



WELCOME!

How to set up a Premium account in the new BC Registry

Info Session
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Presenters:



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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.

”



Learning Outcomes

- Verify your identity
- What account type do I need?
- How do I set up an account?
- Demo
- Summary
- Resources



Verify your Identity

Mobile BC Services Card *OR*

BCeID, 2-factor authentication and notarized identity affidavit

Benefits:

- Provide enhanced security
- Ensures that a person is who they say they are online
- No passwords for Mobile BC Services Card



Verify your Identity

Mobile BC Services Card vs. BCeID + 2 Factor Authentication (2FA)

Mobile BC Services Card	BCeID + 2FA
1. Install the mobile app	1. Create basic BCeID
2. Complete a video verification with Service BC staff (same day, ~3 minute call)	2. Obtain a notarized identity affidavit (time and \$)
3. Log into the new BC Registry Application	3. Install 3 rd party authentication application
4. Submit new account (no delay)	4. Log into the new BC Registry Application
	5. Submit new account (3 to 5 day manual affidavit review)



What account type do I need?

PREMIUM (Pre-authorized) ***Required for Personal Property Registry***

- BC Online drawdown or Pre-authorized debit (PAD)
- Unlimited transactions
- Unlimited team members

BASIC (Pay-as-you-go)

- Credit card or online banking
- 10 transactions
- 5 team members



How do I setup an account?

1. Verify your identity
2. Navigate through the 5 account creation steps below

Create a BC Registries and Online Services Account

Create an account to access BC Registries products and services.

1 Products and Services

2 Select Account Type

3 Account Information

4 Account Administrator Information

5 Payment Method

STEP 1 OF 5

Select Product and Services

To access our digital registries services, select multiple product and services you require.

Business Registry & Name Request

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

Next → Cancel



Add Users to your Account

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.



Demo

Create Account





Key Points

- Verify your identity
- Choose account type
 - BCOL Clients require Premium
- No fee for Basic or Premium accounts
- Move through 5 easy steps
- Accounts are self-serve

Email your questions to:
bcereg.engagement@gov.bc.ca



Resources

- Email questions to us at BCREG.Engagement@gov.bc.ca
- View the [“Create and manage an account” document](#) to begin creating a Premium account
- Find how-to guides and videos on setting up an account on our [Resources page](#)
- Learn how to set up a Mobile BC Services Card on our [BC Services Card page](#)

Screenshots



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>



BRITISH
COLUMBIA

BC Registries and Online Services

Log in with BC Services Card or Mobile Card

Set Up a Mobile Card

A mobile card is digital ID on your mobile device. It's government's trusted way to securely access services online.

[Get set up](#)

Already set up?



[Use a mobile card](#)

OR

Additional Information

- Using a card reader and passcode has been discontinued
- [What is a BC Services Card](#)
- [Services you can access with your card](#)

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



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

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[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

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.

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Next: Download Affidavit →

Getting your identity affidavit notarized

Download the identity affidavit template below and visit a Notary Public or lawyer 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 lawyers 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)

[← Back](#)

[Login using existing BCeID](#)

[Register a new BCeID](#)

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

✓ 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

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



Select Account Type



Account Information



User Profile



Payment Method

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](#)

 User Profile Payment Method

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



Pre-authorized Debit

SELECTED

Automatically debit a bank account when payments are due.

The Canadian Payment Association requires a confirmation period of (3) days prior to your first pre-authorized debit deduction. The administrator of this account will receive a written confirmation of your pre-authorized debit agreement prior to the first deduction.

Services will continue to be billed to the linked BC Online account until the mandatory (3) day confirmation period has ended.

Banking Information

Transit Number

5 digits

Institution Number

3 digits

Account Number

7 to 12 digits

- I understand that services will continue to be billed to the linked BC Online account until the mandatory (3) day confirmation period has ended.
- I have read, understood and agree to the [terms and conditions](#) of the Business Pre-Authorized Debit Terms and Conditions for BC Registry Services

- ✓ 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

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Other Account Features




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

Account Details

Mailing Address

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

Account Name
NEW BC ONLINE TECH TEAM 12

Street Address
1-15820 Fraser Hwy

Additional Street Address (Optional)


 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.

MANAGE ACCOUNT

 Account Info **Team Members** Authentication Payment Methods

ACCOUNT ACTIVITY

 Statements Transactions

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@freshworks.io	Account Administrator ▾	03-08-2021	

 [+ Invite Team Members](#)

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.

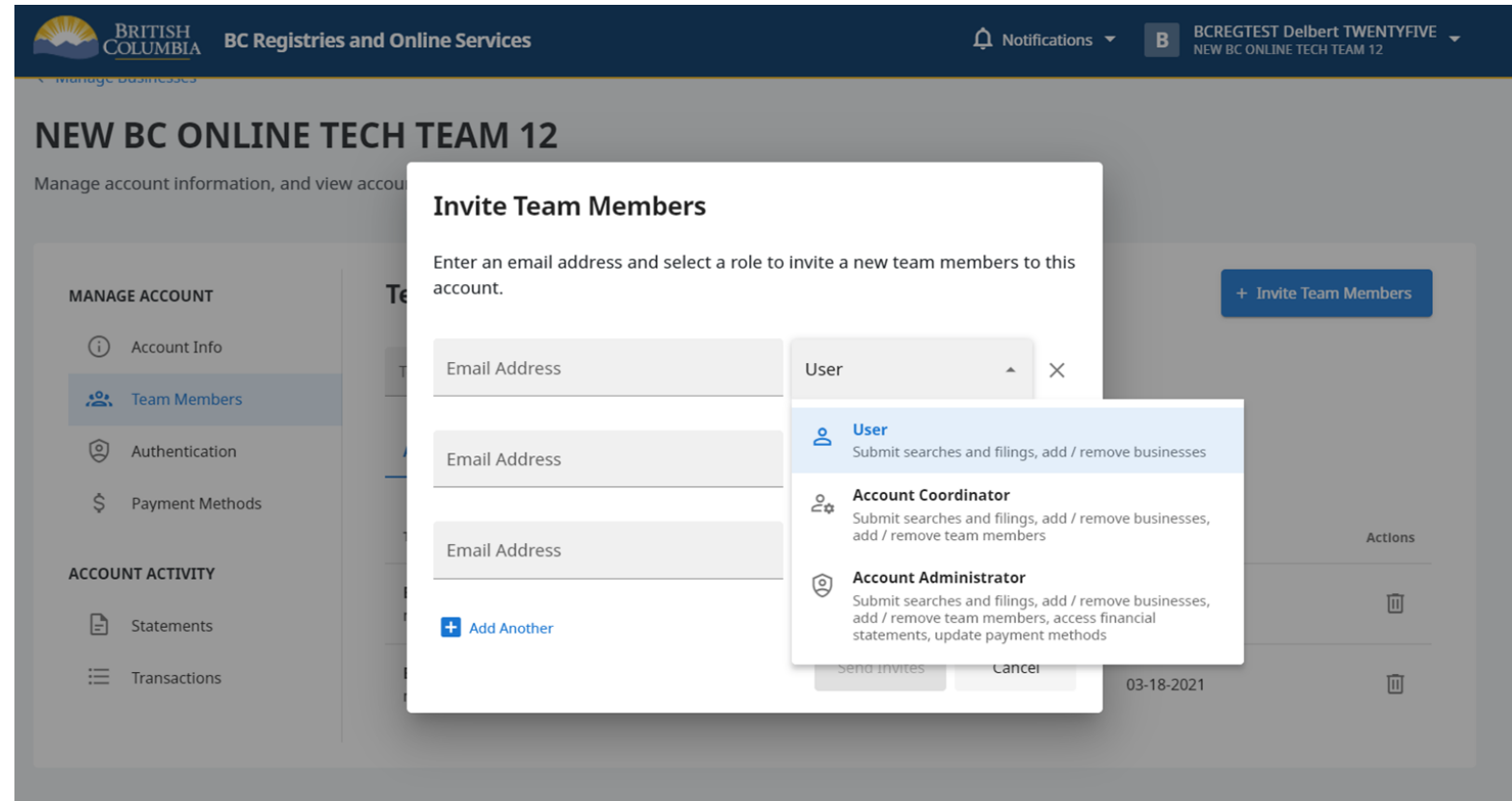
Account Coordinators can

- 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




MANAGE ACCOUNT

 Account Info Team Members Authentication Payment Methods

ACCOUNT ACTIVITY

 Statements Transactions

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](#)**2FA****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](#)

Thank you

