NOTE: You must register for an e-bidding key prior to submitting an electronic bid. The registration process can take several business days to complete so please plan ahead. You do not need to register to browse opportunities.

BC Bid URL: http://www.bcbid.gov.bc.ca
Registering for an e-Bidding Key

- Go to the BC Bid™ Home page
  http://www.bcbid.gov.bc.ca

- Click on Registration under Supplier

- Read the Terms and Conditions of Use and if you understand and agree, click I Agree at the bottom of the page.
Registering for an E-Bidding Key

Note: If you are already registered with BC Bid but have not subscribed to e-Bidding, log into BC Bid and select Register for e-Bid. Move to the next page of instructions.

- Enter your contact information and specify a User ID and Password. You will have a chance later in the registration process to add company information. Click Submit and Continue.
Registering for an E-Bidding Key

- Click on E-BIDDING AUTHORIZATION FORM to download the authorization form. This form must be filled in and faxed or emailed to BC Bid as part of the subscription process.

- Select the Yes radio button for e-Bid and select the No radio button for “Are you the person in your company paying for the e-Bid service?” BCTS will cover this cost during the pilot phase of this project.

**NOTE:** your BCTS registrant # is required on the authorization form

- Select Submit and Continue

**Note:** If you are interested in the e-Notification service, the cost is $100 plus tax per year. Select the Yes radio button. After you complete this page and select Submit and Continue you will be taken to a page where you can provide payment details. **Note:** BCTS is not paying for this service.
Registering for an E-Bidding Key

- Click Register Company
- Enter company details and click **Submit and Continue** to complete this portion of the online registration.
- Fill out the authorization form you downloaded on the previous screen, complete, sign and fax it to BC Bid at 250-387-7310 or email to bcbid@gov.bc.ca
- BC Bid will notify you by email, typically within 1-2 business days, when your form has been processed and you are ready to eBid!