a BC Registry account.

- To create your account, go to: <https://www.bcregistry.gov.bc.ca/>

Click "Create Account"



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

What's New | Log in | **Create Account**

← BC Registries and Online Services

Access and manage your BC Registries and Online Services

All registrations of businesses, not-for-profit societies, cooperative associations, personal property and manufactured homes are administered and supported by BC Registries and Online Services.

As our online modernization initiative continues, refer to this page for updates on ways to manage registration information.

Step: Create account using the BC Services Card


BRITISH COLUMBIA BC Registries and Online Services

What's New Log in Create Account

BC Registries and Online Services > Create Account

Create a BC Registries and Online Services Account

You can create your BC Registries account by using:

 **BC Services Card**
Easy and secure way to create your account

Create >

No BC Services Card account? [Learn how to set up a BC Services Card account](#)

If you have [ID issued in Canada](#) this method is an easy and secure way to create your account.

[More Help](#)

Other account creation options if you do not have ID issued in Canada [View More](#)

Select "Create"

Help to set up your BC Services Card


Step: Continue with: BC Services Card app


Select "BC Services Card app"

Log in to: BC Registries

This service will receive your: given names, surname ⓘ

Continue with:

 BC Services Card app

 Username/password + BC Token

No account?

Find out how to get the mobile app. Or, how to get a BC Token to use a username and password.

[Set up a BC Services Card account](#) ↗

Step: Enter the pairing code in the app

Open your BC Services Card app on your mobile device and in your app, select “Log in from a computer”

Enter the code you see displayed on your screen into your BC Services Card app (don't enter the pairing code you see in this guide; sample only)

Log in to: BC Registries

Enter this pairing code in the BC Services Card app.

Sample only!
RZZ YLX
Pairing Code

This code is only used one time. You don't need to remember it.

Need Help?

To log in on this computer, you can use the app you've set up on your mobile device.



To continue on this device, you need to:

1

Open the BC Services Card app on your mobile device



2

Enter the pairing code provided above - in the mobile app and follow the directions in the app



3

Come back to this device to get to the website



Step: Do you want to skip pairing?

Skip pairing a code each time you log in to BC Registry application

Select pairing next time to enter a new pairing code next time you log in

Log in to: BC Registries

Do you want to skip pairing next time?

Send notification to my mobile device instead of entering pairing code
This will remember the pairing between this device and your mobile device. It will store a cookie on this computer for identification purposes.

Instead of entering a pairing code, you will tap on the notification sent to your mobile device. ⓘ

Name your mobile device
You'll see this when you log in next time.

Pair again next time
Choose this option if you're using a shared computer - like at a library.

Continue

Click "Continue"

Click "Continue"



Check box if you do not want to review your information each time that you log into the application.



Log in to: BC Registries WELCOME, **KENDRA SAUNDERS**

This service will receive the following identity information:

Given Names	KENDRA
Surname	SAUNDERS

Continue

Skip this page next time - I don't want to review my information when accessing any services
Note: Other services may receive different types of personal identity information. You can update your preference in your account at id.gov.bc.ca

Step: Select products and services

Products like *Business Search* require a Premium account (more info on next slide)

Select the products you want to add to your account

Click "Next"

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

STEP 1 OF 5
Select Product and Services
To access our digital registries services, select multiple product and services you require.

1 Products and Services
2 Select Account Type
3 Account Information
4 Account Administrator Information
5 Payment Method

Business Registry & Name Request
Select this if you need to register or incorporate a business and keep business records up to date. [Read More](#)

Business Search (requires Premium Account)
Select this if you need to request information about businesses or organizations registered in B.C. If you select this now, it will be available for you to use when it is released by end of summer 2022. [Read More](#)

Manufactured Home Registry (requires Premium Account)
Select this if you want to search for manufactured homes, and search for personal property legal claims in manufactured homes. [Read More](#)

BC Assessment (requires Premium Account) COMING SOON
Select this for access to BC Assessment's real property information database. [Read More](#)

[Next](#) [Cancel](#)

You can add services that are "Coming Soon". When they launch, they will appear in your services dashboard

Step: Select account type

Note:

- There is no cost to create a BC Registry account; you only pay for services you purchase.
- If you are an existing BC OnLine client or selected Premium-only products, you must select a Premium account.
- If you are starting or updating your business, you can create a Basic account (recommended).

Choose Basic or Premium
(read the details of each account)

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

STEP 2 OF 5
Select Account Type
There is no cost to create a BC Registries account. You only pay for the services and products you purchase.

Basic
Pay-as-you-go
For people who file on behalf of their own businesses or conduct limited searches.

- 10 transactions per month
- 5 team members per account
- Pay by credit card and online banking

SELECTED

Premium
Pre-authorized
For firms and companies who search frequently or file for a large number of businesses.

- Unlimited transactions
- Unlimited team members
- Pay by pre-authorized debit or [BC Online deposit account](#)
- Financial Statements

SELECT

← Back **Next →** Cancel

Click "Next"

Step: Enter account information

If you selected a **Basic** account

Select if you want your account in your personal or business name

STEP 3 OF 5

Account Information

Do you want your BC Registries and Online Service account in your personal name or business name?

Individual Person Name Business Name

Account Name

Account Name

Mailing Address

Street Address

Additional Street Address (Optional)

City

Country

Delivery Instructions (Optional)

Individual Person Name Business Name

Legal Business Name

Branch/Division (If applicable)

Business Type Business Size

Mailing Address

Street Address

If you selected a **Premium** account

If you have a BC OnLine account, you can link it here so that you can make payments using your BC OnLine's deposit account

STEP 3 OF 5

Account Information

Do you want to link this account with an existing BC Online Account? [Learn more](#)

Yes No

Link with an existing BC Online account

Linking accounts will import your organization's contact and drawdown account information. Linking **not import** your existing users or any businesses you manage. You can invite team members and add once your account is set up successfully.

You must be the **Prime Contact** to link this account with your existing BC Online account.

BC Online Prime Contact Details ⓘ

User ID Password

Enter the BC OnLine Prime user ID and password (6 to 8 characters only; if your password is more than 8 characters long, enter only the first 8 characters).

If you do not have, or choose not to link, a BC OnLine account, select "No" and fill out the account information like you see to the left

Click "Next"

Step: Enter Account Administrator information

Name cannot be changed as it is exactly as it appears on your BC Services Card

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

- Products and Services
- Select Account Type
- Account Information
- Account Administrator Information**
- Payment Method

STEP 4 OF 5

Account Administrator Information

Enter your contact information. Once your account is created, you may add additional users and assign roles.

KENDRA SAUNDERS ← This is your legal name as it appears on your BC Services Card.

Email Address:

Confirm Email Address:

Phone Number: Extension:

Example: (555) 555-5555

← Back Cancel

Enter email address and phone number

Click "Next"

Step: Choose payment method

If you selected a **Basic** account

Select one of two payment options and fill in information if prompted:

- Credit card
- Online banking

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

STEP 5 OF 5
Payment Method
Select the payment method for this account.

Credit Card
Pay for transactions individually with your credit card.

Online Banking
Pay for products and services through your financial institutions website.

Click "Create Account"

If you selected a **Premium** account

Select one of two payment options and fill in information if prompted:

- Pre-Authorized Debit*
- BC OnLine deposit account

Create a BC Registries and Online Services Account
Create an account to access BC Registries products and services.

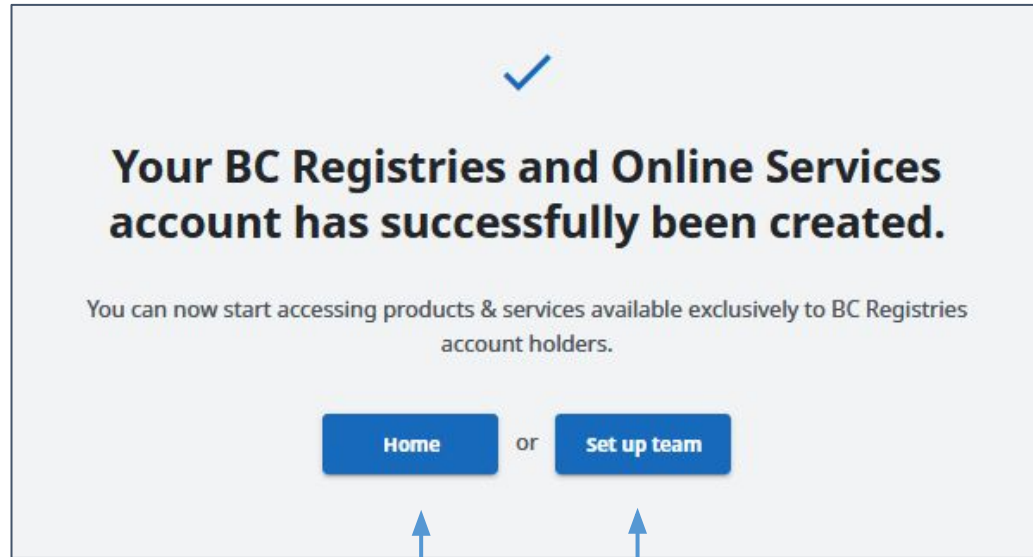
STEP 5 OF 5
Payment Method
Select the payment method for this account.

Pre-authorized Debit
Automatically debit a bank account when payments are due.

BC Online
Use your linked BC Online account for payment.

Click "Create Account"

*Pre-authorized debit: Payment Canada requires a confirmation period of 3 days prior to your first pre-authorized debit deduction and you will receive confirmation of your pre-authorized debit agreement prior to the first deduction. If you linked your BC OnLine account, you will be able to make transactions during this 3-day period, which will be debited from your BC OnLine account until the confirmation period ends. After the confirmation period, transactions will be debited from your bank account. 11



Now that your account has been created, you can:

- Add team members to your account.
- Use BC Registry products and services.

Visit our [Resources page](#) to view guides on how to add and manage team members or use specific BC Registry products and services.