



The electronic tax credit application system (eTCA) is where Eligible Business Corporations (EBC) and Venture Capital Corporations (VCC) input their investors' investment details to claim tax credits on their investors' behalf, and from which EBCs and VCCs print tax credit certificates for distribution to investors.

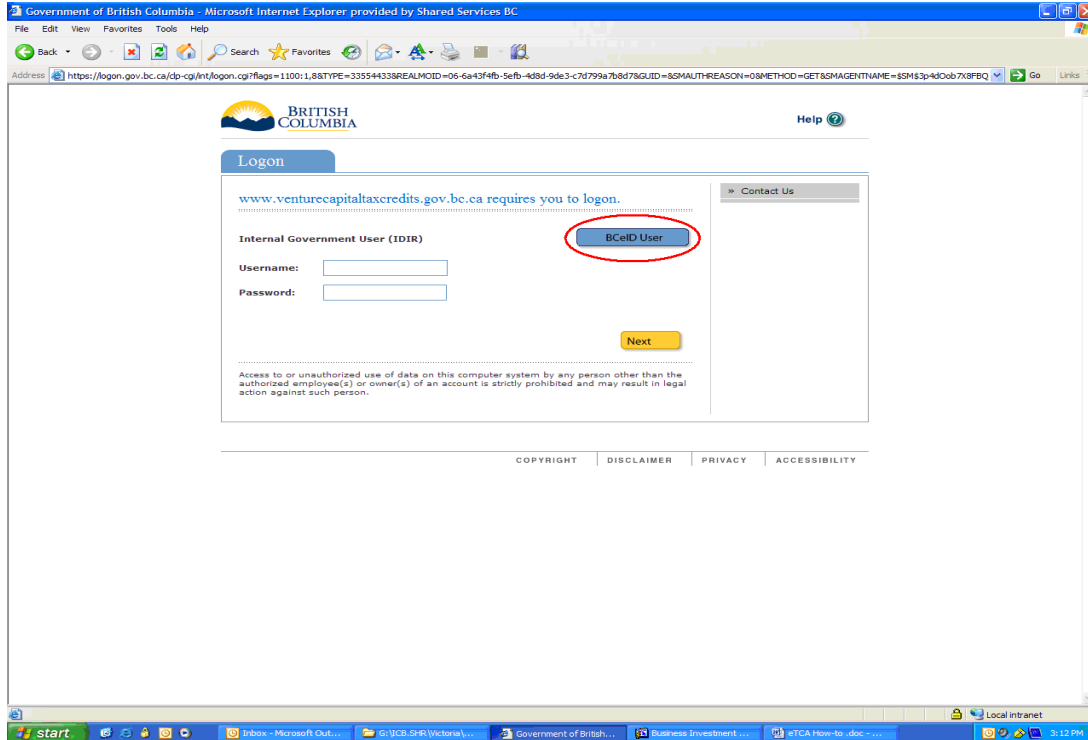
To access eTCA, an EBC or VCC will need a business BCeID and password, and a venture capital program Registration Number and Personal Identification Number (PIN).

Portfolio Managers can provide the Registration Number and PIN. To speak to a portfolio manager contact 1 800 665 6597.

Similar to other sensitive identification numbers, steps should be taken to protect your PIN. Only disclose your PIN to individuals who need access to eTCA. If you suspect that your PIN has been compromised, please contact your Portfolio Manager.

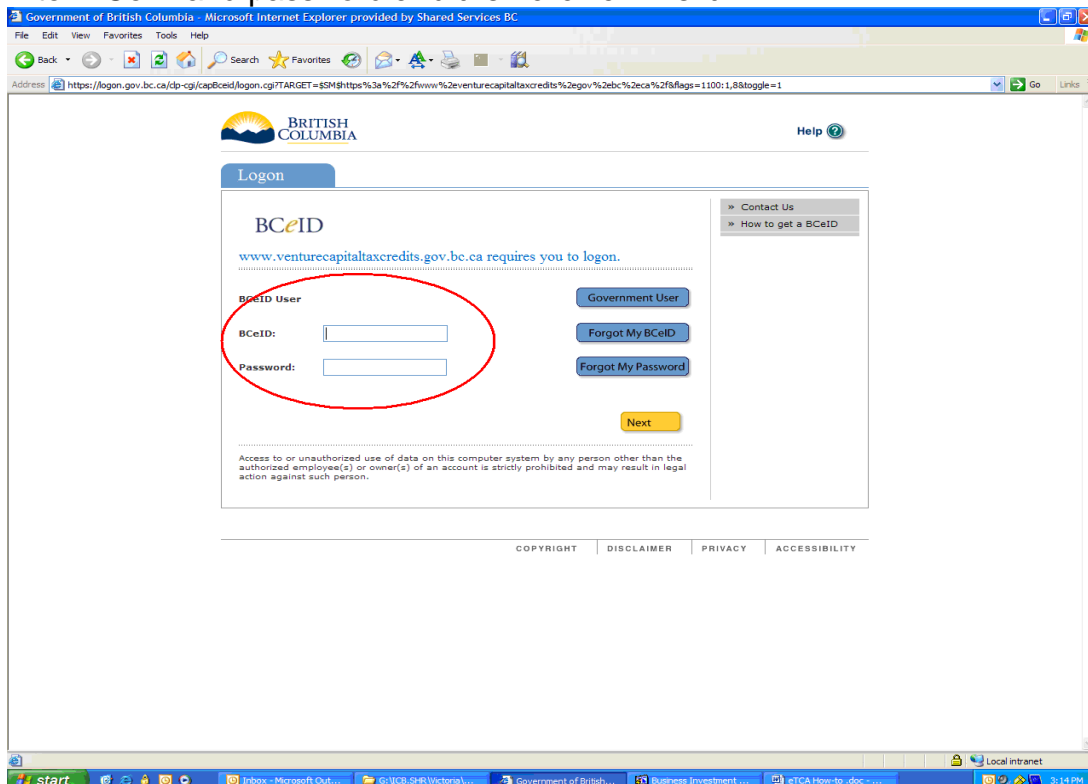
**Note: You must have a Business BCeID to access eTCA.**

1. Navigate to <https://www.venturecapitaltaxcredits.gov.bc.ca> and save URL as a favourite. Then click on 'BCeID User':



This screenshot shows the login page for the BCeID User. The page is titled "Ligon" and features the British Columbia logo. A message states: "www.venturecapitaltaxcredits.gov.bc.ca requires you to login." Below this, there is a section for "Internal Government User (IDIR)" with fields for "Username:" and "Password:". To the right of these fields is a button labeled "BCeID User", which is circled in red. Below the input fields is a "Next" button. At the bottom of the page, there are links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

2. Enter BCeID and password and then click on 'Next':



This screenshot shows the login page for the BCeID User. The page is titled "Ligon" and features the British Columbia logo. A message states: "www.venturecapitaltaxcredits.gov.bc.ca requires you to login." Below this, there is a section for "BCeID User" with fields for "BCeID:" and "Password:". These fields are circled in red. To the right of these fields are buttons for "Government User", "Forgot My BCeID", and "Forgot My Password". Below the input fields is a "Next" button. At the bottom of the page, there are links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

### 3. Enter Registration Number and Organization PIN and then click on 'Continue':

Logon - Microsoft Internet Explorer provided by Shared Services BC

Address: <https://www.venturecapitaltaxcredits.gov.bc.ca/>

Search:  Go Advanced Search Help Contact Us Text Size

Logon: [help](#)

**User Authentication**

Registration Number:

Organization PIN:

Access to unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

**Bulletin Information**

[COPYRIGHT](#) | [DISCLAIMER](#) | [PRIVACY](#) | [ACCESSIBILITY](#)

### 4. Confirm Organization Name, Registration Number and Contact email info:

View Allocation Summary - Microsoft Internet Explorer provided by Shared Services BC

Address: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/InvestmentSummary.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/InvestmentSummary.aspx)

View Allocation Summary Logged on as Landry, Dara M TTED:EX | [Logoff](#) | [Print](#) | [help](#)

**Messages**

**Program Registrant**

Organization Name:  Contact email:

Registration Number:

**Equity Authorizations**

Context	Budget	Tax Budget Year	Effective Date	Expiry Date	Allocation
<input checked="" type="radio"/> NMVCP	2008		Jan 01, 2008	Mar 02, 2009	\$1,078,576.95
<input type="radio"/> CTVCP	2008		Sep 26, 2008	Mar 02, 2009	\$1,230,648.05
<input type="radio"/> NMVCP	2007		Jan 01, 2007	Feb 15, 2008	\$1,685,000.00
<input type="radio"/> NMVCP	2006		Jan 01, 2006	Nov 30, 2006	\$704,950.00
<input type="radio"/> NMVCP	2005		Jan 01, 2005	Dec 31, 2005	\$0.00
<input type="radio"/> NMVCP	2005		Jan 01, 2005	Dec 31, 2005	\$300,825.00

**Allocation Summary**

RECOMBO INC.		Allocation	Total NMVCP
Amount:	\$1,078,576.95		\$16,666,666.67
Used:	\$0.00		\$11,054,999.50
Remaining:	\$1,078,576.95		\$5,611,667.17

**Allocation Reservations**

Reserved by your stalled records:		
Reserved by Other Program Registrants:	\$0.00	\$0.00
Reserved by your stalled records:	\$0.00	\$0.00
Reservation available is the lesser of:	\$1,078,576.95	\$5,611,667.17

**Reservation Available:** \$1,078,576.95

**Reserved for this Session:** \$0.00

**Reserve Time Remaining:** 00:00:00

5. Select the appropriate Equity Authorization (EA) from the ones listed on the screen. Usually, you will select the current EA:

View Allocation Summary - Microsoft Internet Explorer provided by Shared Services BC

File Edit View Favorites Tools Help

Address [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/InvestmentSummary.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/InvestmentSummary.aspx)

Go Advanced Search | Help | Contact Us Text Size

View Allocation Summary Logged on as Landry, Dara M TTED:EX | Logoff | Print | help

**B.C. Home**

Ministry of Economic Development

MAIN MENU

- View Allocation Summary
- Find an Investor Investment Record
- Find an Investor Investment Batch
- View Certification Text

**View Allocation Summary** Add an Investor Investment Record Submit Investor Investment Record Print TCCs

**Messages**

**Program Registrant**

Organization Name: Contact email:

Registration Number:

**Equity Authorizations**

Context	Budget	Tax Budget Year	Effective Date	Expiry Date	Allocation
<input checked="" type="radio"/>	NMVCP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95
<input type="radio"/>	CTVCP	2008	Sep 26, 2008	Mar 02, 2009	\$1,230,648.05
<input type="radio"/>	NMVCP	2007	Jan 01, 2007	Feb 15, 2008	\$1,685,000.00
<input type="radio"/>	NMVCP	2006	Jan 01, 2006	Nov 30, 2006	\$704,950.00
<input type="radio"/>	NMVCP	2005	Jan 01, 2005	Dec 31, 2005	\$0.00
<input type="radio"/>	NMVCP	2005	Jan 01, 2005	Dec 31, 2005	\$300,825.00

**Allocation Summary**

RECOMBO INC.	Allocation	Total NMVCP
Amount:	\$1,078,576.95	\$16,666,666.67
Used:	\$0.00	\$11,054,999.50
Remaining:	\$1,078,576.95	\$5,611,667.17

**Allocation Reservations**

Reserved by Other Program Registrants:	\$0.00
Reserved by your stalled records:	\$0.00
Reservation available is the lesser of:	\$1,078,576.95

**Reservation Available:** \$1,078,576.95

**Reserved for this Session:** \$0.00

**Reserve Time Remaining:** 00:00:00

Refresh Reserve

Done

start Sent Items - Micro... RE: How-to: BCEI... RE: How-to: BCEI... eTCA How-to .doc... View Allocation Su... Business Investme... Local intranet 8:46 AM

6. If you are a VCC or EBC you will need to input a “Reserve” amount and click on ‘Reserve’ tab, which is the sum of the Share Purchase Reports (SPR) on hand, prior to moving to ‘Add an Investor Investment Record’ window:

View Allocation Summary - Microsoft Internet Explorer provided by Shared Services BC

Address: https://www.venturecapitaltaxcredits.gov.bc.ca/Non\_RetailUser/InvestmentSummary.aspx

View Allocation Summary | Logoff | Print | help

Program Registrant

Organization Name: Contact email:

Registration Number:

Context	Budget	Tax Budget Year	Effective Date	Expiry Date	Allocation
NMVCP	2008	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95
CTVCP	2008	2008	Sep 26, 2008	Mar 02, 2009	\$1,230,648.05
NMVCP	2007	2007	Jan 01, 2007	Feb 15, 2008	\$1,685,000.00
NMVCP	2006	2006	Jan 01, 2006	Nov 30, 2006	\$704,950.00
NMVCP	2005	2005	Jan 01, 2005	Dec 31, 2005	\$0.00
NMVCP	2005	2005	Jan 01, 2005	Dec 31, 2005	\$300,825.00

Allocation Summary

RECOMBO INC.

	Allocation	Total NMVCP
Amount:	\$1,078,576.95	\$16,666,666.67
Used:	\$0.00	\$11,054,999.50
Remaining:	\$1,078,576.95	\$5,611,667.17

Allocation Reservations

Reserved by Other Program Registrants:	\$0.00
Reserved by your stalled records:	\$0.00
Reservation available is the lesser of:	\$1,078,576.95
Reservation Available:	\$1,078,576.95
Reserved for this Session:	\$0.00
Reserve Time Remaining:	00:00:00

Refresh Reserve

Note: You will have 60 minutes to enter investor investment records from time that an amount is reserved.

7. Click on the “Add an Investor Record” tab at the top of the page. This opens a screen for entry of investment transaction records including: investor name, social insurance number (SIN), address, investment amount, number of shares, etc.:

View Allocation Summary - Microsoft Internet Explorer provided by Shared Services BC

File Edit View Favorites Tools Help

Address [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/InvestmentSummary.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/InvestmentSummary.aspx)

British Columbia  
The Best Place on Earth

View Allocation Summary

Logged on as Landry, Dara M TTED:EX | [Logoff](#) | [Print](#) | [help](#)

[View Allocation Summary](#) [Add an Investor Investment Record](#) [Submit Investor Investment Record](#) [Print ICCs](#)

Messages

Program Registrant

Organization Name:  Contact email:

Registration Number:

Equity Authorizations

Context	Budget	Tax Budget Year	Effective Date	Expiry Date	Allocation
<input checked="" type="radio"/>	NMVCP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95
<input type="radio"/>	CTVCP	2008	Sep 26, 2008	Mar 02, 2009	\$1,230,648.05
<input type="radio"/>	NMVCP	2007	Jan 01, 2007	Feb 15, 2008	\$1,685,000.00
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Allocation Summary

RECOMBO INC.	Allocation	Total NMVCP
Amount:	\$1,078,576.95	\$16,666,666.67
Used:	\$0.00	\$11,054,999.50
Remaining:	\$1,078,576.95	\$5,611,667.17

Allocation Reservations

Reserved by Other Program Registrants:	\$0.00
Reserved by your stalled records:	\$0.00
Reservation available is the lesser of:	\$1,078,576.95
Reservation Available:	\$1,078,576.95
Reserved for this Session:	\$0.00
Reserve Time Remaining:	00:00:00

[Refresh](#) [Reserve](#)

start | [Inbox - Microsoft ...](#) | [RE: How-to: BCI...](#) | [RE: How-to: BCI...](#) | [eTCA How-to .doc...](#) | [View Allocation Su...](#) | [Business Investme...](#) | Local intranet | 9:10 AM

8. If the investor is a previous investor in your organization, you can enter the SIN and click the “Find Investor” button. This will query the database and return the investor’s personal information. If the investor is new to your organization you will have to input their personal information.

Microsoft Internet Explorer provided by Shared Services BC

Address: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/AddInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/AddInvestmentRecord.aspx)

NMVC 2008 Jan 01, 2008 Mar 02, 2009 \$1,078,576.95

**Investor Investment Record Status**

eTCA Status: Not Validated

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

**Investor Information**

Investor Type: ☒ Individual ☐ Corporate

\*SIN:  [Find Investor](#)

\*Legal Last Name:

\*Legal First Name:

Legal Middle Name:

**Address of Investor**

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*Province:

Country:

\*Postal Code:

**Investment Information**

\* Please enter any 2 of the following 3 fields.  
The third value will be calculated after you Save and Validate the transaction.

Investment Amount:

Number of Shares Purchased:

Price Per Share:

\*Share Certificate Class:

Name on Share Certificate:  
(if different from Investor name)

\*Investment Date:  Month  Day  Year

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

9. After confirming the accuracy of the investor's personal information, input Investment Information:

Address: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/AddInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/AddInvestmentRecord.aspx)

Find an Investor  
Investment Record  
Find an Investor  
Investment Batch  
View Certification Text

Investor Investment Record Status

2008 Jan 01, 2008 Mar 02, 2009 \$1,078,576.95

eTCA Status: Not Validated

Clear Page Save and Validate Same Investor New Investor

Investor Information

Investor Type: ☒ Individual ☐ Corporate

\*SIN:  Find Investor

\*Legal Last Name:

\*Legal First Name:

Legal Middle Name:

Address of Investor

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*Province: BRITISH COLUMBIA

Country: CANADA

\*Postal Code:

Investment Information

\* Please enter any 2 of the following 3 fields.  
The third value will be calculated after you Save and Validate the transaction.

Investment Amount:

Number of Shares Purchased:

Price Per Share:

\*Share Certificate Class: Common Shares

Name on Share Certificate:  
(if different from Investor name)

\*Investment Date: Month Day Year

Clear Page Save and Validate Same Investor New Investor



10. After confirming the accuracy of investor investment information, click the “Save and Validate” button to save investment records:

The screenshot shows a web browser window titled "Add an Investor Investment Record - Non Retail - Microsoft Internet Explorer provided by Shared Services BC". The address bar shows the URL: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/AddInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/AddInvestmentRecord.aspx). The page displays a form for adding an investor investment record. The form is titled "Investor Investment Record Status" and shows the eTCA Status as "Not Validated". The "Save and Validate" button is circled in red. The form includes sections for Investor Information (Investor Type, SIN, Legal Name, Address) and Investment Information (Investment Amount, Number of Shares, Price Per Share, Share Certificate Class, Name on Share Certificate, Investment Date). The status bar at the bottom shows "Local intranet" and the time "9:23 AM".

**Investor Investment Record Status**

eTCA Status: Not Validated

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

**Investor Information**

Investor Type: ☒ Individual ☐ Corporate

\*SIN:  [Find Investor](#)

\*Legal Last Name:

\*Legal First Name:

Legal Middle Name:

**Address of Investor**

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*Province:

Country:

\*Postal Code:

**Investment Information**

\* Please enter any 2 of the following 3 fields.  
The third value will be calculated after you Save and Validate the transaction.

Investment Amount:

Number of Shares Purchased:

Price Per Share:

\*Share Certificate Class:

Name on Share Certificate:  
(if different from Investor name)

\*Investment Date:

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

Note: Any investment records that are saved are reserved as stalled records for 120 hours (ie. 5 days) even if they fail to validate. This will allow you this time to correct information on investment records causing it not to validate.

11. Click “New Investor” or “Same Investor” to add additional investor investment records.

Address: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/AddInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/AddInvestmentRecord.aspx)

Budget Type	Tax Budget Year	Effective Date	Expiry Date	Allocation
NHVP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95

**Investor Investment Record Status**

eTCA Status: Not Validated

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

**Investor Information**

Investor Type: ☒ Individual ☐ Corporate

\*SIN:  [Find Investor](#)

\*Legal Last Name:

\*Legal First Name:

Legal Middle Name:

**Address of Investor**

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*Province:

Country:

\*Postal Code:

**Investment Information**

\* Please enter any 2 of the following 3 fields.  
The third value will be calculated after you Save and Validate the transaction.

Investment Amount:

Number of Shares Purchased:

Price Per Share:

\*Share Certificate Class:

Name on Share Certificate:  
(if different from Investor name)

\*Investment Date:

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

12. When you have inputted all the SPRs, proceed to “Submit Investor Investment Records”.

Address: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/AddInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/AddInvestmentRecord.aspx)

Budget Type	Tax Budget Year	Effective Date	Expiry Date	Allocation
NHVP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95

**Investor Investment Record Status**

eTCA Status: Not Validated

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

**Investor Information**

Investor Type: ☒ Individual ☐ Corporate

\*SIN:  [Find Investor](#)

\*Legal Last Name:

\*Legal First Name:

Legal Middle Name:

**Address of Investor**

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*Province:

Country:

\*Postal Code:

**Investment Information**

\* Please enter any 2 of the following 3 fields.  
The third value will be calculated after you Save and Validate the transaction.

Investment Amount:

Number of Shares Purchased:

Price Per Share:

\*Share Certificate Class:

[Clear Page](#) [Save and Validate](#) [Same Investor](#) [New Investor](#)

## 12. Submit Investment Records:

This page displays information related to the equity authorization selected initially on the **“View Allocation Summary”** page prior to entering investment records, and details those investment records previously entered through the **“Add an Investor Investment Record”** page.

You may also enter a new investment record from this page by selecting the **“New Investment”** tab which will navigate you back to the **“Add an Investor Investment Record”** page.

You may also modify information on existing ‘validated’ or ‘not validated’ investment records by selecting the relevant **“Record #”**. Note again that ‘not validated’ investment records will be saved as **“Stalled Records”** for 120 hours and then will be deleted from the system.

To submit investment records to the Investment Capital Branch, select the relevant investment records and select the **“Submit”** tab.

If you have Investor Investment records for both individual and corporate investors the system will submit the individual investor records first in one 'batch' as it is unable to process corporate and individual investors at the same time. After this batch has been processed, click the **“Finish”** button to refresh the page with the available corporate records for submission.

The screenshot shows a web browser window titled "Submit Investor Investment Records - Non Retail - Microsoft Internet Explorer provided by Shared Services BC". The address bar shows the URL: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/SubmitInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/SubmitInvestmentRecord.aspx). The page header includes the British Columbia logo and the text "The Best Place on Earth". Below the header, there is a navigation menu with links: "View Allocation Summary", "Add an Investor Investment Record", "Submit Investor Investment Records", and "Print TCCs". The main content area displays a table with the following data:

Budget Type	Tax Budget Year	Effective Date	Expiry Date	Allocation
NMVCP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95

Below the table, there is a section titled "Records to be submitted" with a "New Investment" button and a "Submit" button. The status "No records ready for submit." is displayed. The footer of the page includes links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

You will then be navigated to a **“Certification”** page. This page displays the Tax Credit Application declaration. Please review and accept.

You will then be navigated to a **“Confirm Submit”** page. Please review batches and then select **“Confirm Submit”** tab to submit batches to the Investment Capital Branch. You will then receive a message that this process may take up to ten minutes. Click the **“Refresh”** tab to ensure that the batch is submitted. This page will display a message when the batches have been successfully submitted. Your portfolio manager will also receive an email notifying them that a batch has been submitted. We are also working on having the VCC or EBC sent an email to notify when a batch has been submitted.

### 13. Print TCCs:

This page displays the tax credit certificates (TCCs) which have been released by the Investment Capital Branch after an internal review process.

Each VCC or EBC will be notified by email when TCCs have been released. Again, this email will go to the email contact provided and displayed on the **“View Allocation Summary”** page.

You may then export these TCCs to Excel or download as a PDF file.

Note that during UAT any TCCs released will be for testing purposes only and marked as “Void”.

The screenshot shows the 'Print TCCs' page in the British Columbia government portal. The page is titled 'Print TCCs - Non Retail - Microsoft Internet Explorer provided by Shared Services BC'. The address bar shows the URL: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/PrintTccs.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/PrintTccs.aspx). The page is logged on as Landry, Dara M TTED:EX. The main content area displays a table with one record for NMVCP in 2008, with an allocation of \$1,078,576.95. The table has columns for Budget Type, Tax Budget Year, Effective Date, Expiry Date, and Allocation. Below the table, there are buttons for 'Export to Excel' and 'Request TCC PDF'. The sidebar on the left contains a main menu with links to 'View Allocation Summary', 'Find an Investor Investment Record', 'Find an Investor Investment Batch', and 'View Certification Text'. The footer of the page includes links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Budget Type	Tax Budget Year	Effective Date	Expiry Date	Allocation
NMVCP	2008	Jan 01, 2008	Mar 02, 2009	\$1,078,576.95

#### 14. Find an Investment Record:

To locate a particular investment record you may do so by selecting the “**Find an investor investment record**” tab and search for records for specific investors or groups of investor records using the various parameters. The search process takes some time so make sure that you try to reduce the number of records that might be returned. The system will default to 500 records even if the search finds over 1,000. If there are over 1,000 records and you want to see them all (or export them to an Excel worksheet) you will have to increase the limit from 500.

Using this page, you may also locate previously issued TCCs for the last four years. Again, you can export these to Excel or download as a PDF file.

The screenshot shows a web browser window titled "Find an Investor Investment Record - Non Retail - Microsoft Internet Explorer provided by Shared Services BC". The address bar shows the URL: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/FindInvestmentRecord.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/FindInvestmentRecord.aspx). The page header includes the British Columbia logo and the text "The Best Place on Earth". The main content area is titled "Find an Investor Investment Record" and shows a user logged in as "Landry, Dara M TTED:EX". The page is divided into a left sidebar and a main content area. The sidebar contains a "B.C. Home" section with a "Ministry of Economic Development" link and a "MAIN MENU" with links to "View Allocation Summary", "Find an Investor Investment Record", "Find an Investor Investment Batch", and "View Certification Text". The main content area has a "Messages" section and a "Search Parameters" section. The "Search Parameters" section includes fields for "Investment Date From:" (Month, Day, Year), "Investor Type:", "Investment Date To:", "SIN/BN:", "Legal Last Name or Legal Corporation Name:", "Legal First Name:", "Record Number:", "Batch Number:", "Tax Budget Year:", "eTCA Status:", "Submission Status:", and "TCC Status:". There are also radio buttons for "Maximum Results:" (500, 1000, All). At the bottom of the search parameters are buttons for "Clear", "Search", "Export to Excel", and "Request TCC PDF". Below the search parameters is a "Search Results" section. The page footer includes links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY". The Windows taskbar at the bottom shows the start button and several open applications: "Inbox - Microsoft...", "RE: How-to: BCo...", "eTCA How-to .doc...", "Find an Investor I...", "Business Investme...", and "untitled - Paint". The system clock shows "9:55 AM".

## 16. Find an Investment Batch:

To locate a particular investment batch you may do so by selecting the **“Find an investor batch”**. tab and search for batches using the various parameters. The search process takes some time so make sure that you try to reduce the number of records that might be returned. The system will default to 500 records even if the search finds over 1,000. If there are over 1,000 records and you want to see them all (or export them to an Excel worksheet) you will have to increase the limit from 500.

The screenshot shows a web browser window titled "Find an Investor Investment Batch - Non Retail - Microsoft Internet Explorer provided by Shared Services BC". The address bar shows the URL: [https://www.venturecapitaltaxcredits.gov.bc.ca/Non\\_RetailUser/FindInvestmentBatch.aspx](https://www.venturecapitaltaxcredits.gov.bc.ca/Non_RetailUser/FindInvestmentBatch.aspx). The page features the British Columbia logo and the text "The Best Place on Earth". A sidebar on the left contains a "MAIN MENU" with links: "View Allocation Summary", "Find an Investor Investment Record", "Find an Investor Investment Batch" (highlighted), and "View Certification Text". The main content area is titled "Find an Investor Investment Batch" and shows the user is logged on as "Landry, Dara M TTED:EX". It includes a "Messages" section, a "Search Parameters" section with fields for "Batch Number", "Tax Budget Year", "Budget Type", "Batch Date From" (Month, Day, Year), and "Batch Date To" (Month, Day, Year). There are radio buttons for "Maximum Results": 500 (selected), 1000, and All. Below the search parameters are "Clear", "Search", and "Export to Excel" buttons. A "Search Results" section is visible at the bottom. The footer contains links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY". The Windows taskbar at the bottom shows the start button and several open applications: "Inbox - Microsoft...", "RE: How-to: BCC...", "eTCA How-to .doc...", "Find an Investor I...", "Business Investme...", and "untitled - Paint". The system clock shows "9:56 AM" on "Local intranet".

If you run into any problems please try the Help (? icon) function to see if you can get the answer before you call our office.