WELCOME!

BRITISH COLUMBIA | Ministry of Citizens' Services

Getting Started in the Business Registry - Name Request Application

Info Session

May 26, 2021

drive the economy | make it easier to do business | improve service delivery | enhance digital security

Presenters:

Kaine Sparks
Senior Product Owner

Linda McClung
Product Owner

Melissa Stanton
Business Analyst

Olisa Ezeh
Deputy Registrar

Poll

Modernization Initiative

Carol Prest
Registrar and Executive Director
BC Registries and Online Services

"We are undergoing a series of transformational projects to move BC Registry services that rely on the legacy technology into modern digital services

Projects include modernizing the Business Registry, PPR, MHR and providing API Services for payments, authentication, search, business filing, PPR and name requests."

Agenda

- Timeline & Overview
- How to login
- Setup an account and pay
- Add team members to your account
- Resources
- Q&A

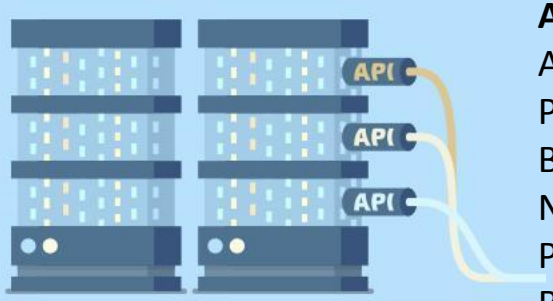
BUSINESS REGISTRY

2019/2020	2020/2021	2021/2022	2022/2023

- Credit Cards
- BC Services Card
- Coops
- Benefit Co., & Premium Accounts
- Direct Pay Credit Cards
- Name Requests
- PAD & Online Banking
- NRO Decommission
- Other Legal Entities
- Corporations
- BCOL Decommission
- Beneficial Ownership

ASSETS

- Planning & Design
- Stakeholder Engagement & Legislation Preparation
- Personal Property Registry
- Manufactured Homes Registry



SYSTEM APIs

API's:
Authentication & Payments
Business Filings
Name Requests
Personal Property Registry

- Stakeholder Engagement & Technical Workshops
- API Specs in Test
- Ongoing engagement & Info sessions

Vital Stats

2019/2020	2020/2021	2021/2022	2022/2023

PARTNER TRANSITION

Overview - Business Registry

- Business Registry:
  - Name Request, Cooperatives and Benefit Company filings
- New way to login:
  - Mobile BC Services Card or BCeID/2FA
- Self-serve access:
  - Create an account and add team members
- Pay:
  - Pre-authorized debit, online banking, credit card or BC OnLine account

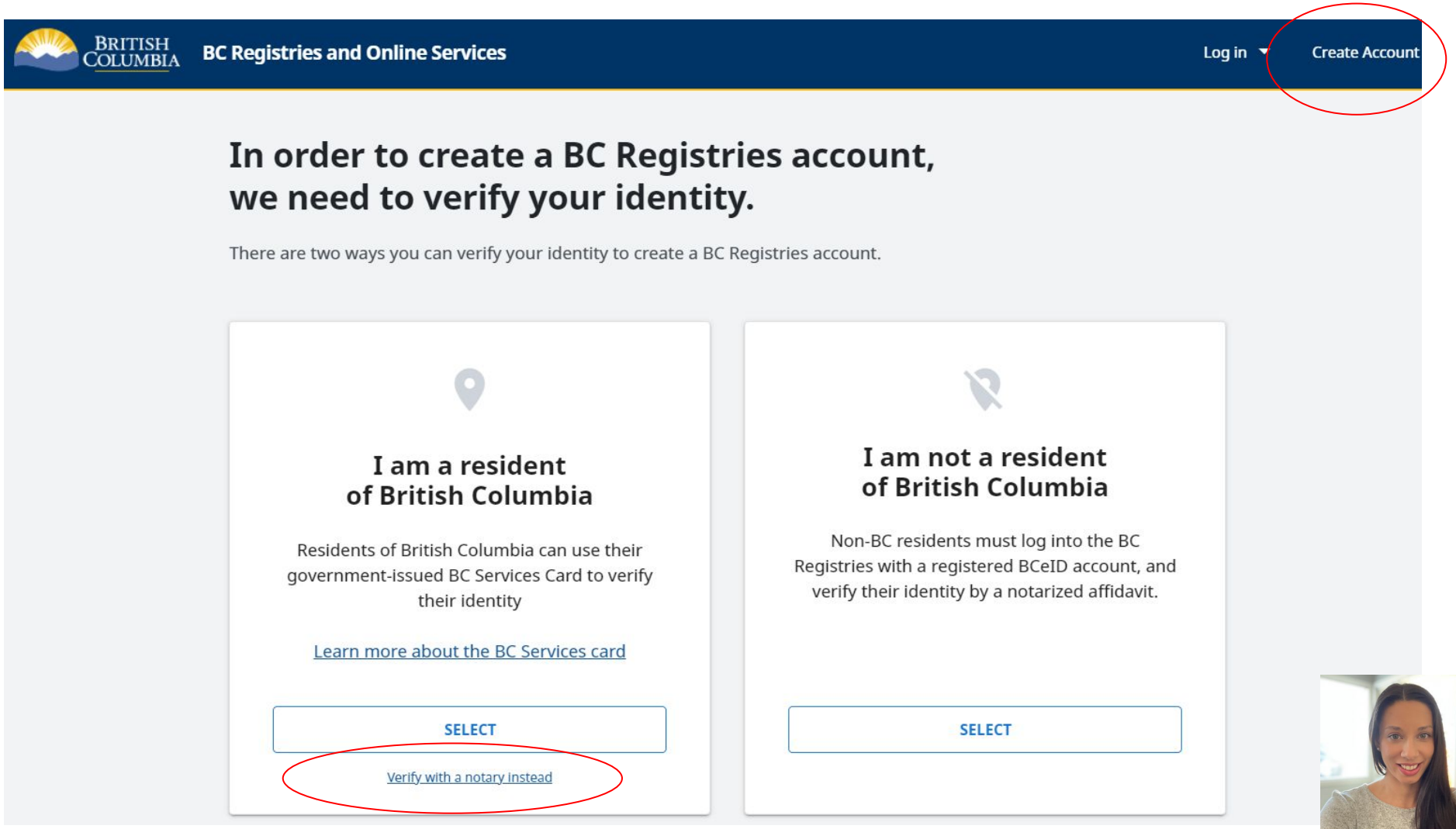
How to login

You must verify your identity

Mobile BC Services Card

OR

Verify your identity by a notary



Desktop Options

- BCeID/2FA - If you prefer to use a desktop or laptop computer authenticator applications such as Authy, or plug-in such as GAuth, can be used.

- Mobile Card - available for iPad, iPhone or Android devices. Once your Mobile Card has been set up, you can pair additional devices , such as a desktop or laptop, to use your Mobile Card.

Creating an account

Create an Account

Premium account is recommended for BCOL clients

1. Link to BC Online to retrieve account information *or* enter account name and mailing address.
2. Enter user profile
3. Choose payment method
   a. BC Online Drawdown
   b. Pre-Authorized Debit

Poll

Poll

Select a payment option

Select a payment option for your account

Premium: BCOL account or PAD
BASIC: credit card and online banking

Considerations:

- PAD will take up to 5 days to set-up
- BCOL accounts will be phased out a later date
- You can pay for names without an account, using a credit card
- multiple accounts can be setup

Add team members to your account

Add Users to your account

Account Admins & Coordinators can invite team members

3 roles: account administrator (like a prime), coordinators and users

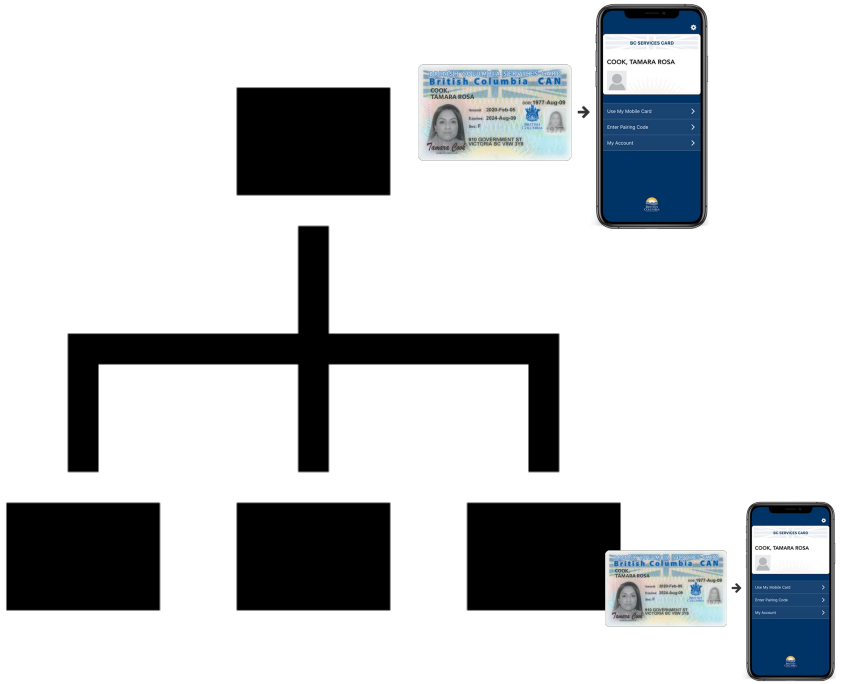
- Each person must verify their identity

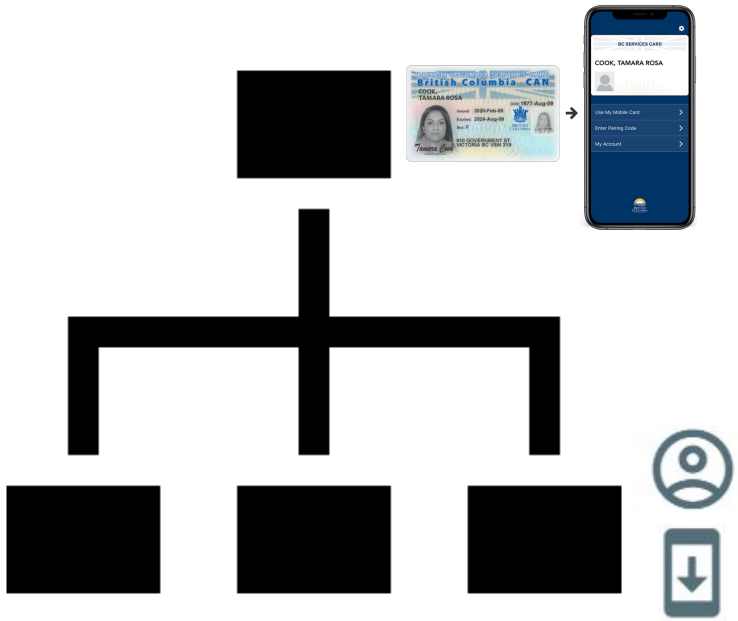
- If BCeID/2FA is used, only one admin can be on the account at this time. The admin is the only one that requires the identity affidavit.

Choose how your firm authenticates

Account Admins choose team authentication

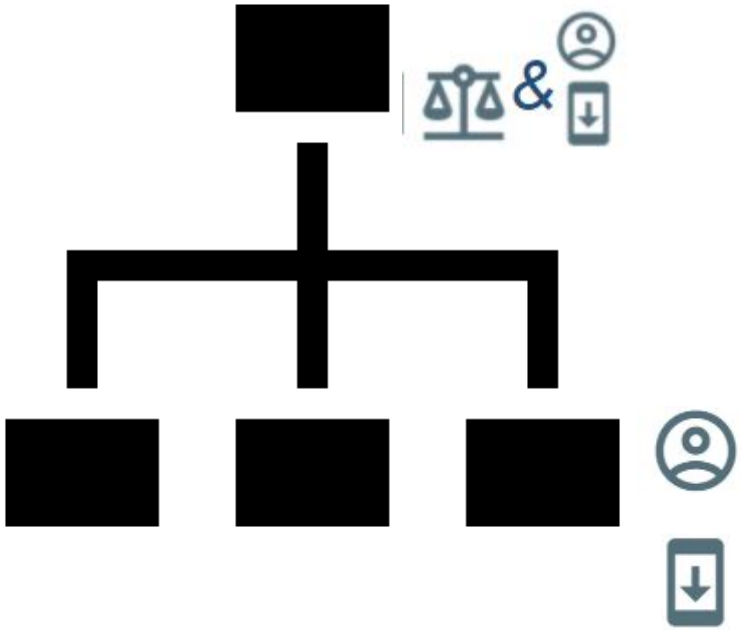
Mobile BC Services Card Admin





Account Admins choose team authentication

BCeID & 2 Factor Authentication Admin



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Key Points

1. Use a Mobile BC Services Card or BCeID/2FA to login.
2. Select Premium Account & BCOL or PAD as a payment option
3. Add each team member - assign coordinator, admin and user roles.

Name Request - Demo

Name Request application

Engagement

Would you like more support? Do you have additional questions?
Please contact us at: BCREG.Engagement@gov.bc.ca

We can schedule one-on-one sessions with your organization or association(s) you may be involved in.

Let us know!

Poll

Q&A

Thank you

https://authy.com/download/

Resources - Mobile Card & Authenticator

Desktop Authenticator - https://authy.com/download/

Questions about the Mobile BC Services Card
https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/log-in-with-card/mobile-card

To get a Mobile Card
https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/log-in-with-card/mobile-card

Resources - Applications

New Business Registry
www.bcregistry.ca/business

New Name Request application
www.bcregistry.ca/namerequest

Help me select a business type:

https://entity-selection-test.apps.silver.devops.gov.bc.ca/

Resources - Website

Transition from BC OnLine to the Business Registry

https://www2.gov.bc.ca/gov/content?id=EAA427222CC3472DAA7B52FDED489BB5

Modernization Initiative Updates

https://www2.gov.bc.ca/gov/content?id=DAE88B98C28847AD8D48CCF040013D88

How to Videos and Guides

https://www2.gov.bc.ca/gov/content?id=24AD14FE2AF348F88B8FF977A057E5CE

https://authy.com/download/

Resources - Help Desks

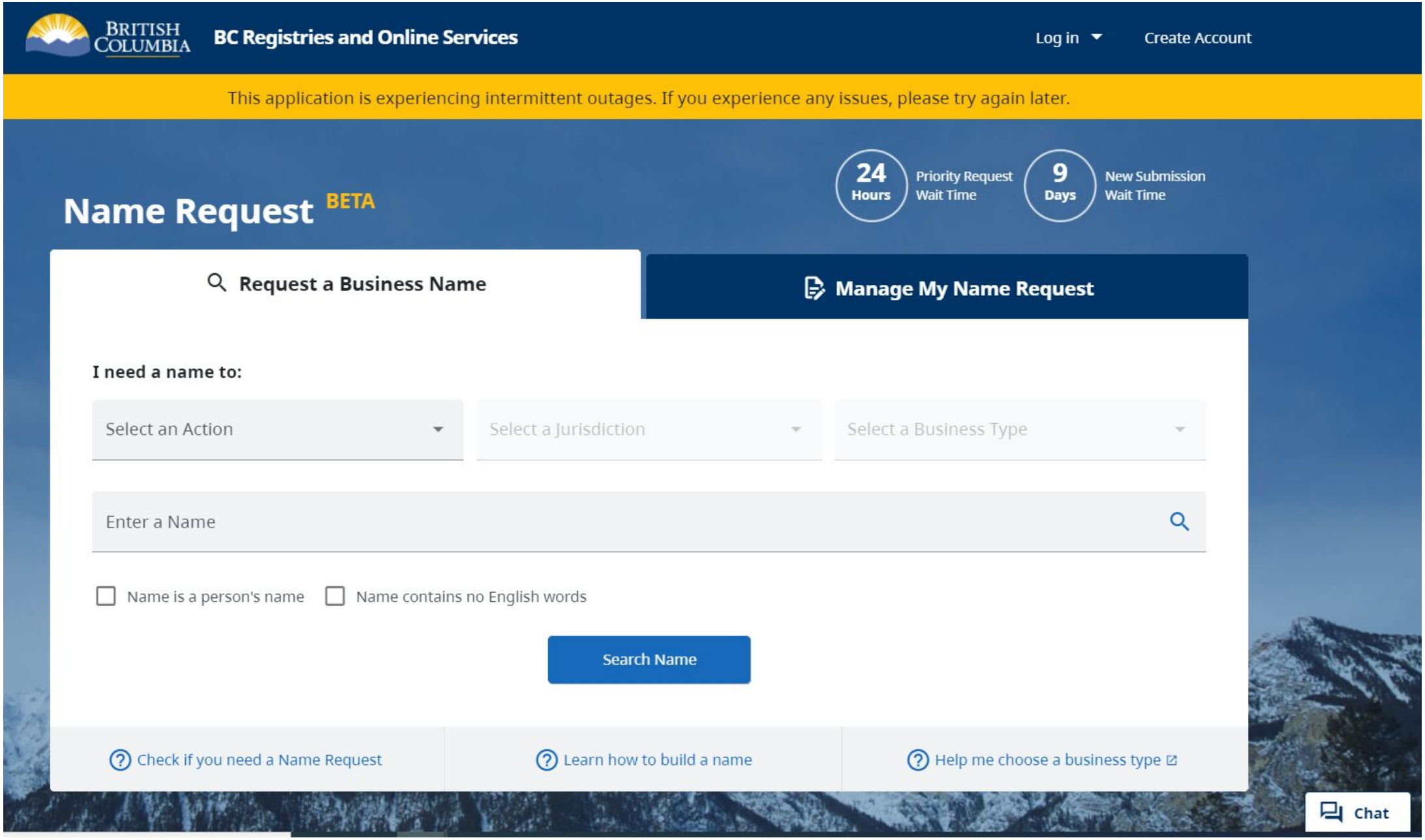
Names Request Help Desk
Toll Free: 1-877-370-1033; Victoria Office: 250-370-1033
Email: BCRegistries@gov.bc.ca

Questions about BCeID?
https://www.bceid.ca/aboutbceid/contact_us.aspx

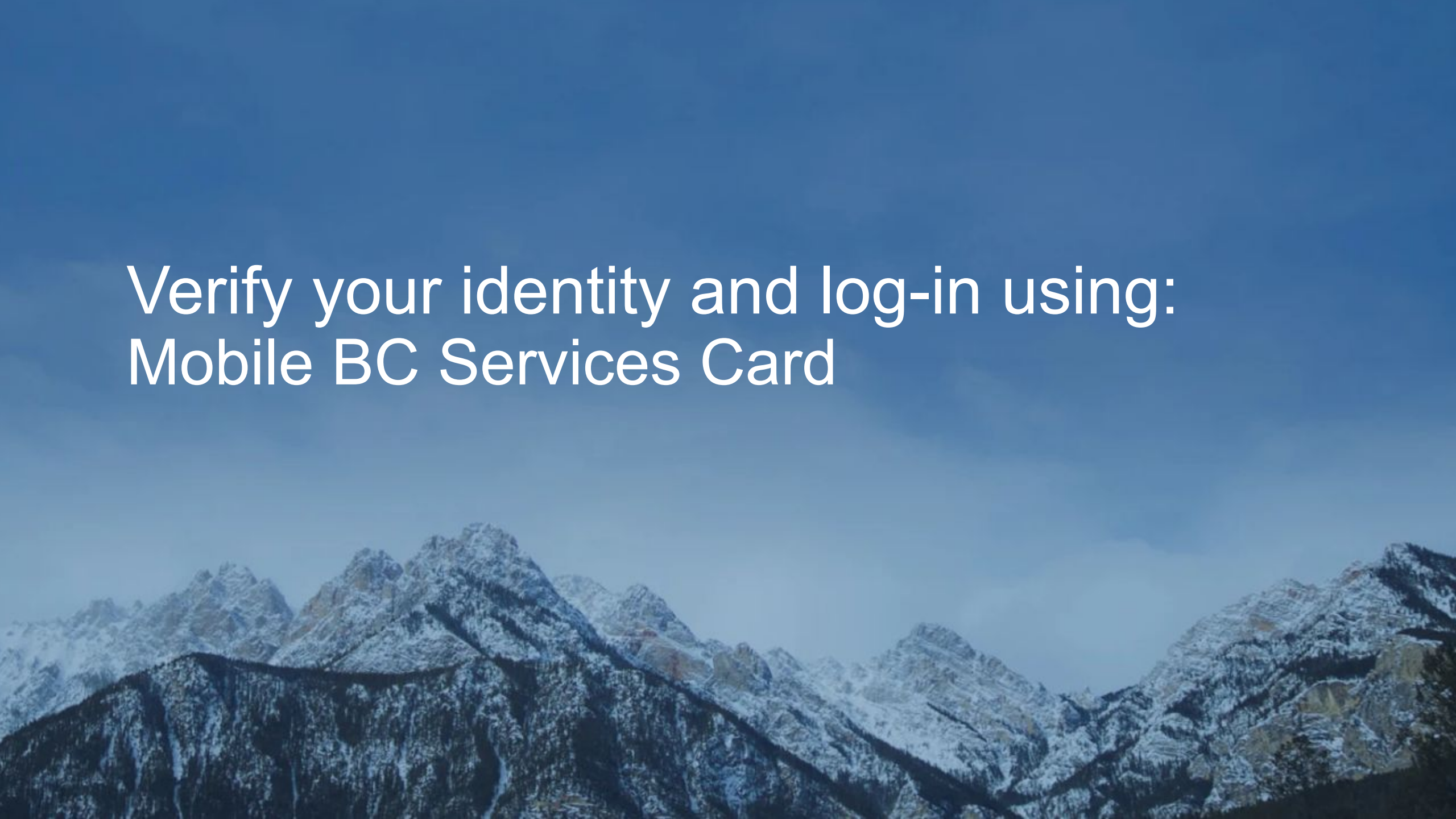
BC OnLine Help Desk
1-800-663-6102
bcolhelp@gov.bc.ca

Screenshots

Go to: https://www.bcregistry.ca/namerequest



Verify your identity and log-in using: Mobile BC Services Card



In order to create a BC Registries account, we need to verify your identity.

There are two ways you can verify your identity to create a BC Registries account.

I am a resident of British Columbia

Residents of British Columbia can use their government-issued BC Services Card to verify their identity

Learn more about the BC Services card

SELECTED

Verify with a notary instead

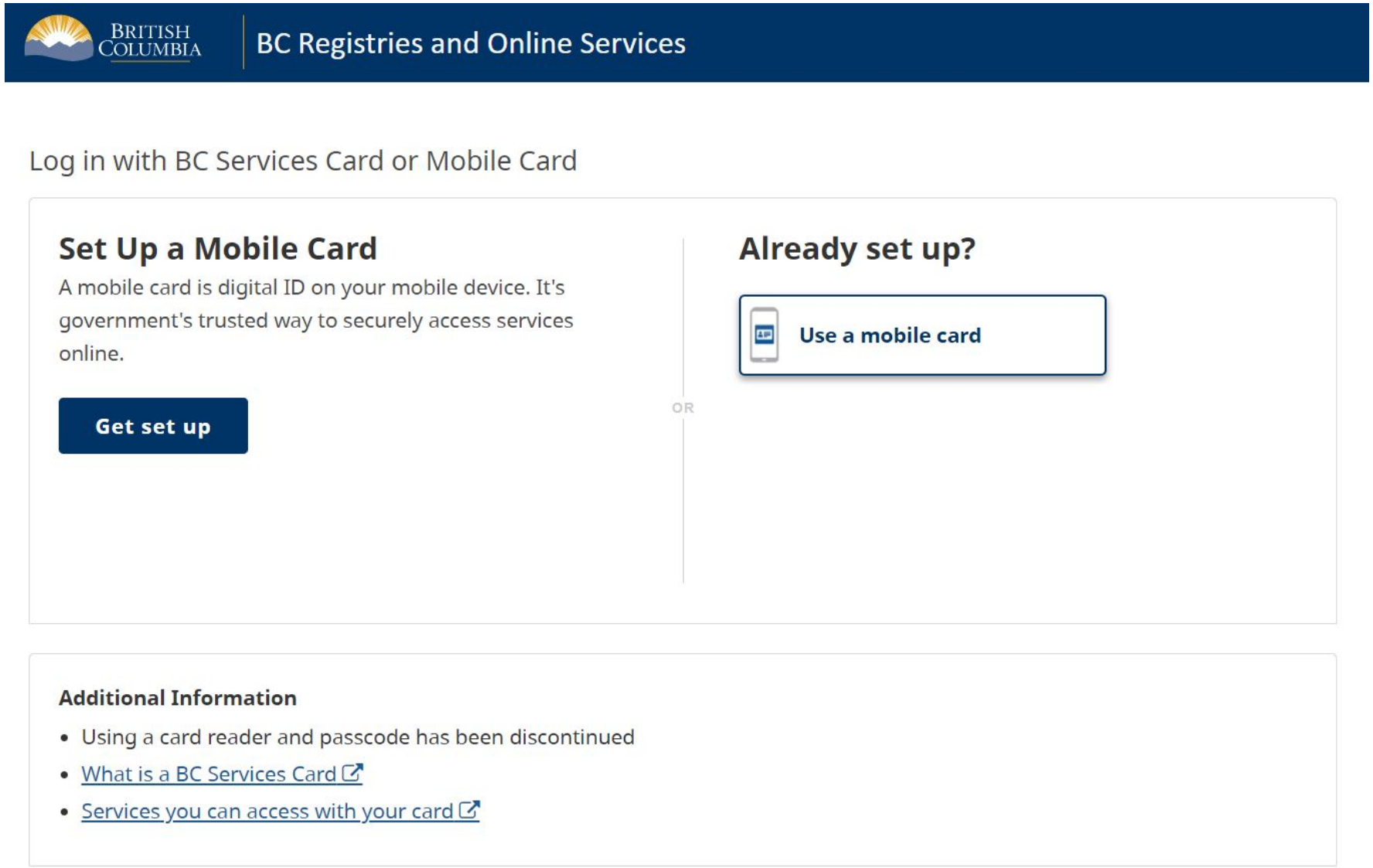
I am not a resident of British Columbia

Non-BC residents must log into the BC Registries with a registered BCeID account, and verify their identity by a notarized affidavit.

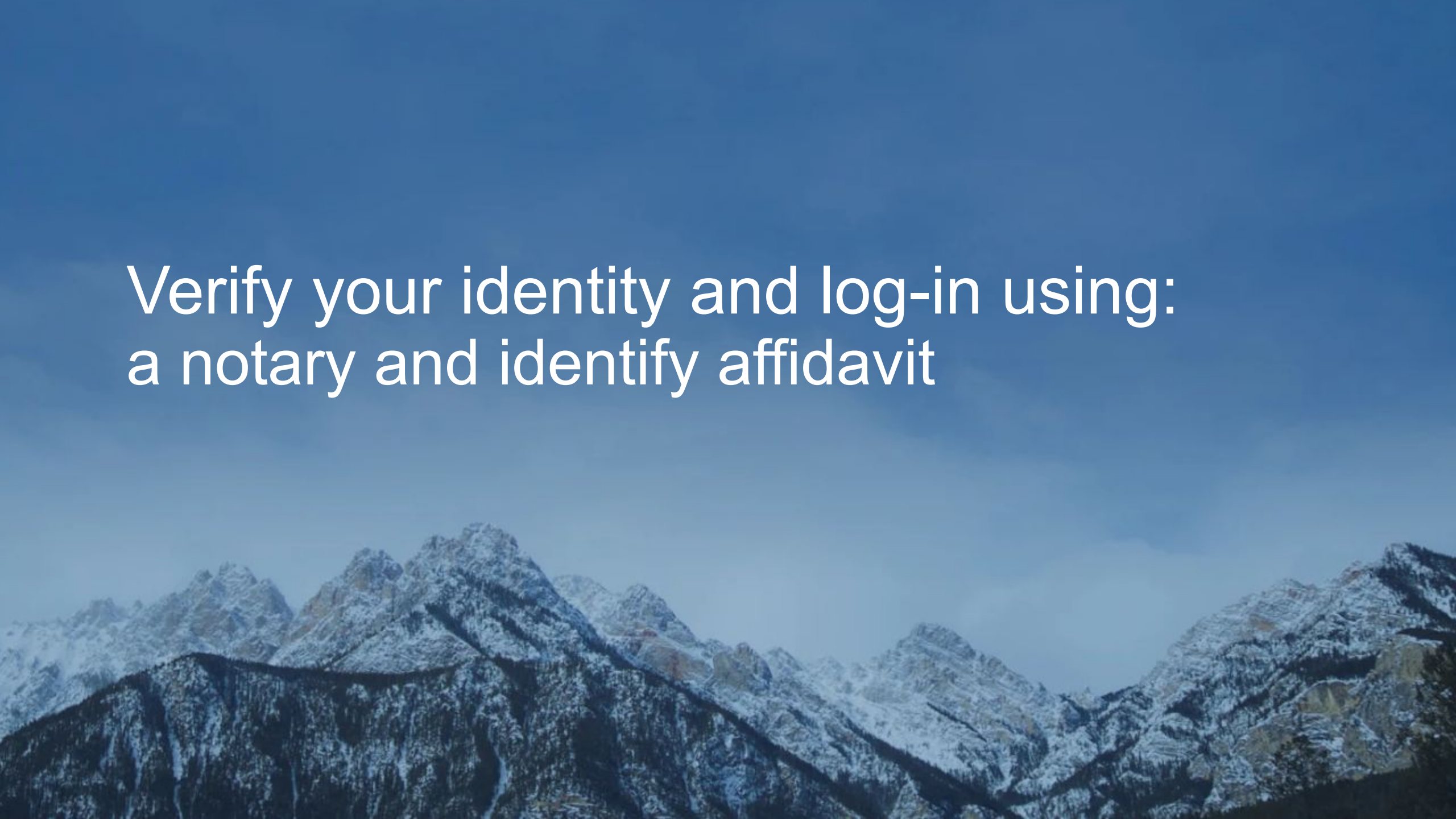
SELECT

Log in with Mobile BC Services Card

Go to: https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/log-in-with-card/mobile-card



Verify your identity and log-in using:
a notary and identify affidavit



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Non-BC residents must log into the BC Registries with a registered BCeID account, and verify their identity by a notarized affidavit.

SELECT

There are three steps to verifying and protecting your identity when creating a BC Registries account.

1. Get an identity affidavit notarized

Visit your local notary or lawyer to have this document notarized. This is to ensure that no one is impersonating you or committing identity theft.

Only account administrators are required to verify their identity with a notary.

2. Create a BCeID

A username and password that provides secure access to online government services in British Columbia.

3. Use a 2-factor authentication app

Download and use an app, such as Google or Microsoft Authenticator.

Back

Next: Download Affidavit

Getting your identity affidavit notarized

Download the identity affidavit template below and visit a Notary Public or laywer to have it notarized.

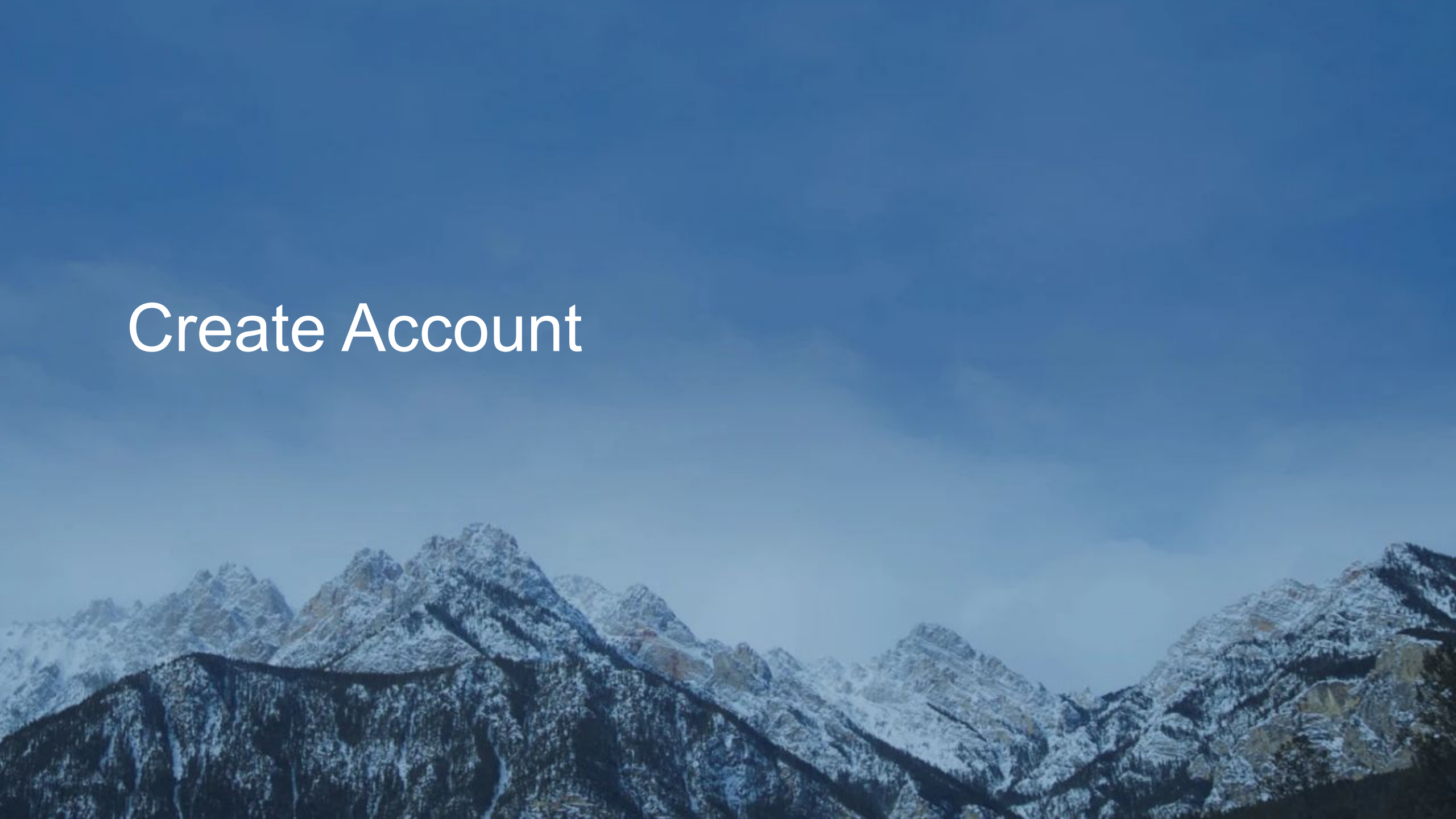
You will need to bring:

1. One piece of government-issued photo identification
2. Bring a printed copy of the BC Registries and Online Services affidavit template. You must use this template and fill out all fields. Failure to do so may result in a rejection of your account request.
3. Payment (most notaries and laywers charge a fee for this service. Fees will vary.)

Once you have your affidavit notarized, return to this website and continue to the next step.
You will upload your affidavit later in the account creation process.

Download Identity Affidavit
PDF (73KB)

Create Account



1 Select Account Type

2 Account Information

3 User Profile

4 Payment Method

STEP 1 OF 4

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

SELECT

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

SELECTED

Next →

Cancel

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

- ✓ Select Account Type
- 2 Account Information
- 3 User Profile
- 4 Payment Method

STEP 2 OF 4

Account Information

Do you want to link this account with an existing BC Online Account? Learn more

- ○ Yes
- ○ No

← Back

Next →

Cancel

STEP 2 OF 4

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 accounts **will not import** your existing users or any businesses you manage. You can invite team members and add businesses 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: PA35619

Password: •••••••

Link Account

← Back

Next →

Cancel

STEP 3 OF 4

User Profile

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

BCREGTEST Delbert TWENTYFIVE

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

Email Address
trish.reimer@gov.bc.ca

Confirm Email Address
trish.reimer@gov.bc.ca

Phone Number

Extension

Example: (555) 555-5555

Back

Next

Cancel

- Select Account Type
- Account Information
- User Profile
- 4 Payment Method

STEP 4 OF 4

Payment Method

Select the payment method for this account.

Pre-authorized Debit

Automatically debit a bank account when payments are due.

SELECT

BC Online

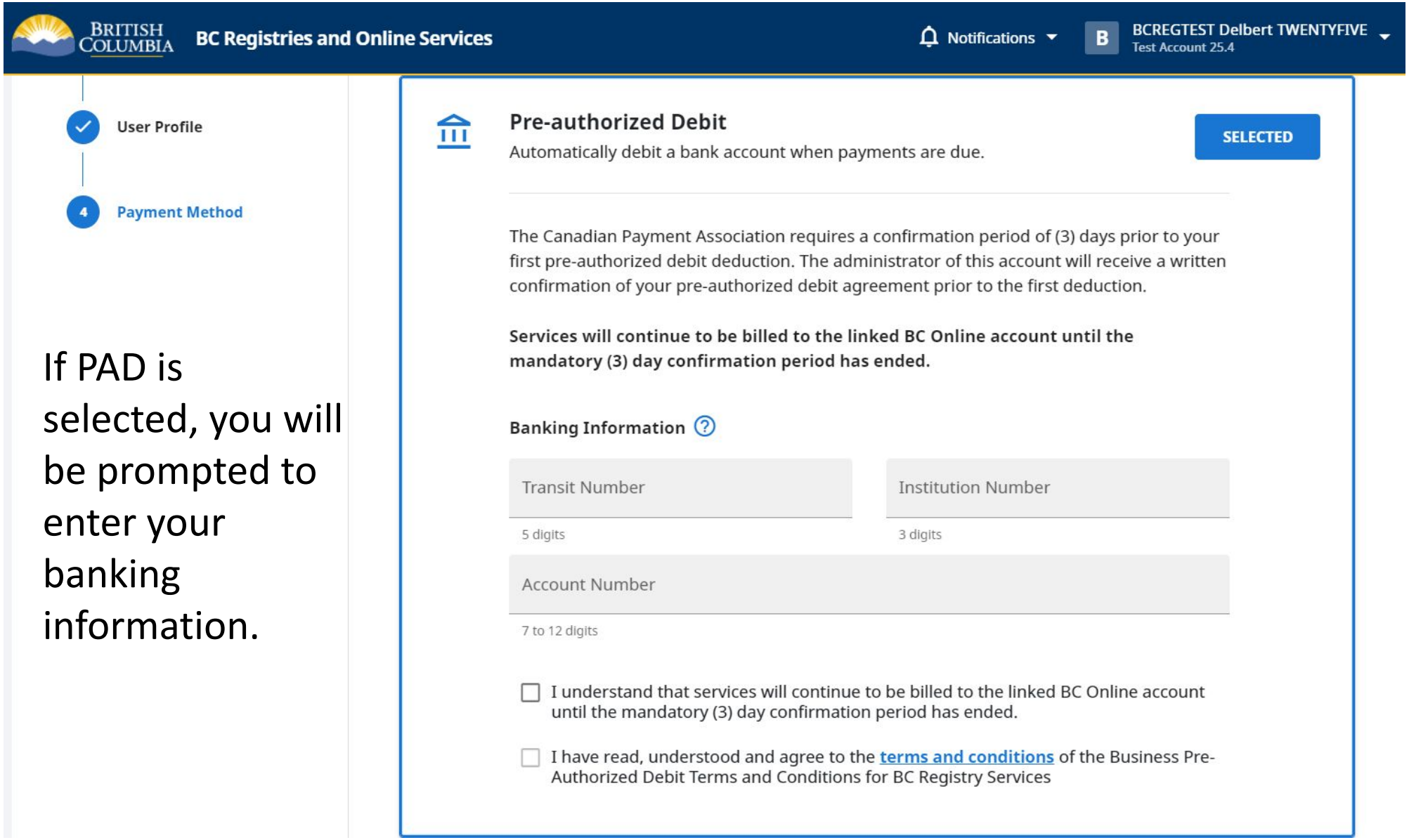
Use your linked BC Online account for payment.

SELECT

Back

Create Account

Cancel



If PAD is selected, you will be prompted to enter your banking information.

- Select Account Type
- Account Information
- User Profile
- 4 Payment Method

STEP 4 OF 4

Payment Method

Select the payment method for this account.

Pre-authorized Debit

Automatically debit a bank account when payments are due.

SELECT

BC Online

Use your linked BC Online account for payment.

SELECTED

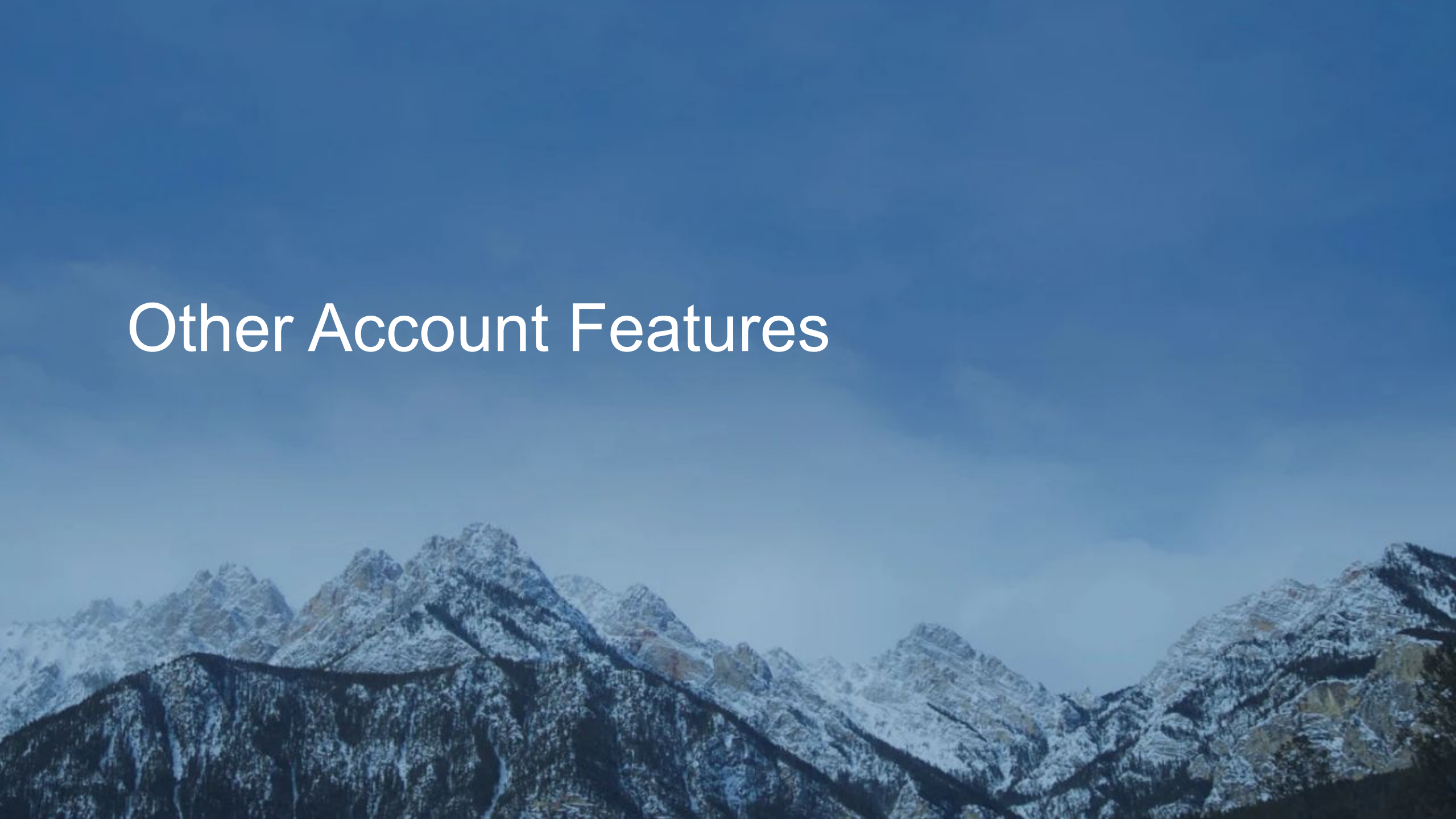
NEW BC ONLINE TECH TEAM
Account No: **109970** | Prime Contact ID: **PA35619**

Back

Create Account

Cancel

Other Account Features



BRITISH COLUMBIA **BC Registries and Online Services**

Notifications

< Manage businesses

NEW BC ONLINE TECH TEAM 12

Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication
- Payment Methods

ACCOUNT ACTIVITY

- Statements
- Transactions

Account Info

Account Type	Premium
Linked BC Online Account Details	**NEW BC ONLINE TECH TEAM** Account No: **110541** | Prime Contact ID: **PA63702**
Account Details	Account Name NEW BC ONLINE TECH TEAM 12
Mailing Address	Street Address 1-15820 Fraser Hwy
	Additional Street Address (Optional)

B BCREGTEST Delbert TWENTYFIVE
NEW BC ONLINE TECH TEAM 12

- Edit Profile
- Log out

ACCOUNT SETTINGS

- Account Info
- Team Members
- Transactions

SWITCH ACCOUNT

- Test Account 25.4
- ✓ NEW BC ONLINE TECH TEAM 12
- Test Account 25.6
- Test Account 25.7
- Test Account 25.8
- Test Account 25.5

+ Create account

NEW BC ONLINE TECH TEAM 12

Manage account information, and view account activity.

Team Members

+ Invite Team Members

Team Member | Apply Filter

Active | Pending Approval | Invitations

Team Member	Role	Last Activity	Actions
BCREGTEST Tenisha TWENTYSIX milan@freshworks.io	Account Administrator	02-27-2021	
BCREGTEST Delbert TWENTYFIVE milan@frehsworks.io	Account Administrator	03-08-2021	

Roles

Account Administrators have full access.
They can:

- setup the account
- update payment methods
- view transaction statements and edit statement settings
- add or remove team members
- and add or remove businesses

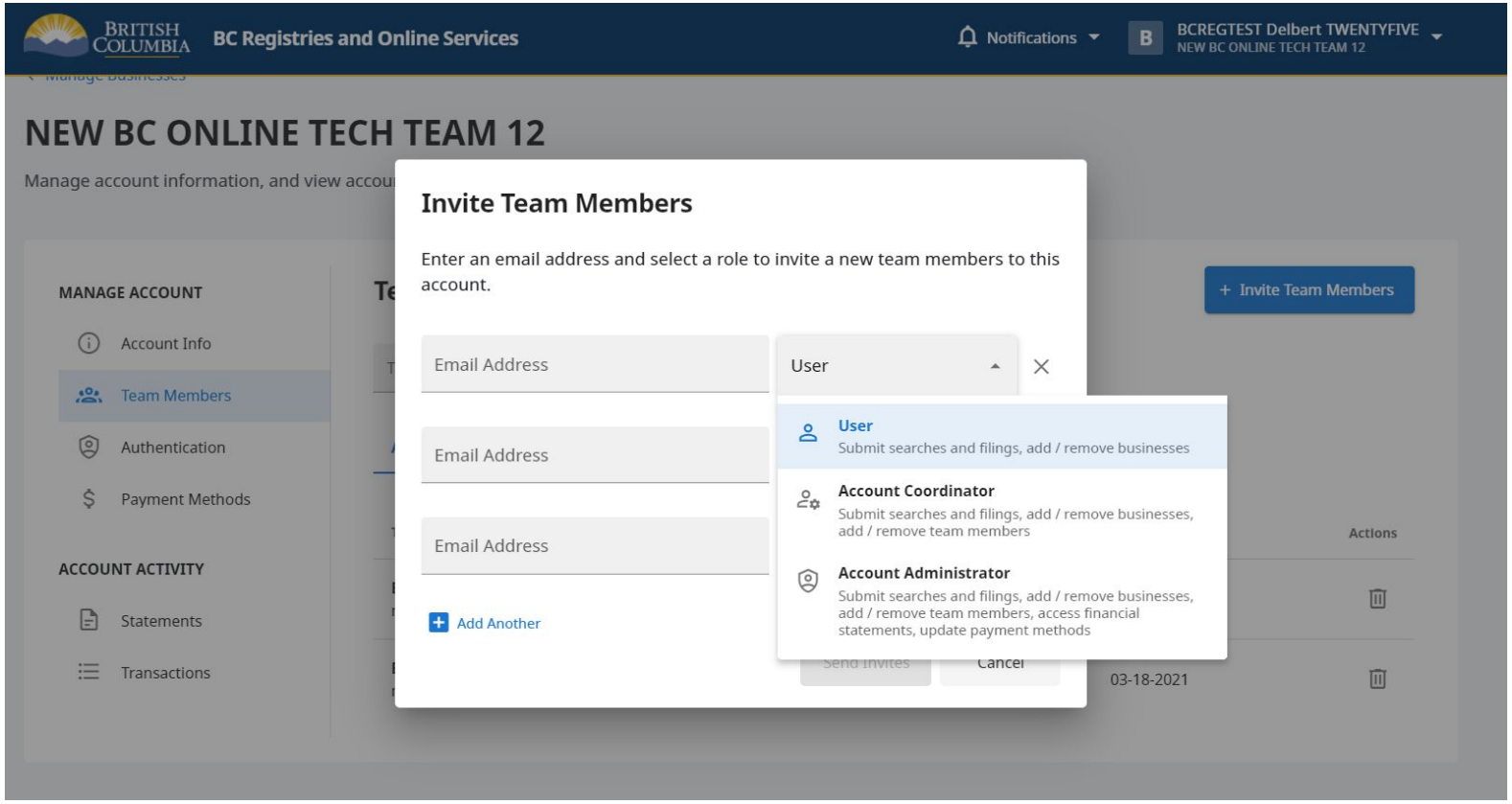
We recommend you have 2 account administrators per account.

Account Coordinators can

- view statement and receipts
- add or remove businesses
- and manage team members, but they cannot add or remove account administrators

Users have the most basic level of access.
They can

- complete filings
- and add or remove businesses



Authentication

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

BC Services Card

Use your BC Services Card with a mobile app or a USB card reader to verify your identity.

LEARN MORE

SELECTED

BCeID and 2-factor authentication app

Login with a BCeID combined with a verification code in a mobile app, such as Google or Microsoft Authenticator.

LEARN MORE

SELECT

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication
- Payment Methods

ACCOUNT ACTIVITY

- Statements
- Transactions

Payment Methods

Manage your payment method for this account.

Pre-authorized Debit

Automatically debit a bank account when payments are due.

SELECT

BC Online

Use your linked BC Online account for payment.

SELECTED

NEW BC ONLINE TECH TEAM
Account No: **110541** | Prime Contact ID: **PA63702**

Save

NEW BC ONLINE TECH TEAM 12

Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication
- Payment Methods

ACCOUNT ACTIVITY

- Statements
- Transactions

Statements

Settings

Date	Frequency	Downloads	
February 28 - March 06, 2021	WEEKLY	CSV	PDF
February 21 - 27, 2021	WEEKLY	CSV	PDF
February 14 - 20, 2021	WEEKLY	CSV	PDF

Rows per page: 10 1-3 of 3

NEW BC ONLINE TECH TEAM 12

Manage account information, and view account activity.

MANAGE ACCOUNT

- Account Info
- Team Members
- Authentication
- Payment Methods

ACCOUNT ACTIVITY

- Statements
- Transactions

Transactions

Export CSV

Date Range | Initiated by | Folio Number | Apply Filter

Transaction	Folio Number	Initiated by	Date	Total Amount	Status
Incorporation Incorporation Number: BC0879652		BCREGTEST Delbert TWENTYFIVE	02-25-2021	**$351.50**	COMPLETED
Incorporation Incorporation Number: BC0879644		BCREGTEST Delbert TWENTYFIVE	02-24-2021	**$351.50**	COMPLETED
Incorporation Incorporation Number: BC0879643		BCREGTEST Delbert TWENTYFIVE	02-24-2021	**$351.50**	COMPLETED
Incorporation		BCREGTEST Tenisha TWENTYSIX	02-19-2021	**$351.50**	COMPLETED