



BC Registries Online 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 organizations should use the [BC Registry application user guides](#) to create new accounts.

If you are not part of the B.C. provincial government but part of another government agency, then use the checklist below to determine the actions you need to take:

Government agencies that are not part of the B.C. provincial government
<p>Canadian government agencies that are not part of the B.C. provincial government (e.g. municipalities, federal, other government organizations) can set up a Premium account using a BC Services Card Account or BCeID/2-factor authenticator (user guides).</p> <p>You will need to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Choose the BC Services Card Login. If you cannot use a BC Services Card, choose the BCeID + 2FA Login.<input type="checkbox"/> Complete identity verification as explained in above guides.<input type="checkbox"/> Select the service(s) you need access to.<input type="checkbox"/> Select the Premium account type.<input type="checkbox"/> Set your user type as 'Government Agency' under Account Information. Provide your agency type, size and address.<input type="checkbox"/> Set up Pre-Authorized Debit (PAD) for payment of all your account transactions, credit card per transaction payment or link to your BC OnLine deposit account*.<input type="checkbox"/> Invite your team members to the account.<input type="checkbox"/> Set up separate accounts for different divisions if payment methods are different.

** BC OnLine deposit drawdown accounts will be phased out soon as part of government direction to cease holding funds for clients.*



For assistance with setting up your new account, please contact:

- **Toll free:** 1-877-370-1033
- **Email:** bcrossupport@gov.bc.ca

June 2024 update – provide your Government Agency details under Account Information

The screenshot shows a web form for setting up a BC Registries and Online Service Account. The form is titled "Select a user type for your BC Registries and Online Service Account:". On the left, there is a vertical navigation menu with four steps: "Select Account Type" (highlighted with a blue checkmark), "Account Information" (highlighted with a blue circle), "Account Administrator Information", and "Payment Method".

The main content area has three radio button options: "Individual Person", "Business Name", and "Government Agency" (which is selected). Below these are two dropdown menus: "Government Agency Type" and "Government Agency Size", both with red error messages: "A government agency type is required" and "A government agency size is required".

The "Mailing Address" section includes several text input fields: "Government Agency Name" (with a red error message "A government agency name is required"), "Branch/Division (If applicable)", "Street Address" (with a red error message "This field is required"), "Additional Street Address (Optional)", "City" (with a red error message "This field is required"), "Province/State (Optional)", "Postal Code" (with a red error message "This field is required"), "Country" (with a red error message "This field is required"), and "Delivery Instructions (Optional)".

At the bottom left, there is a note: "If you need further assistance, reach us at 1-877-526-1526". At the bottom right, there are three buttons: "Back", "Next →", and "Cancel".