



Complete this form to request access to the Service Provider Portal. A Business BCeID account is necessary and the information provided on this form must match your Business BCeID records (www.bceid.ca). If your Business BCeID records are not up to date, please update the information with the BCeID office before completing and submitting this form.

* = required field. Failure to complete this field will cause delays in processing your request.

SERVICE PROVIDER INFORMATION

Form with fields: LEGAL NAME OF SERVICE PROVIDER*, BUSINESS ADDRESS (must match BCeID)*, BUSINESS PHONE NUMBER*, BUSINESS EMAIL*, PROGRAM REQUESTED* (Autism Funding, Medical Benefits, Child Care Subsidy), BC CORPORATE REGISTRY BUSINESS NUMBER (if applicable), CITY/TOWN, POSTAL CODE, VENDOR (SUPPLIER) NUMBER (can be found on cheque remittance statement)

DELEGATED ADMINISTRATOR (Responsible for Portal User Access administration)

Form with fields: BCeID USER ID*, USER LAST NAME*, USER FIRST NAME*

ADDITIONAL SERVICE PROVIDER PORTAL USERS (if applicable)

Please Note: these users will have Service Provider Portal access to data pertaining to the Service Provider listed above and any subsidiary companies the Service Provider has attached to its BCeID Number.

Table with 3 columns: BCeID USER ID, USER LAST NAME, USER FIRST NAME

AUTHORIZED SERVICE PROVIDER REPRESENTATIVE

I confirm I have the authority to approve the above users to access information through the MCFD ICM Portal on behalf of the Service Provider. I understand the users will have Service Provider Portal access to data pertaining to the Service Provider listed above and any subsidiary companies the Service Provider has attached to its BCeID Number.

Form with fields: NAME (FIRST AND LAST)*, SIGNATURE*, POSITION WITHIN COMPANY*, DATE (YYYY-MM-DD)*

Please mail, fax, or scan and email completed and signed form to:

Autism Funding Branch
PO Box 9776 STN PROV GOVT
Victoria BC V8W 9S5
Fax: 250 356-8578

Child Care Subsidy Branch
PO Box 9953 STN PROV GOVT
Victoria BC V8W 9R3
Fax: 1 877 544-0699

Medical Benefits Branch
PO Box 9763 STN PROV GOVT
Victoria BC V8W 9V3
Fax: 250 356-2159

Email Address (for all programs): MCF.ServiceProviderPortal@gov.bc.ca