



## Ministry of Forests

### Application to Establish an Industry User Administrator Role



The purpose of this application is to establish the individual who will have the Industry User Administrator Role (IUA) and will be responsible for managing the Harvest Billing System (HBS) users and roles for a Corporation/Individual (Industry Client).

The IUA role will allow the designated individual to perform the following tasks on behalf of the Industry Client: IUA's can request HBS access for new HBS users, maintain HBS user profiles and roles for existing HBS users. It is recommended that the designated IUA request the IUA role for another HBS user.

To be set up as a HBS user a Business BCeID is required. HBS can only associate **one** Business BCeID with **one** Client Number. BCeID Business Preference needs to be set to "Yes" for I Consent to BCeID sharing my business contact information with Online Services registered with BCeID. Website: <https://www.bceid.ca>.

Name of Industry Client		Client Number/Location Number	
Mailing Address			
Country	Prov./State	City	Postal/Zip Code
<b>Designated Industry User Administrator (IUA)</b>			
Name		Position Title	Business BCeID
Phone Number		Email Address	
<b>Industry Client Signing Authority</b>			
Name		Position Title	
Signature		Date Signed	
<b>Email Completed form to Billing Business Support</b> <a href="mailto:FORHVAP.BillingBusSprt@gov.bc.ca">FORHVAP.BillingBusSprt@gov.bc.ca</a>		<b>Ministry of Forests Use</b> <b>Registration Key Number</b>	

*This information is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act, and is being used for the purpose of creating an Industry User Administrator for your organization and The Ministry of Forests. If you have any questions regarding the use of this personal information, please contact Billing Business Support at [FORHVAP.BillingBusSprt@gov.bc.ca](mailto:FORHVAP.BillingBusSprt@gov.bc.ca).*