



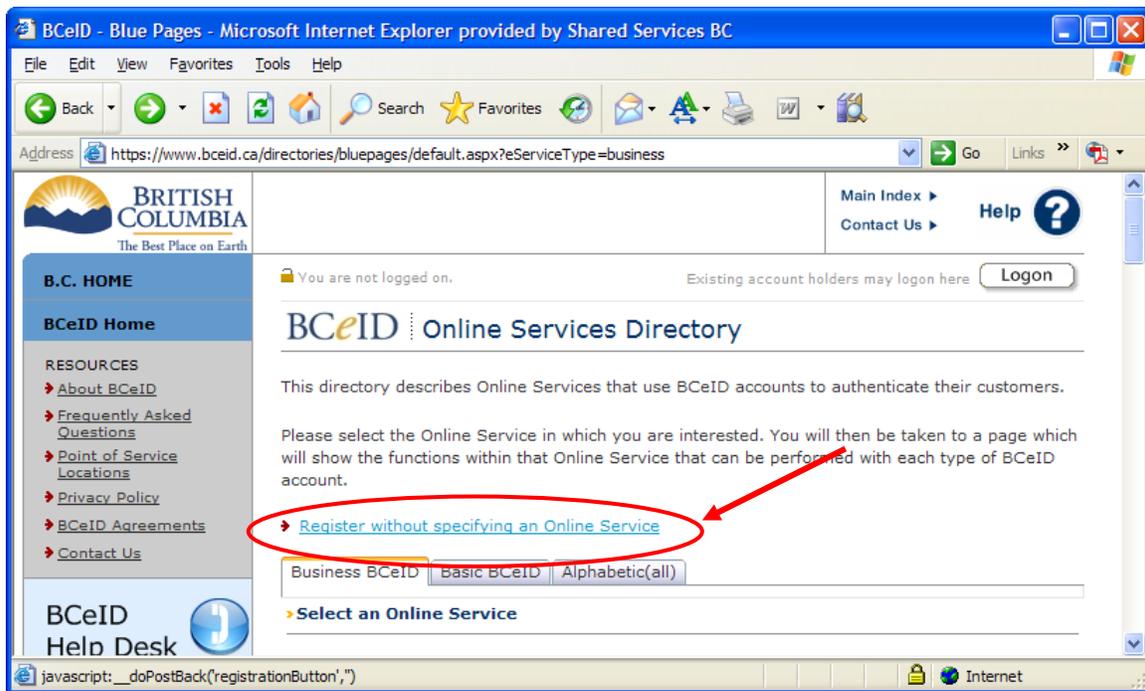
## BCeID Registration

- A. You must be an authorized representative of your organization. You may have to provide documentation to verify your organization's identity. All Business BCeID registrations are initiated online. Depending on the business type and information provided, the process will be completed either: online; in person, at a BCeID Point of Service; or with the assistance of a BCeID Registration Analyst. If you experience any problems in obtaining your Business BCeID, please contact the **BCeID Help Desk toll free at 1-888-356-2741**. Your portfolio manager is unable to provide assistance with this process.

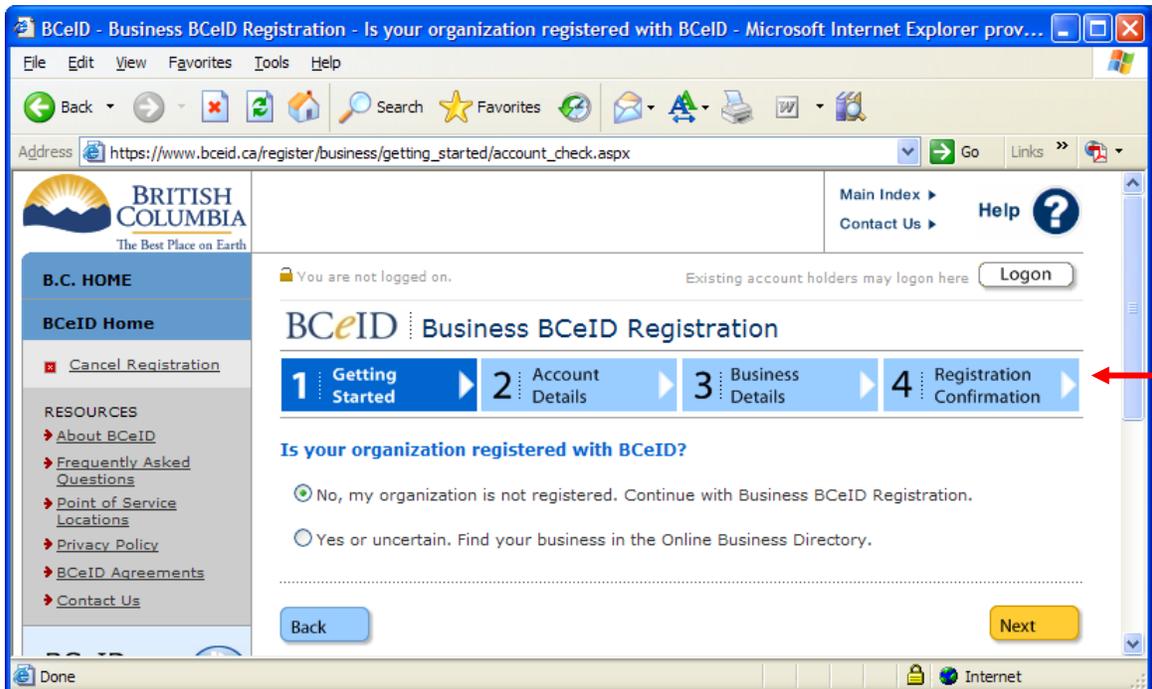
Visit [www.bceid.ca/register](https://www.bceid.ca/register) to begin the process:

The screenshot shows the BCeID Registration website in Microsoft Internet Explorer. The browser title is "BCeID - BCeID Registration - Types of BCeID Accounts - Microsoft Internet Explorer provided by Shared Services BC". The address bar shows "https://www.bceid.ca/register/". The page features the British Columbia logo and the slogan "The Best Place on Earth". A search bar is located at the top right, along with links for "Main Index", "Contact Us", and "Help". A "Logon" button is present for existing account holders. The main content area is titled "BCeID Registration" and "Types of BCeID Accounts". It explains that there are two types of BCeID accounts and provides instructions for each. The "Business BCeID" section includes a description and a "Register for a Business BCeID" button, which is circled in red with an arrow pointing to it. The "Basic BCeID" section includes a description and a "Register for a Basic BCeID" button. A "BCeID Help Desk" sidebar is visible on the left, providing contact information for Canada and USA (Toll Free: 1 888 356-2741).

- B. **Online Services Directory:** Select [Register without specifying an Online Service](#).



C. **Business BCeID Registration:** Follow steps 1 to 4



If you have trouble obtaining a BCeID account while using [www.bceid.ca](http://www.bceid.ca), you can select the [contact us](#) link and contact the BCeID service staff for assistance. Your portfolio manager is unable to provide assistance with this process.

## **Notes:**

**If you are a VCC or EVCC, please use the VCC/EVCC corporate information. If you are an EBC or ESOP, please use the ‘eligible business’ information.**

**If you already have a BCeID registration you do not need to re-register.**

## **BC Corporation Registration Details**

BC Corporations are companies that are incorporated in BC according to the provisions of the Business Corporations Act and are registered with the B.C. Corporate Registry. When a company is incorporated, it acquires all of the powers of an individual, as well as an independent existence - separate and distinct from its shareholders - and an unlimited life expectancy. In other words, the act of incorporation gives life to a legal entity known as the corporation, commonly referred to as a "company." A company can acquire assets, go into debt, enter into contracts, sue or be sued.

BC Corporations must have the corporate designation “Limited”, “Limitee”, “Incorporated”, “Incorporee”, “Corporation” or “Unlimited Liability Company” as the last word in the name. Abbreviations of these words (e.g. “Ltd.”, “Ltee.”, “Inc.”, “Corp.” or “ULC”) are acceptable.

You will register as a BC Corporation if you’re attempting to register a limited or incorporated company.

There are a number of ways in which a BC Corporation can complete a BCeID registration. For more information on the specific registration process, select the option below that best describes your situation:

### **I have my incorporation number and company password or access code.**

Registration Method:

Your BCeID registration will be completed online.

Required Information:

Your company’s incorporation number. This number is assigned by the BC Corporate Registry at the time of incorporation and is located at the top right hand corner of the Certificate of Incorporation, Amalgamation, Continuation or Change of Name documents.

Company access code or password. If you have set up a company password through the Corporate Online website, you can use it in the BCeID registration process. Otherwise, you can enter your access code which is located in Box C on the Annual Report reminder.

Details:

During the registration process you will enter your incorporation number and company password or access code. The BCeID system will validate this information with the BC Corporate Registry and your BCeID registration will be completed online.

**I have my incorporation number, but do NOT have my company password or access code.**

Registration Method:

An activation code will be mailed to the head office address held on file at the BC Corporate Registry.

Required Information:

Your company's incorporation number. This number is assigned by the BC Corporate Registry at the time of incorporation and is located at the top right hand corner of the Certificate of Incorporation, Amalgamation, Continuation or Change of Name documents.

Details:

During the registration process you will enter your incorporation number and the BCeID system will retrieve your company address from the BC Corporate Registry. An activation code will be mailed to this address. During the registration process, you will be provided an opportunity to enter forwarding instructions for the mail out package.

**I do NOT have my incorporation number.**

You will not be permitted to register for a BCeID on behalf of your company without a valid incorporation number.

**Upon obtaining BCeID, contact your portfolio manager for further instructions.**