



**BC Registry  
Services**

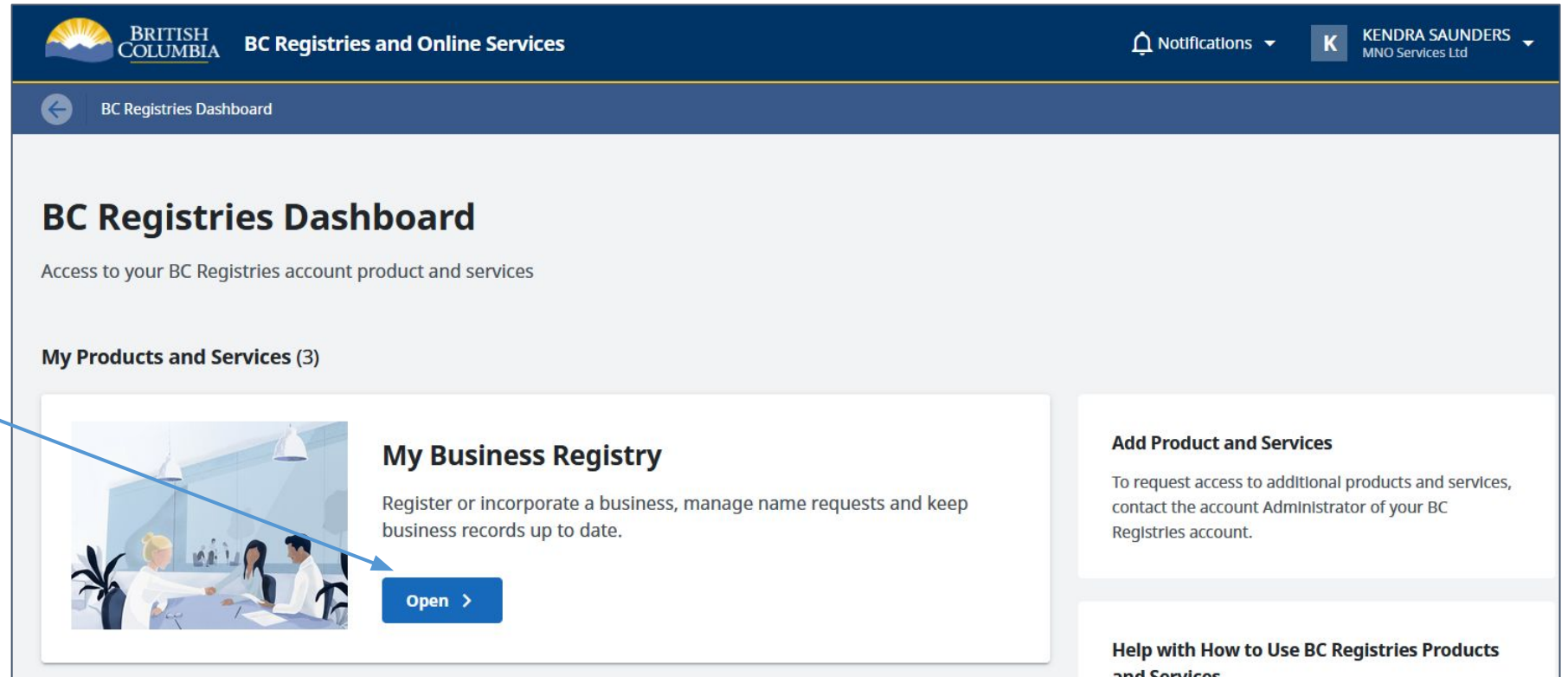
# Help with finding and adding your business

You will need to find your business so you can update it in the new Business Registry

## Step: Log into BC Registry application and open the Business Registry

Log into your BC Registry account: <https://www.bcregistry.gov.bc.ca/>

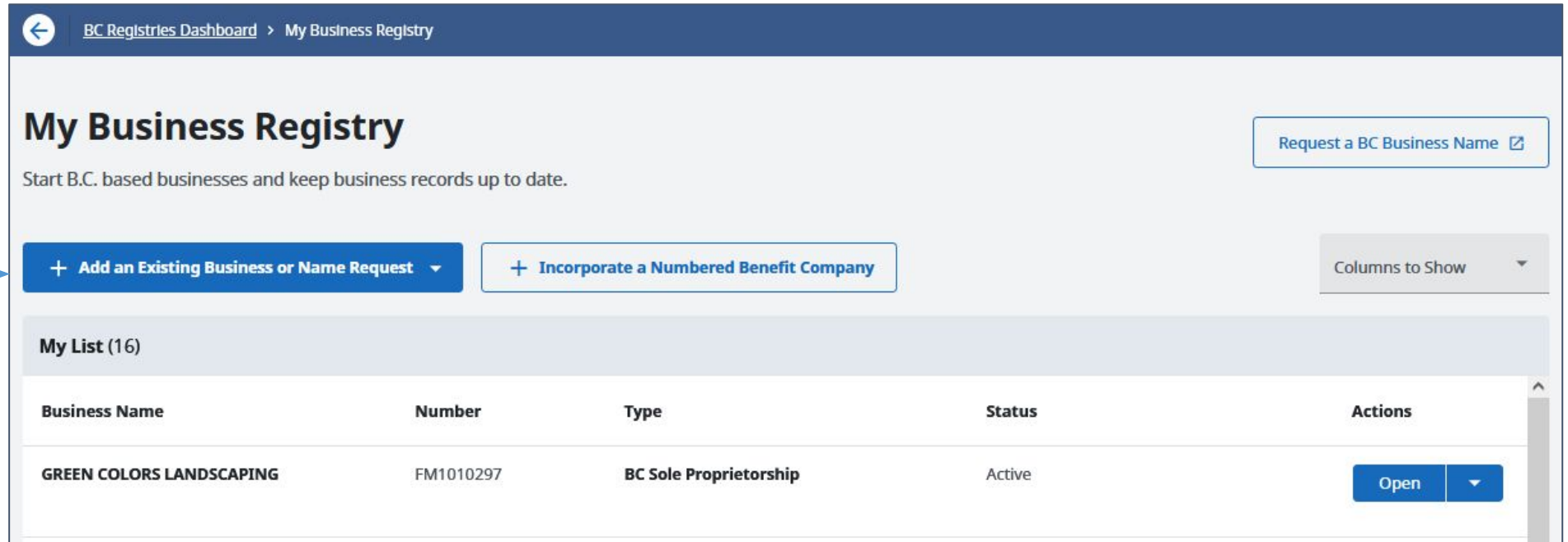
Click Open.



The screenshot displays the BC Registries Dashboard. At the top, the British Columbia logo and 'BC Registries and Online Services' are visible. The user is logged in as 'KENDRA SAUNDERS' from 'MNO Services Ltd'. The dashboard title is 'BC Registries Dashboard' with a subtitle 'Access to your BC Registries account product and services'. Under the heading 'My Products and Services (3)', the 'My Business Registry' card is highlighted. This card includes an illustration of three people in a meeting, the title 'My Business Registry', a description: 'Register or incorporate a business, manage name requests and keep business records up to date.', and a blue 'Open >' button. A blue arrow points from the text 'Click Open.' to this button. To the right, there are sections for 'Add Product and Services' and 'Help with How to Use BC Registries Products and Services'.

## Step: Add your existing business to the 'My Business Registry' dashboard

Click Add an existing business.



BC Registries Dashboard > My Business Registry

### My Business Registry

Start B.C. based businesses and keep business records up to date.

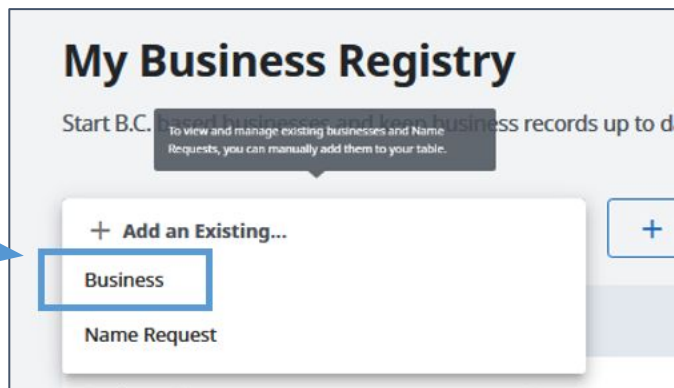
[Request a BC Business Name](#)

**+ Add an Existing Business or Name Request** **+ Incorporate a Numbered Benefit Company** Columns to Show

**My List (16)**

Business Name	Number	Type	Status	Actions
GREEN COLORS LANDSCAPING	FM1010297	BC Sole Proprietorship	Active	Open

Click Business



**My Business Registry**

Start B.C. To view and manage existing businesses and Name Requests, you can manually add them to your table. business records up to d

**+ Add an Existing...**

- Business
- Name Request

## Step: Enter the incorporation or registration number

Enter the Incorporation or Registration Number of the business you are affiliating.

### Add an Existing Business

Add an existing business to your list by providing the following required pieces of information:

- For **cooperatives**, enter the incorporation number and the passcode.
- For **benefit companies**, enter the incorporation number and the password.
- For **sole proprietorships and general partnerships**, enter the registration number and either the name of the proprietor or a partner.

Incorporation Number or Registration Number

Example: BC1234567, CP1234567 or FM1234567

## Tip: How to find your incorporation or registration Number

**Review documents provided by BC Registries:** your Incorporation or Registration number can be found on the statement of registration or incorporation documents.

**You can also find your business in Orgbook:**

1. Go to: <https://www.orgbook.gov.bc.ca/search>
2. Enter your business name and click search.
3. If there was not an exact match, a list of businesses will be displayed.
4. Select your business.
5. You will see the incorporation or registration number and the “Registered Date” (numbers begin with a prefix FM, CP or BC).

**Note:** If the business was filed online, the “Registered Date” is the date you may have received your Registration Statement by email from BC Registries. If you are looking for these documents, search for emails sent to you on this date.

The screenshot shows the OrgBook BC website. At the top, there is a navigation bar with the British Columbia logo, the text 'OrgBook BC', and links for 'Home', 'About', and 'Contact'. Below the navigation bar, a header section reads 'A public directory of organizations registered in BC'. On the right side of this header, there is a search section titled 'Find organizations using:' with three checked options: 'Organization name', 'Business number', and 'BC Registries ID'. Below this is a search input field with the placeholder text 'Find an organization @' and a magnifying glass icon. The main content area is divided into two columns. The left column is titled 'OrgBook BC' and lists the types of data provided: 'Business numbers', 'Legal names and DBA names', 'BC registration status', 'Select licenses and permits', and 'Some addresses'. The right column is titled 'Current Statistics' and displays three metrics: '1455916 active legal entities', '4082246 verifiable credentials held', and '6431 credentials added this week'. At the bottom of the page, there is a logo for 'Powered by digital trust' and an illustration of people working at computers.

## Step: Enter the incorporation or registration number

Enter the required information. In this example, it is the last then first name of one of the partners, separated by a comma, e.g. Smith, John

Check the box to certify you are authorized to affiliate this business

Field for optional Folio number for user's reference

### Add an Existing Business

Add an existing business to your list by providing the following required pieces of information:

- For **cooperatives**, enter the incorporation number and the passcode.
- For **benefit companies**, enter the incorporation number and the password.
- For **sole proprietorships and general partnerships**, enter the registration number and either the name of the proprietor or a partner.

Incorporation Number or Registration Number  
FM1010334

Example: BC1234567, CP1234567 or FM1234567

Proprietor or Partner Name (e.g., Last Name, First Name Middlename)  
Lena, Magda

Name as it appears on the Business Summary or the Statement of Registration

**SAUNDERS, KENDRA** certifies that they have relevant knowledge of the registered entity and is authorized to act on behalf of this business.

Note: It is an offence to make or assist in making a false or misleading statement in a record filed under the Partnership Act. A person who commits this offence is subject to a maximum fine of \$5,000.

#### Folio / Reference Number

If you file forms for a number of companies, you may want to enter a folio or reference number to help you keep track of your transactions.

Folio or Reference Number (Optional)

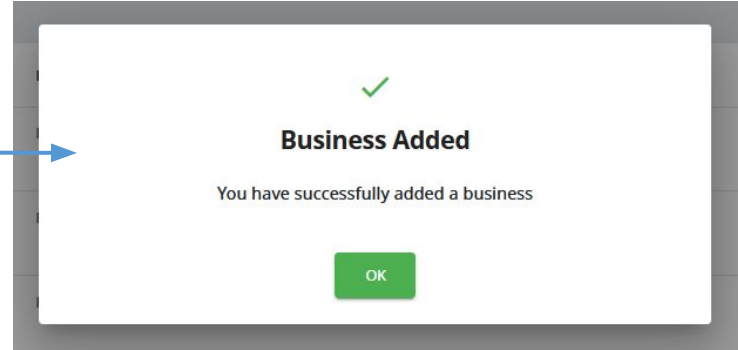
Cancel

Add

## Step: Access the business in the 'My Business Registry' dashboard

Pop-up appears confirming you have added the businesses to the dashboard.

Click Ok.



## My Business Registry

Start B.C. based businesses and keep business records up to date.

[Request a BC Business Name](#)

+ Add an Existing Business or Name Request

+ Incorporate a Numbered Benefit Company

Columns to Show

### My List (17)

Business Name	Number	Type	Status	Actions
COASTAL COFFEE ROASTERS	FM1010334	BC General Partnership	Active	Open
GREEN COLORS LANDSCAPING	FM1010297	BC Sole Proprietorship	Active	Open

Click Open to access the business.