

## Create an account using a BC Token, username and password

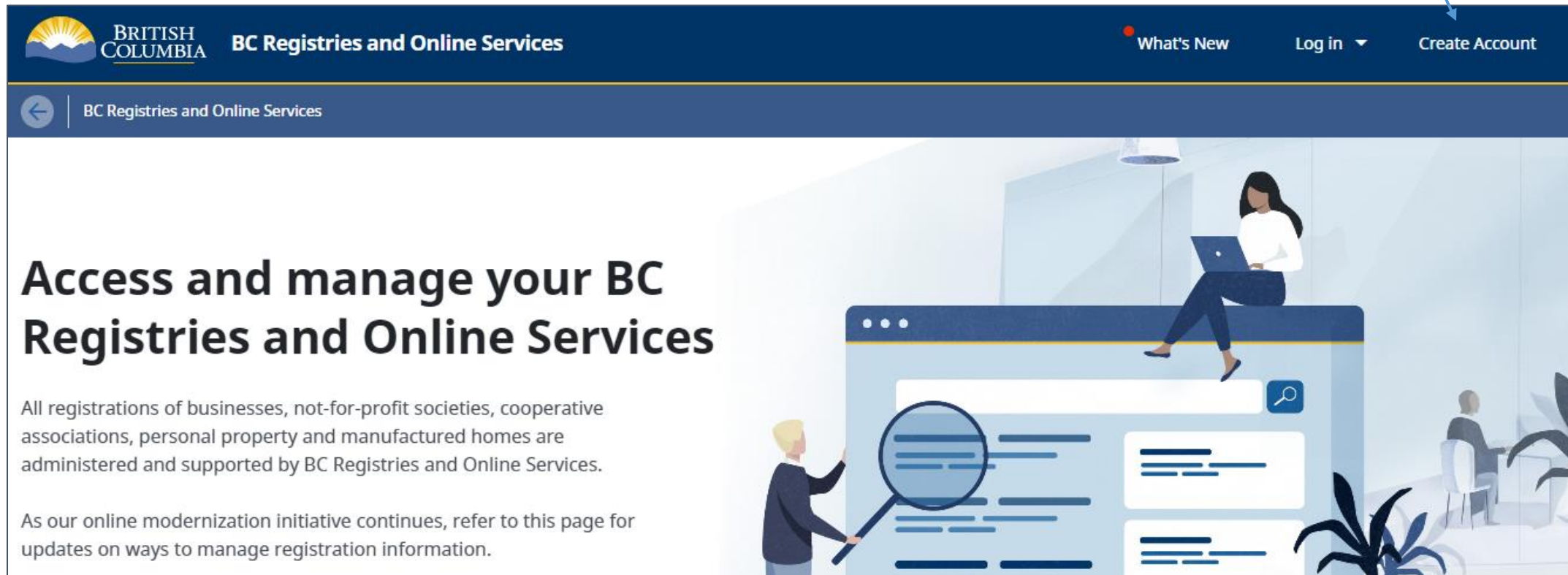
### Before you begin


To create a BC Registry account using a BC Token, you must first [pick one up from a Service BC location and set it up](#). This option is only available to residents of B.C. who have a BC Services Card.

Once your **BC Token and username is set up**, 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: Select option: BC Services Card Login

BRITISH COLUMBIA BC Registries and Online Services

What's New Log in Create Account

### Create a BC Registries and Online Services Account

Choose how you want to log into your BC Registries account.

[? Help me Choose](#)

#### BC Services Card Login

If you have [ID issued in Canada](#) the BC Services Card app is an easy and secure way to access your BC Registries account

If you have a BC Services Card and don't have a mobile device, you can set up a username and password with a [BC Token](#).

[Learn more about BC Services Card Login](#)

I am a Canadian government agency (other than B.C. provincial)

**Selected**

#### BCeID + 2FA Login

If you do **not** have [ID issued in Canada](#), or if you prefer this option, you can use a BCeID to log into your BC Registries account.

**Note:** Using a BCeID requires you to verify your identity with a notarized affidavit, and to log in with 2-factor authentication (2FA).

[Learn more about BCeID](#)

I am a Canadian government agency (other than B.C. provincial)

Select

Cancel **Next** →

Learn more about this option

If you are part of a **government agency** in Canada (other than the Government of B.C.), check this box

Click "Select"

Click "Next"

## Step: Continue with: Username/password + BC Token

Select "Username/password + BC Token"

Log in to: BC Registries

This service will receive your: given names, surname ⓘ

### Continue with:



BC Services Card app



**Username/password + BC Token**

Note that it's only available for some services.

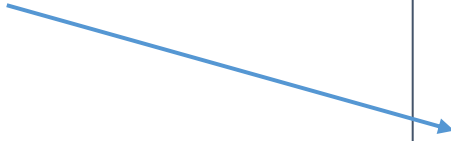
### Don't have a BC Services Card Account yet?

It's digital ID to prove who you are online. You can use it to log in to this service, or to many other services.

[Set up an account at id.gov.bc.ca](https://id.gov.bc.ca) ↗

## Step: Enter your username and password, and a 6-digit BC Token code

Enter your username and password



Click continue



Log in to: BC Registries

**Email or username**

**Password**

**Continue**

[Forgot username or password?](#)

Not set up? [Set up BC Services Card account](#)



Sample code only

Next, turn on your BC Token and enter the 6-digit code you see into the website.

*\*Note, a new code is displayed every 60 seconds.*

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	<b>KENDRA</b>
Surname	<b>SAUNDERS</b>

**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](https://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** [Read More](#) ▾  
Select this if you need to register or incorporate a business and keep business records up to date

**Business Search** (requires Premium Account) [Read More](#) ▾  
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.

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

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

**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
- 4 Account Administrator Information**
- 5 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  
kendra.saunders@test.com

Confirm Email Address  
kendra.saunders@test.com

Phone Number  
(250) 123-4567      Extension

Example: (555) 555-5555

← Back      **Next →**      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.

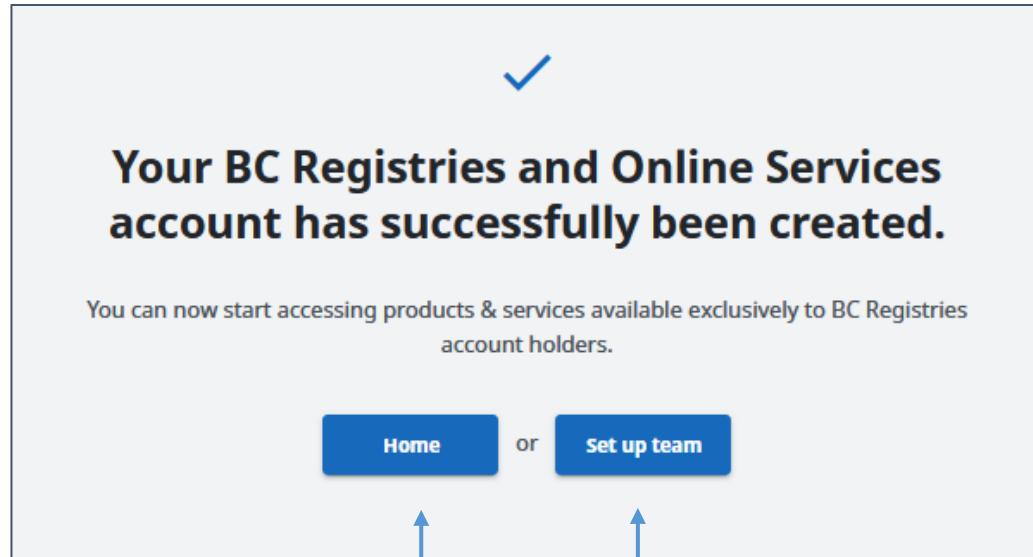
STEP 5 OF 5  
**Payment Method**  
Select the payment method for this account.

**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.



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.