

## BC OnLine International Users – Setting up your BC Registry Account

As part of the ongoing BC Registries [Modernization Initiative](#), BC OnLine is being replaced with the new [BC Registry application](#).

### Account administrators: please get set up now.

BC OnLine clients must set up a **Premium** account in the BC Registry application and be subscribed to the registry services they need. All B.C. companies should use the [BC Registry application user guides](#) to get set up.

If you are outside of B.C., use the table below to determine the actions you need to take:

International clients (outside of Canada)
<p>International clients must set up and log into a Premium account using a <a href="#">BCeID, 2-factor authenticator and notarized identity affidavit</a> (user guide).</p> <p>You will need to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Download the affidavit and have it notarized by your lawyer or notary (<a href="#">page 1</a>)</li><li><input type="checkbox"/> Set up a mobile, desktop, or browser <a href="#">2-factor authenticator app</a></li><li><input type="checkbox"/> Choose the BCeID + 2FA login (<a href="#">page 2</a>)</li><li><input type="checkbox"/> Register a new BCeID and pair your 2-factor authenticator</li><li><input type="checkbox"/> Select the service(s) you need access to (eg. Business Search, Site Registry, etc.)</li><li><input type="checkbox"/> Select the Premium account option</li><li><input type="checkbox"/> Upload your notarized identity affidavit</li><li><input type="checkbox"/> Set up 2-3 account administrators who have access to transaction statements and can update payment account details</li><li><input type="checkbox"/> Set up Pre-Authorized Debit (PAD) for payment or link payment to your BC OnLine deposit account*</li><li><input type="checkbox"/> <a href="#">Invite your team members</a> to the account</li></ul>

*\*BC OnLine drawdown accounts will be phased out in the coming months as part of government direction to cease holding funds for clients.*

For assistance with setting up your account, please contact:

**Login/account set up support**

**Email:** [bcrosssupport@gov.bc.ca](mailto:bcrosssupport@gov.bc.ca)

**Toll free:** 1-877-370-1033