

BC OnLine  
400a 4000 Seymour Place  
Victoria, BC V8X 5J8

1-800-663-6102  
Fax (250) 953-8222



**BC OnLine**  
[www.bconline.gov.bc.ca](http://www.bconline.gov.bc.ca)

# Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>How to Set Up Your BC OnLine Account</b> .....	<b>1</b>
Build Your BC OnLine Application Form.....	1
Receiving Your Package From BC OnLine .....	19
<b>Signing On to BC OnLine</b> .....	<b>20</b>
First Time Signon .....	21
<b>Printing in BC OnLine</b> .....	<b>23</b>
<b>How to Put Money Into Your BC OnLine Account</b> .....	<b>25</b>
<b>BC Assessment Searches</b> .....	<b>27</b>
BCA - Address Range Search .....	32
Return to BC OnLine and pick Land Titles .....	33
<b>Land Title Searches</b> .....	<b>34</b>
<b>Corporate Registry</b> .....	<b>38</b>
<b>Signing Off From BC OnLine</b> .....	<b>45</b>

## Introduction

BC OnLine gives you access to a variety of government services such as Land Titles and BC Assessment. Land Title database records the legal owner of property in British Columbia. While BC Assessment is not the official database of property ownership, the owner information is usually correct.

The advantage to using BC Assessment is that unlike Land Titles, BC Assessment allows you to search by the civic address. Property in Land Titles is easiest located by using the property **Parcel ID**entification or PID.

Some customers use BC Assessment to search by address to obtain the PID. Then they use the PID in Land Titles to locate the owner.

## How to Set Up Your BC OnLine Account

Setting up a new BC OnLine account requires that you generate an electronic form and then print that form. Once printed, you then sign the form and send it to BC OnLine by either fax, email attachment, or mail.

Once we receive your application, please allow us two to three business days to create your account. Make a note on your application form if you would like us to email or fax you notification that your account is set up.

Payment for searches is done through an account you maintain with BC OnLine. The most efficient way to maintain your account is to use BC OnLine's Electronic Cheque option.

The instructions in this section walk you through completing the forms needed to set up an account with BC OnLine. These instructions provide recommendations for a BC OnLine account that will suite the needs of the average prospector customer. Your needs may differ from the recommendations in this document, so feel free to alter your setup as you see fit.

## Build Your BC OnLine Application Form

The BC OnLine web site runs a "Wizard" that steps you through the process to build an application for a BC OnLine account and associated userids. The Wizard will ask a number of questions needed to complete the application form.

When the form is completed, you will print the form, then fax, email, or mail it to BC OnLine along with a photo copy of a cheque marked VOID. The photocopy of the void cheque is needed to ensure the correct bank account numbers are entered into the computer system.

With BC OnLine, you don't send banking or credit card information over the Internet. When your account with BC OnLine gets low, you can write an electronic cheque against your bank account to top up your account. This sends BC OnLine instructions to transfer the funds, but does not send your sensitive financial information over the Internet.

To begin, go to the BC OnLine home page at [www.bconline.gov.bc.ca](http://www.bconline.gov.bc.ca)



Figure 1: BC OnLine home page

First click the **Become a Registered Customer** button.

Every Application Form screen has two navigation buttons at the top and bottom. This is to reduce the need to scroll the screen up and down to get to the Proceed or Back buttons. You may use either the top or bottom buttons.



Figure 2: General Category screen

Prospectors will fall into the **Commercial or Professional Customer** category, so make sure you select that radio button and then click the **Proceed** link on the right.



Figure 3: Introduction screen.

The BC OnLine Introduction screen will display. This screen provides a summary of what you will need to complete this application form.

Click the **I accept** box and click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

**BC OnLine Application Form**

assistance.

Administration Centre:  
(250) 953-8250  
1-800-663-6102

If applying as a business, enter full legal name of your organization.

Update your personal name if you are applying as an individual.

Use an address format that is applicable to your country and mail system.

[Return](#) [Proceed](#)

Fill in the following information.

**Account Information**

Do you want your BC OnLine account in your business name or personal name?  
Choose one:

Business Name  
 Personal Name

Business Name:   
 Branch/Division (if applicable):

**Mailing Information**

Mailing Address:   
 City:   
 Province:   
 Country:   
 Postal Code:

**Account Contact Information**

First Name:   
 Last Name:   
 Phone Number:  Ext:  (555)555-5555  
 Email Address:   
 Fax Number (if applicable):  (555)555-5555

[Return](#) [Proceed](#)

Figure 4: Account Information screen.

Select whether you wish to open your account in your personal name or the name of a company or firm. Then complete the mailing and contact information for your account.

When you have finished completing the screen, click the **Proceed** link.

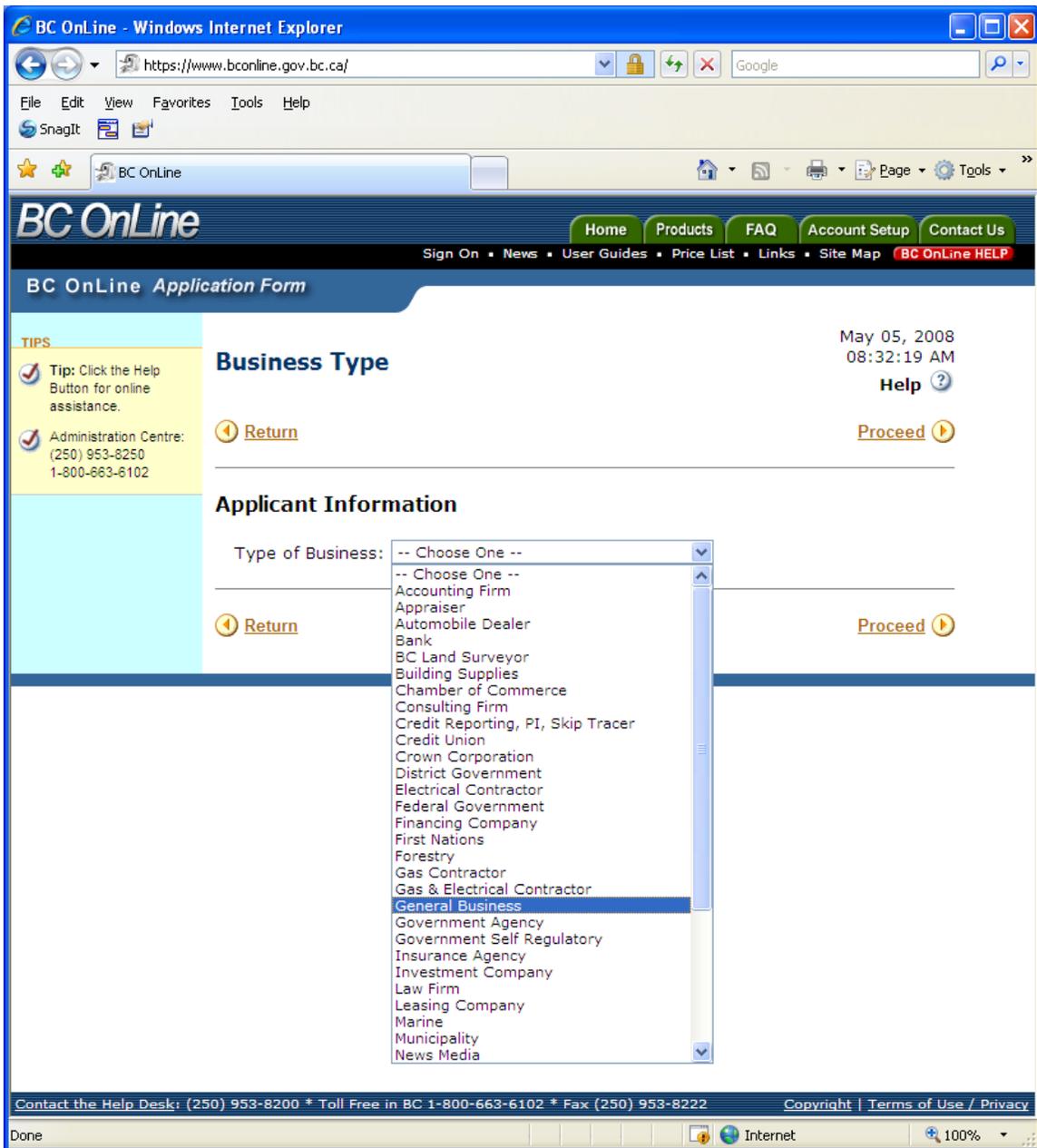


Figure 5: Business Type screen.

For type of business, select **General Business** and then click **Proceed**. (*Resource Exploration will be coming soon*)

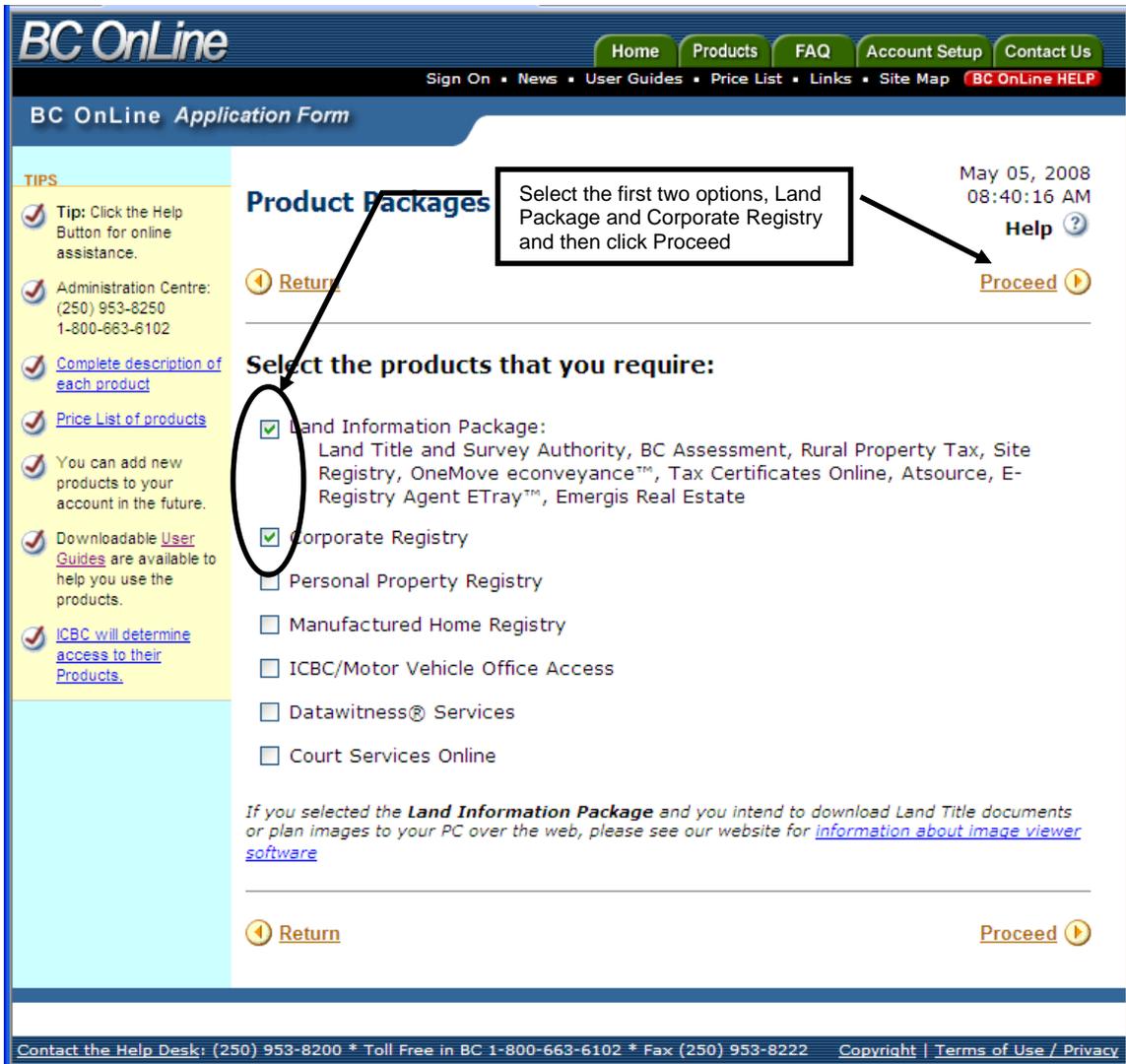


Figure 6: Products Selection screen.

Select the first two options for the Land Information Package and Corporate Registry. These two options will give you access to Land Titles, BC Assessment, and Corporate Registry.

You may add other products if you like. However, there are restrictions to the ICBC/Motor Vehicle package that you may not qualify for.

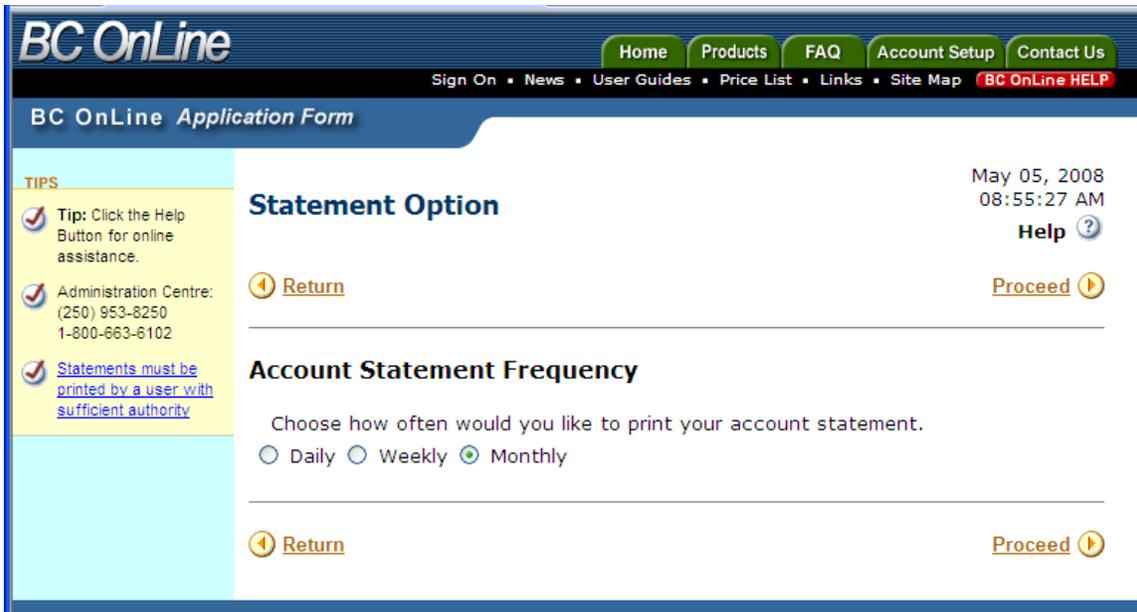


Figure 7: Statement screen.

The statement frequency determines how often BC OnLine generates a statement of your activity. Note that this is a statement and not an invoice. Since charges are paid for out of your deposit account with BC OnLine, there are no invoices.

Most prospector customers will accept the default Monthly statement. If you feel that your activity in BC OnLine warrants more frequent statements, select either Daily or Weekly.

Select **Monthly** and then click **Proceed**.

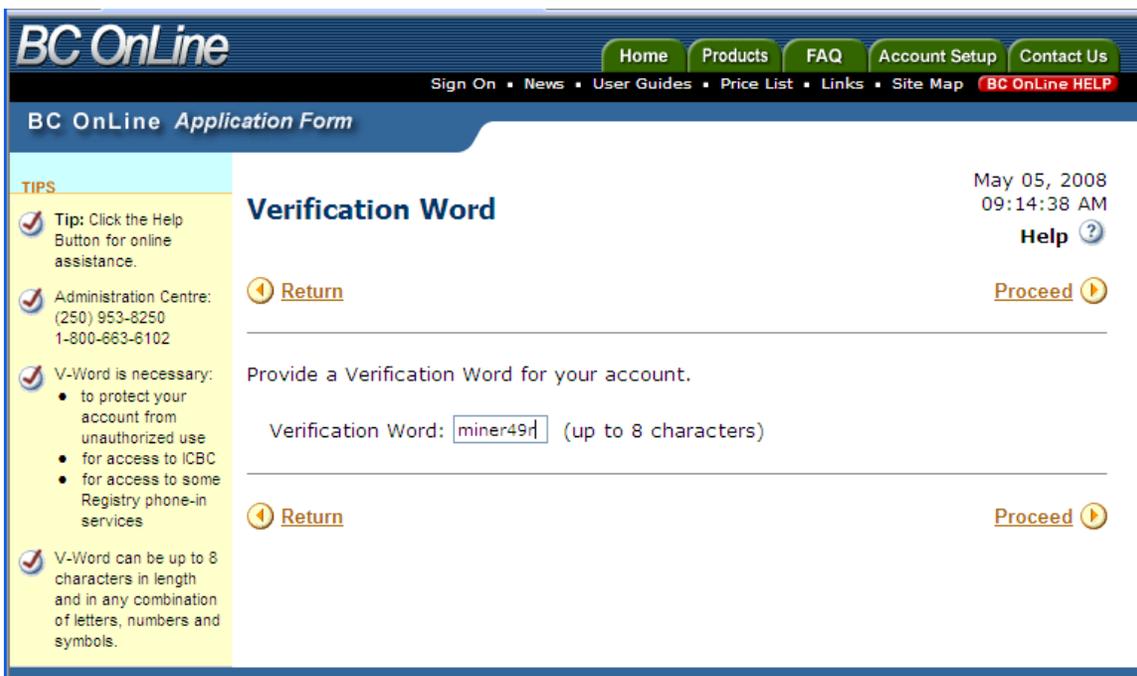


Figure 8: Verification Word screen.

The Verification Word is a verbal password for your account with BC OnLine. Enter a Verification Word that will be easy for you to remember and then click **Proceed**.

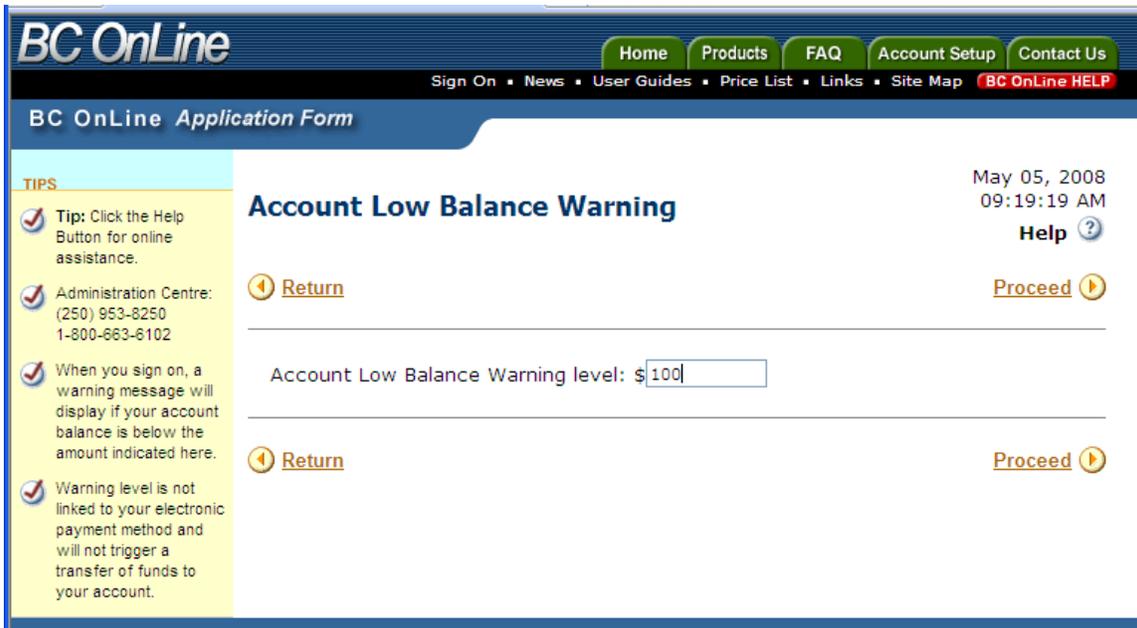


Figure 9: Low Balance screen.

The low balance warning is simply a reminder that the funds in your BC OnLine account is getting low. Depending on how much work you plan to do on any given day, you may want to either lower or increase your warning level from the example shown.

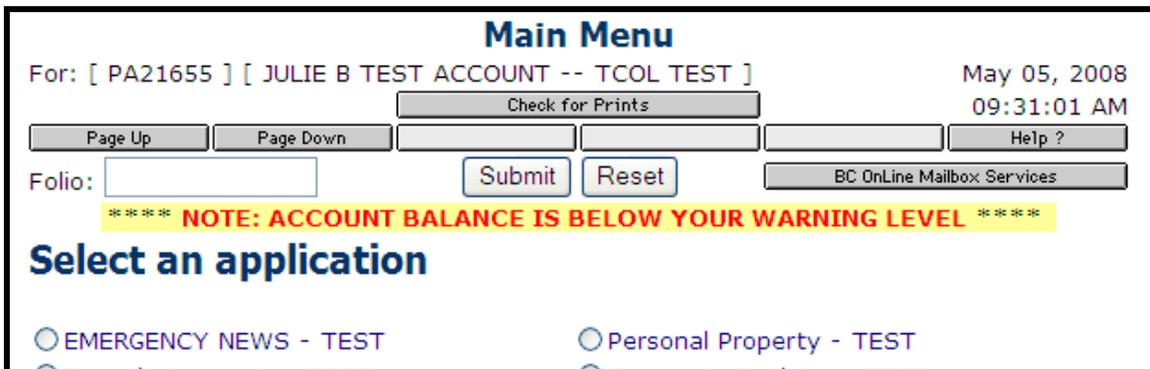


Figure 10: Sample of Low Balance warning message.

If the balance of your account does fall below your warning level, the message shown in Figure 10 will display. This does not affect your ability to search; it's just a reminder to replenish your account.

Type a low balance warning amount and click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**User List**

May 05, 2008  
 09:35:38 AM  
 Help ?

**TIPS**

- ✓ Tip: Click the Help Button for online assistance.
- ✓ Administration Centre: (250) 953-8250, 1-800-663-6102
- ✓ Each new user will be assigned their own userid.
- ✓ There is no charge for a userid.

Return Proceed

Enter user information by clicking Add New User for each person requiring access to BC OnLine.

After you add a userid to the list, you may edit the details. Do this by clicking the checkbox next to the list entry and then clicking Edit Selected Entry. You may edit only one user at a time.

You may also remove any users from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

Add New User Edit Selected Entry Remove from List

Select	User Information

Return Proceed

Figure 11: User List screen.

Everyone in your account should have their own userid for BC OnLine. Userids are free, so it's a good idea for everyone to have their own for audit and security reasons.

Click the **Add New User** button.

Figure 12: User Information screen.

Complete the User Information with your name, phone number, email, and if you have one, your fax number.

It is important that you select **Prime Contact** for yourself. Prime Contacts have more authority in BC OnLine than Basic users. Prime Contacts can see the balance of the account and has authority over other userids in your account.

If you will be adding other people to your account, you can give them Basic authority.

When you have finished completing the screen, click **Proceed** and you will return to the User List screen where you can add more users to your account.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

**BC OnLine Application Form**

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- Each new user will be assigned their own userid.
- There is no charge for a userid.

**User List** May 05, 2008 09:59:16 AM [Help](#)

[Return](#) [Proceed](#)

Enter user information by clicking Add New User for each person requiring access to BC OnLine.

After you add a user, you can edit their information. Do this by clicking the checkbox next to the list entry and then clicking Edit Selected Entry. You may edit only one user at a time.

You may also remove any users from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

[Add New User](#) [Edit Selected Entry](#) [Remove from List](#)

Select	User Information
<input checked="" type="checkbox"/>	Name: Eddie Findem Authority: Prime Contact Phone: (604)555-1234 E-Mail: Eddie.Findem@goldmine.ca Fax: (604)555-4321

[Return](#) [Proceed](#)

Figure 13: User List with 1st user added.

At the User List screen you can click the Add New User to add more people to your account. You also have the ability to edit or remove users from the list of people you add to this list.

When you have finished adding everyone to your account, click the **Proceed** link.

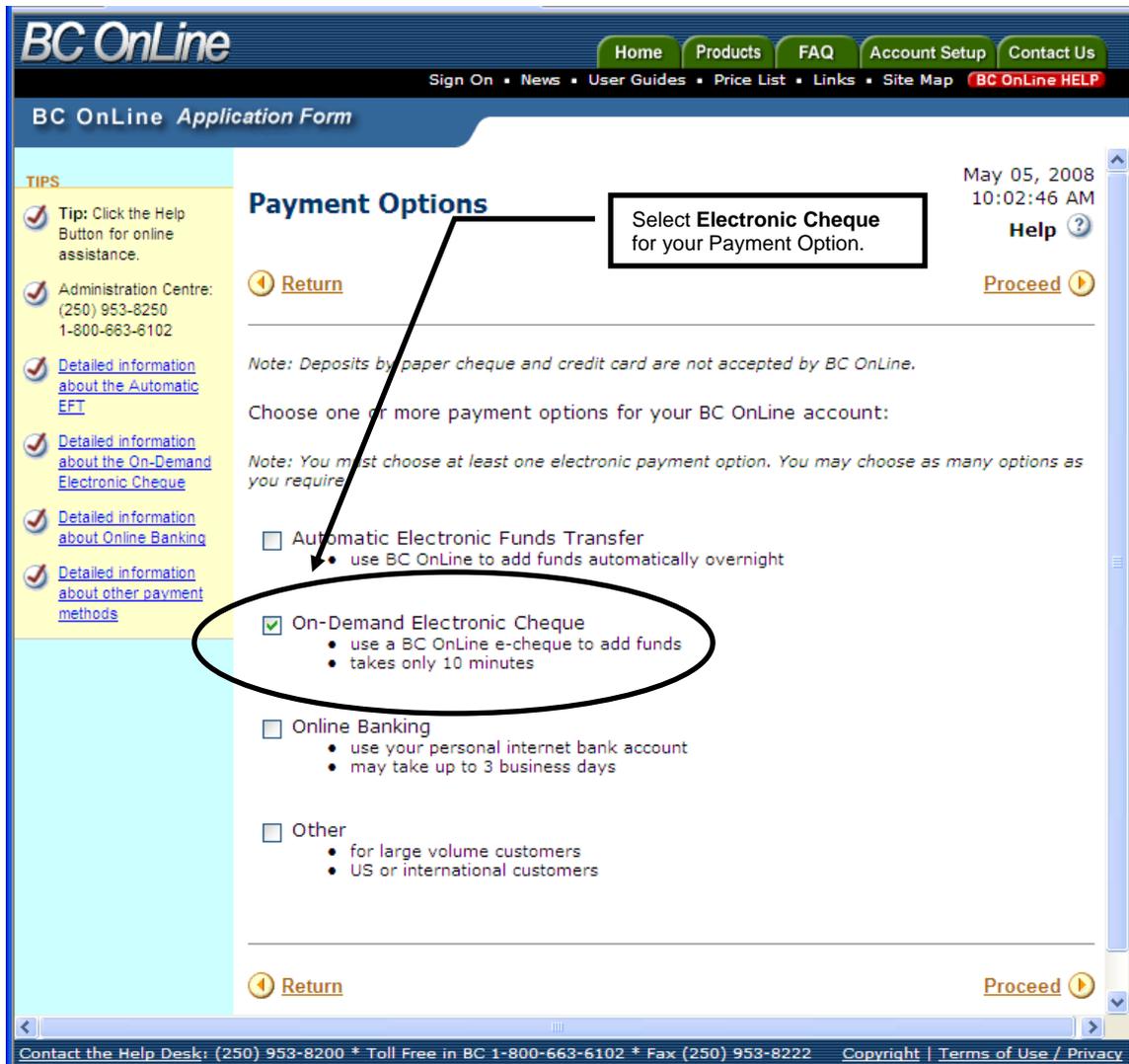


Figure 14: Payment Options screen.

Since your use of BC OnLine may be seasonal, we recommend that you select the Electronic Cheque option. This allow you the maximum flexibility to top up your BC OnLine account while reducing the amount of money tied up in your account when it's not needed.

Automatic Transfer and Online Banking may not provide the ability to quickly put funds into your account when you need it.

The On-Demand Electronic Cheque allows you to instantly top up your BC OnLine account. If your account is revoked due to lack of funds (you won't be able to do searches if your account is revoked) it can take up to 10 minutes to reinstate your account once you write an Electronic Cheque.

Select **On-Demand Electronic Cheque** and click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

BC OnLine Application Form

May 05, 2008  
 10:09:31 AM  
 Help ?

**Bank Account Information**

Return Proceed

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-863-6102
- Void Cheque

You have selected the Automatic EFT and/or On Demand Electronic Cheque as an option for payment of your BC OnLine account. Provide your financial institution account information.

*Note: A minimum starting balance of \$100 CAD is required for new accounts, and must be deposited before using the account.*

*Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory or your bank must provide confirmation of your bank account.*

**Bank Information**

Bank Account Number:   
 Financial Institution:

**Effective Date**

Indicate the date you wish this agreement to take effect:

YYYY MM DD

Return Proceed

Figure 15: Bank Account information screen.

Type the name of your Financial Institution, make the effective date today, and then click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

BC OnLine Application Form

May 05, 2008  
 10:14:41 AM  
 Help ?

**Electronic Cheque**

Return Proceed

You have selected the On-Demand Electronic Cheque as an option for payment of your BC OnLine account. Complete all fields below.

*Note: A minimum starting balance of \$100 CAD is required for new accounts, and must be deposited before using the account.*

*Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory or your bank must provide confirmation of your bank account.*

**On-Demand Electronic Cheque Information**

Number of signatures required on each Electronic Cheque:  
 1 or  2

Each cheque amount NOT to exceed: \$

Return Proceed

**TIPS**

- Tip: Click the Help Button for online assistance.
- Administration Centre: (250) 953-8250 1-800-663-6102
- [Detailed information about the Electronic Cheque](#)
- [Void Cheque](#)
- Electronic Cheque Agreements are available only to customers with an account in a Canadian bank.
- There is a service charge for any rejected payment items.

Figure 16: Electronic Cheque information screen.

For the On-Demand Electronic Cheque Information section, select 1 signer and the maximum amount of each cheque. Having one signer for the electronic Cheque is adequate for most medium to small firms.

You can set the maximum amount of the cheque to any amount you wish. Note that you can write as many cheques as you like, so if you find you need more than the maximum will allow, simply write yourself more cheques.

Select **1** for the number of signers, make the maximum of each cheque **an amount** appropriate for your use of BC OnLine, and click **Proceed**.

**BC OnLine** Home Products FAQ Account Setup Contact Us  
 Sign On News User Guides Price List Links Site Map **BC OnLine HELP**

BC OnLine Application Form

May 05, 2008 10:25:00 AM  
 Help ? Proceed ▶

**Cheque Approver List**

Return

You have selected the On-Demand Electronic Cheque as an option for payment of your BC OnLine account.

Note: A minimum starting balance of \$100 CAD is required for new accounts, and must be deposited before using the account.

Note: An **imprinted** Void Cheque from your bank with correct payor information is mandatory or your bank must provide confirmation of your bank account.

**Approvers**

Enter approver information by clicking New Approver for each person who is authorized to send an Electronic Cheque.

After you add an approver to the list, you may edit the details. Do this by clicking the checkbox next to the list entry and then clicking Edit Selected Entry. You may edit only one approver at a time.

You may also remove any approvers from the list after they have been added. Do this by clicking the checkbox next to the list entry and then clicking Remove from List. You may remove one or more list entries at a time.

Add New Approver Edit Selected Entry Remove from List

Select	Approver Name

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 17: Electronic Cheque approvers screen.

Like adding people to your account, this screen allows you to add people who are authorized to write an electronic cheque. If you set up more than one person to your BC OnLine account, you can authorize more than one person to write an electronic cheque.

Click the **Add New Approver** to add the first signer to your account.

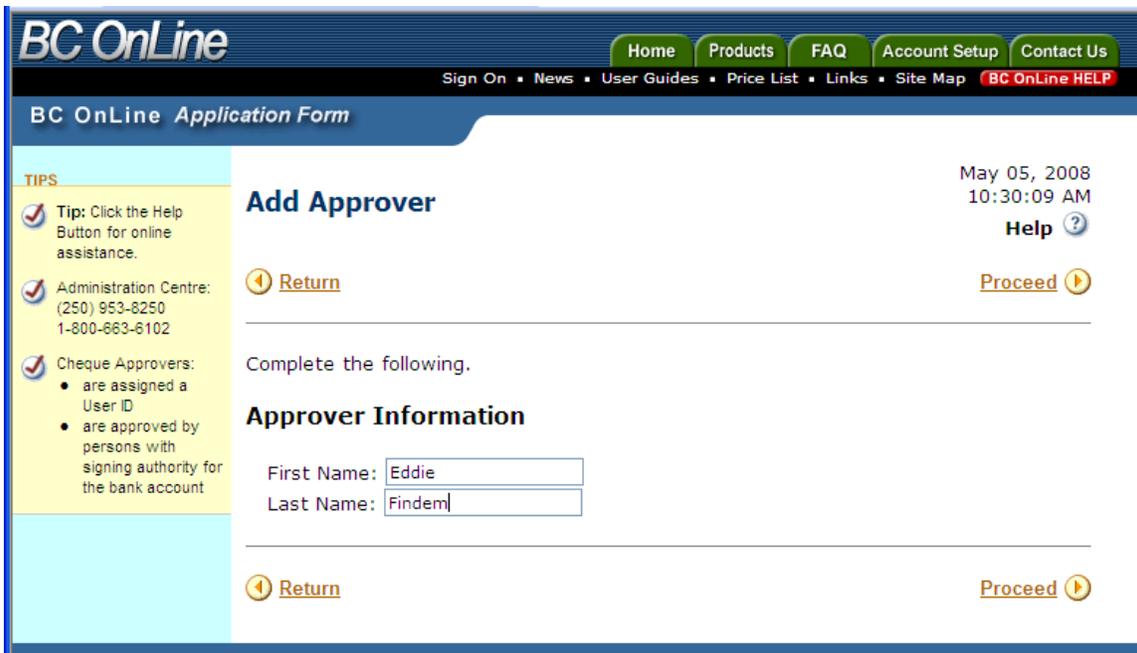


Figure 18: Approver information screen.

Type the **first name**, and then the **last name** of the approver and then click **Proceed** to add the person and return to the Cheque Approvers List screen.

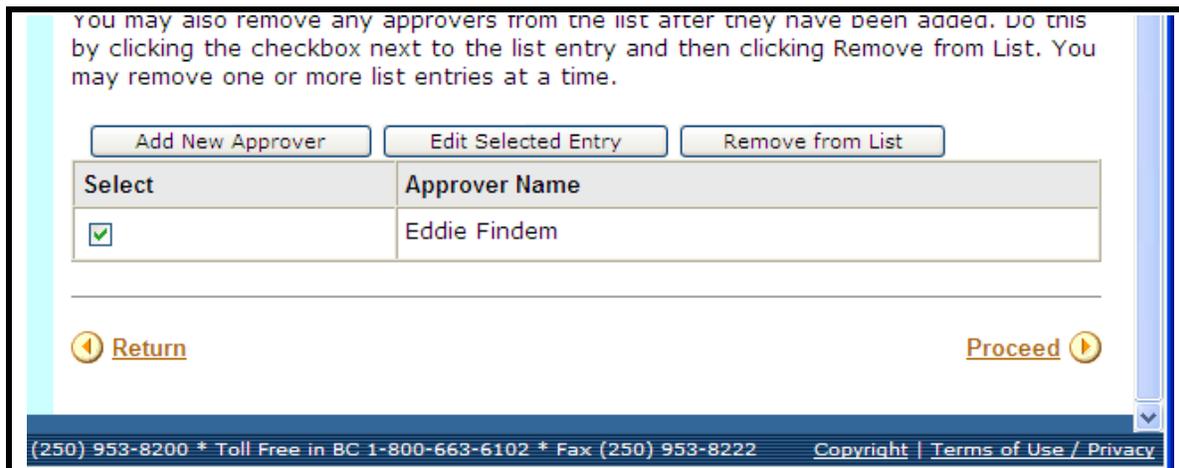


Figure 19: List of Approvers screen.

If you wish to add more people who can write an electronic cheque, click the Add New Approver button. You can also edit or remove people from this list.

When you are finished adding approvers, click the **Proceed** link.



Figure 20: Summary Review screen.

The summary of your application form will display. You can review this summary to ensure that you completed everything correctly. Clicking the Return link will step you back through the screens in sequence.

When you are satisfied everything is correct, click **Confirm**.

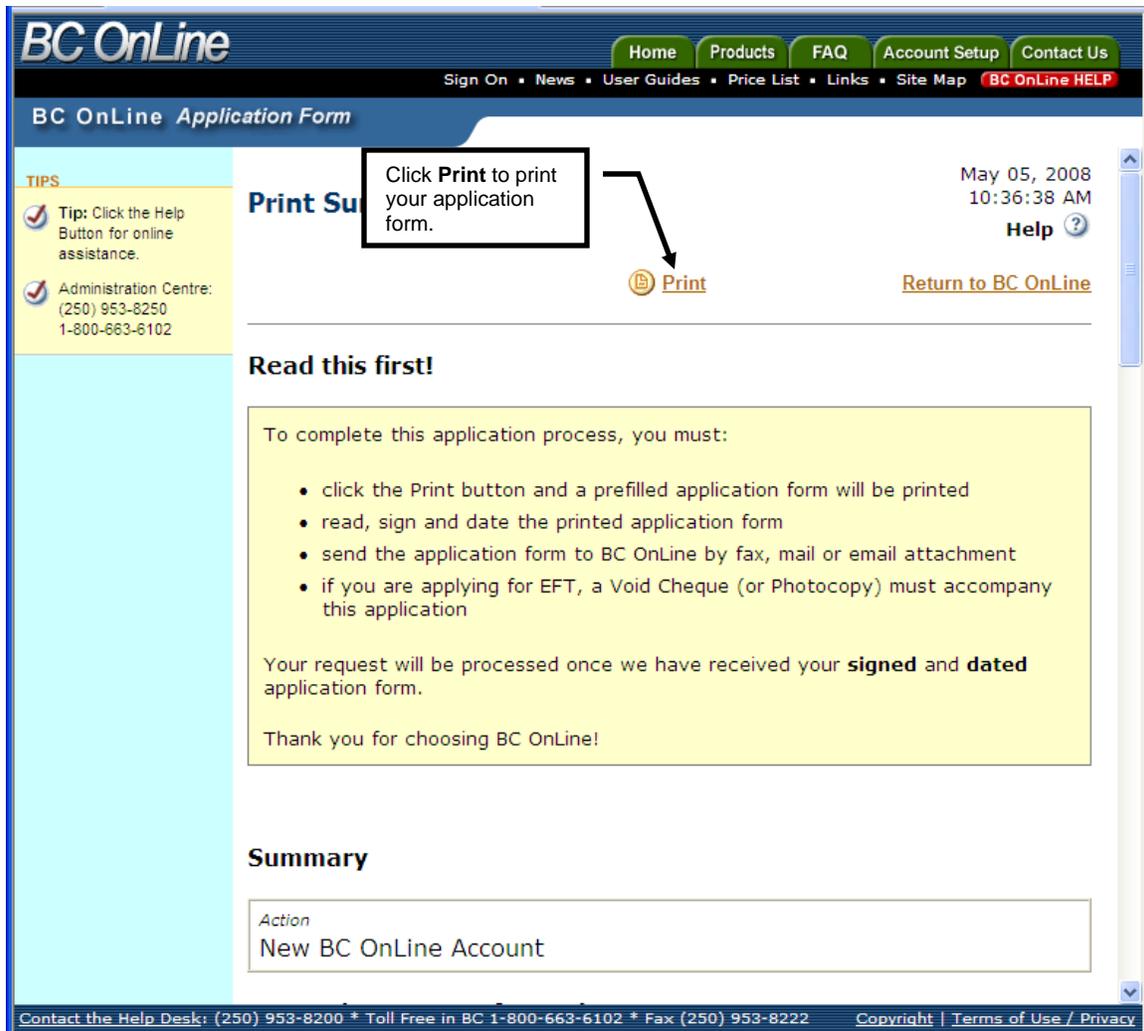


Figure 21: Print Application screen.

After confirming the information in your application form is correct, you need to print the form. Click the **Print** link to send your application form to your printer.

You will be printing two forms. One is your application for a BC OnLine account and the other is authorizing your Electronic Cheque. Following the instructions in this document, page 2 will be where you sign your BC OnLine application form, and page 4 will be where you sign your Electronic Cheque Authorization.

You must sign both forms.

When you send in your application form and electronic cheque authorization, be sure to include a photocopy of a void cheque.

## **Receiving Your Package From BC OnLine**

It normally takes 2 to 3 days to process a new BC OnLine account. If you wish to receive notification by fax or email that your account is set up, please make a note on your application form.

Once your account is set up, we will send you:

- Your account number and userid
- Your accounts Default Password
- Instructions on how to change your Default Password to one of your own choosing
- Instructions on how to write yourself an electronic cheque.

Make sure that you keep the package we send you in a safe place. If you ever forget your password, we'll reset it back to the default. Having your default password handy will make the process to establish a new password much easier.

## Signing On to BC OnLine

When you are first issued your BC OnLine userid, it is issued with a default and expired password. Before you can sign on to the service, you must change the password to something of your own choosing. Although BC OnLine passwords don't expire, you can change them whenever you choose.

To better protect your password, we recommend changing your password at least once a year. It is a good idea to choose a special date or anniversary to remind yourself to change your password.

Passwords must be at least 6 characters long and no more than 8 characters. Passwords can be any combination of letters, numbers, or special characters.

The screenshot shows the BC OnLine Home Page. At the top, there is a navigation bar with links for Home, Products, FAQ, Account Setup, and Contact Us. Below this is a secondary navigation bar with links for Sign On, News, User Guides, Price List, Links, Site Map, and BC OnLine HELP. The main content area is divided into several sections:

- REGISTERED CUSTOMERS:** A section for existing users to sign in. It includes a "Sign On" button and a link for "Need to change your password?".
- WELCOME TO BC OnLine:** A central heading with a sub-heading "BC OnLine is your Internet access to e-government services for Legal, Business, Government and Professionals".
- CREDIT CARD PRODUCTS:** A section for corporate filings by credit card, with a link to "Corporate Online" and logos for VISA and MasterCard.
- ANNOUNCEMENTS:** A section for "Econvey Winners" and "Electronic Filing System (EFS) News and Reference Manual (May 1, 2008)".
- VERISIGN SECURED:** A security logo with the text "About SSL Certificates".

Two callout boxes provide instructions:

- The first callout box points to the "Sign On" button and says: "Type your userid and password here, and then click the Sign On button."
- The second callout box points to the "Need to change your password?" link and says: "Click 'Need to change your password?' if you are signing on for the first time, or if you want to change your password."

At the bottom of the page, there is a footer with contact information for the Help Desk and copyright information.

Figure 22: BC OnLine Home Page

If you have already established a password, just type your userid and password, and then click the **Sign On** button.

If you are signing on for the first time, see the next section, First Time Signon.

## First Time Signon

If you are signing on for the first time, click the **Need to change your password?** link on the BC OnLine home page to display the change password screen.

Welcome to the BC OnLine WWW PROD Server.

Sign On	Change Password
Customers who just want to sign on need only complete this section and click <b>Sign On</b> .	Customers who want to sign on and change their password need to complete this section and click <b>Sign On</b> . You will want to change your password if:
<b>Userid:</b> <input type="text"/>	<ul style="list-style-type: none"><li>• you are a first-time user with a default password</li><li>• you have had your password reset to the default</li><li>• you just want a new password</li></ul>
<b>Password:</b> <input type="text"/>	<b>Userid:</b> <input type="text"/>
<input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/>	<b>Password:</b> <input type="text"/>
	<b>New Password:</b> <input type="text"/>
	<b>Confirm Password:</b> <input type="text"/>
	<input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/>
	For new password rules, please click <a href="#">here</a> .
It is your responsibility to take the necessary precautions to ensure that your ID and password are kept secret. You should make sure that no one is physically watching as passwords are entered. It is important to remember to exit the browser when leaving the computer. If the PC is left unattended with the browser running and a valid ID and password cached, anyone can gain access to your account.	

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | [Terms & Conditions](#)

Figure 23: Change Password screen

To change your password, use the Change Password section on the right side of the screen:

1. Type your **userid** in the User Id field and press the tab key to move to the Password field.
2. In the Password field, type your old password (or your **default** if you are signing on for the first time) and press the tab key to move to the New password field.
3. In the New password field, type a **new password** that is between 6 and 8 characters and press the tab key to move to the Confirm password field.
4. In the Confirm password field, **re-type your new password** to verify your typing.
5. When you have completed all four fields, click the **Sign On** button.

When you have successfully changed your password, a confirmation screen will display. The government security system used by BC OnLine remembers old password so you cannot use a password more than once.

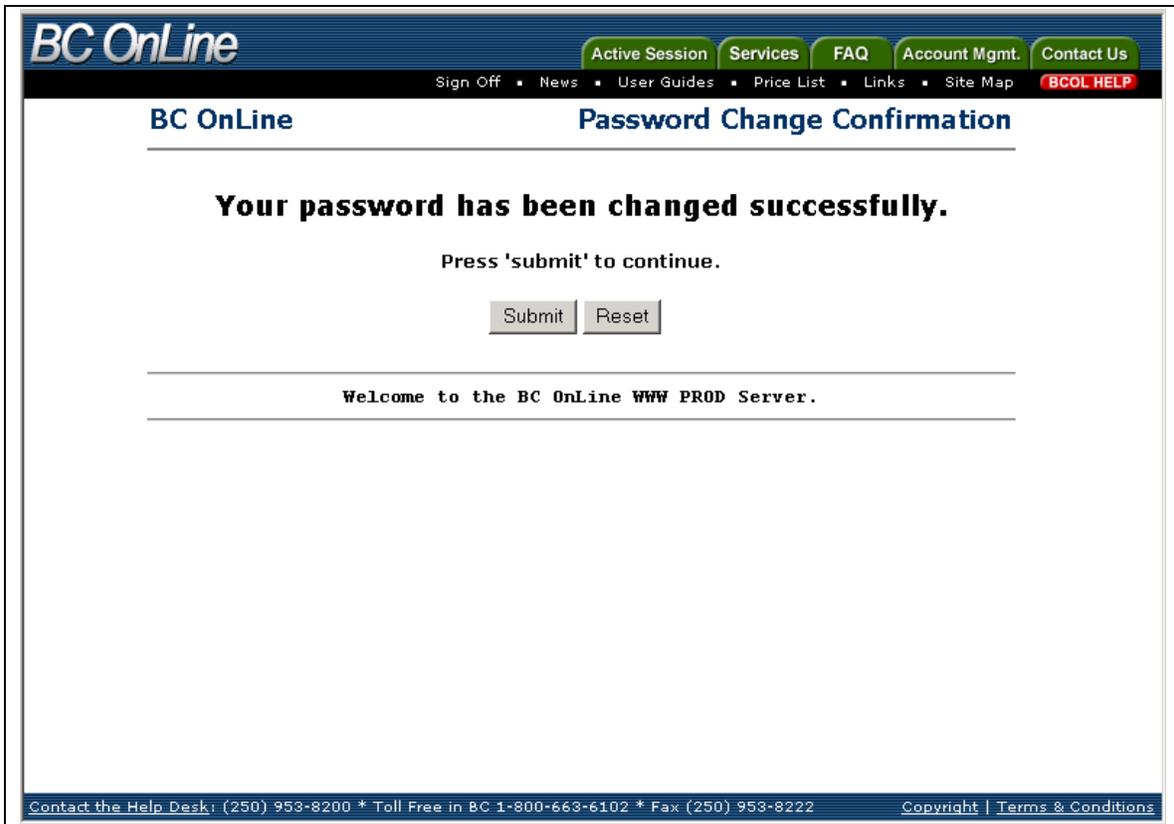


Figure 24: Password change confirmation screen

When you receive the Password Change Confirmation screen, click the **Submit** button to display the BC OnLine main menu.

 **Note:** If you have problems signing on, contact the BC OnLine Help Desk at 1-800-663-6102 or (250) 953-8200 between 8am and 7pm Monday to Friday Pacific Time.

# Printing in BC OnLine

Printing for applications such as Land Titles is handled differently than from new applications such as BC Assessment or Corporate Registry.

If you use your browser's print function on a BC OnLine web screen, you will print all the navigation buttons, and probably only part of the information. Some searches require that you click **Page Forward** to see more of the results.

Requesting a print by clicking the BC OnLine **Print** button will send the entire search to your BC OnLine **Check for Prints** button.



Figure 25: Check for Prints button.

Using the Check for Prints button, you can pick up the print and display the entire search. Once the entire search is displayed, you can then use your browser's print function to print the search, or save it to a file for later reference.

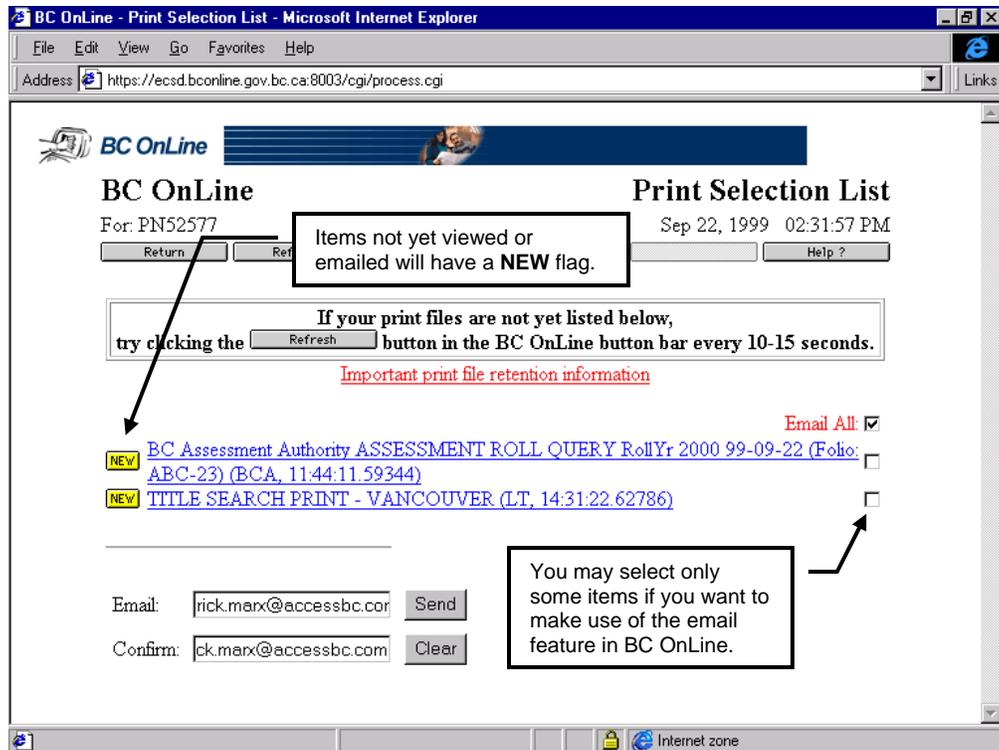
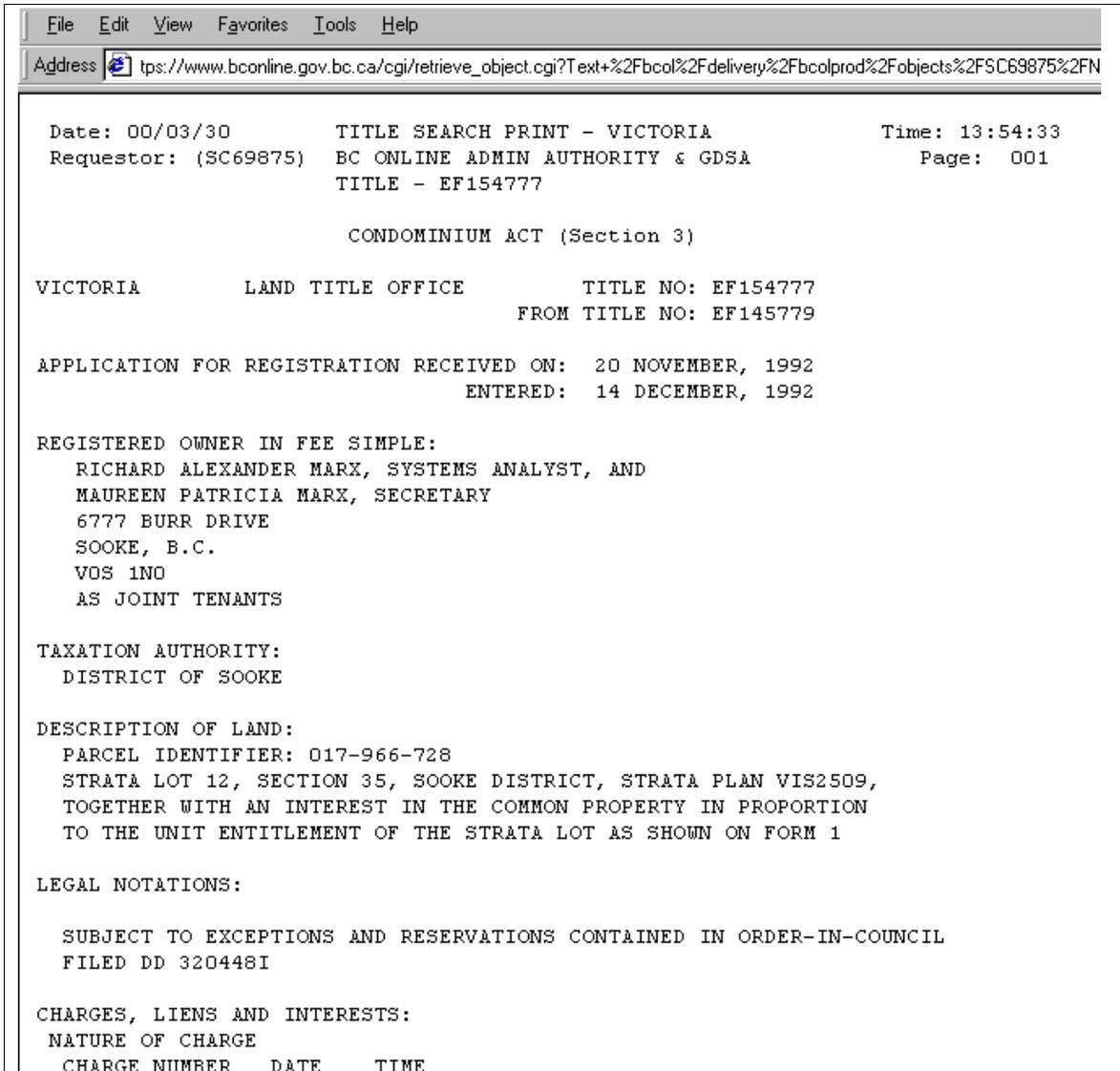


Figure 26: Print Selection List.

When you click your **Check for Prints** button, the print items you requested will be displayed for you.

Clicking on the link to a print will display the contents of the print. Once displayed, you can use your browser to print the search.

As well as clicking on each item to display and then print a search, you can email searches to yourself or anyone else. If you email the search results, you will need to type the email address twice to confirm your typing. Once the email address is entered in the Email and Confirm boxes, click **Send**.



The screenshot shows a web browser window with the following content:

File Edit View Favorites Tools Help

Address  tps://www.bconline.gov.bc.ca/cgi/retrieve\_object.cgi?Text+%2Fbcol%2Fdelivery%2Fbcolprod%2Fobjects%2FSC69875%2FN

Date: 00/03/30 TITLE SEARCH PRINT - VICTORIA Time: 13:54:33  
Requestor: (SC69875) BC ONLINE ADMIN AUTHORITY & GDSA Page: 001  
TITLE - EF154777

CONDOMINIUM ACT (Section 3)

VICTORIA LAND TITLE OFFICE TITLE NO: EF154777  
FROM TITLE NO: EF145779

APPLICATION FOR REGISTRATION RECEIVED ON: 20 NOVEMBER, 1992  
ENTERED: 14 DECEMBER, 1992

REGISTERED OWNER IN FEE SIMPLE:  
RICHARD ALEXANDER MARX, SYSTEMS ANALYST, AND  
MAUREEN PATRICIA MARX, SECRETARY  
6777 BURR DRIVE  
SOOKE, B.C.  
VOS 1NO  
AS JOINT TENANTS

TAXATION AUTHORITY:  
DISTRICT OF SOOKE

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 017-966-728  
STRATA LOT 12, SECTION 35, SOOKE DISTRICT, STRATA PLAN VIS2509,  
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION  
TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

LEGAL NOTATIONS:  
  
SUBJECT TO EXCEPTIONS AND RESERVATIONS CONTAINED IN ORDER-IN-COUNCIL  
FILED DD 320448I

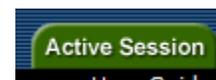
CHARGES, LIENS AND INTERESTS:  
NATURE OF CHARGE  
CHARGE NUMBER DATE TIME

Figure 27: Details of a Land Title search.

When you have the details of a search displayed, you can use your browser to print or save the search.



Use your browsers' **Back** button  to return to the Print Selection List, or your **Active Session** tab to return to your BC OnLine session.



# How to Put Money Into Your BC OnLine Account

The simplest way to top up your BC OnLine account is with the Electronic Cheque option.

## Account Management

Figure 28: Account Management option selected.

From the BC OnLine main menu, select **Account Management** and click **Submit**.



- Account/Userid Manag
- Electronic Cheque

Figure 29: Electronic Cheque option selected.

From the Account Management screen, select **Electronic Cheque** and click **Submit**.

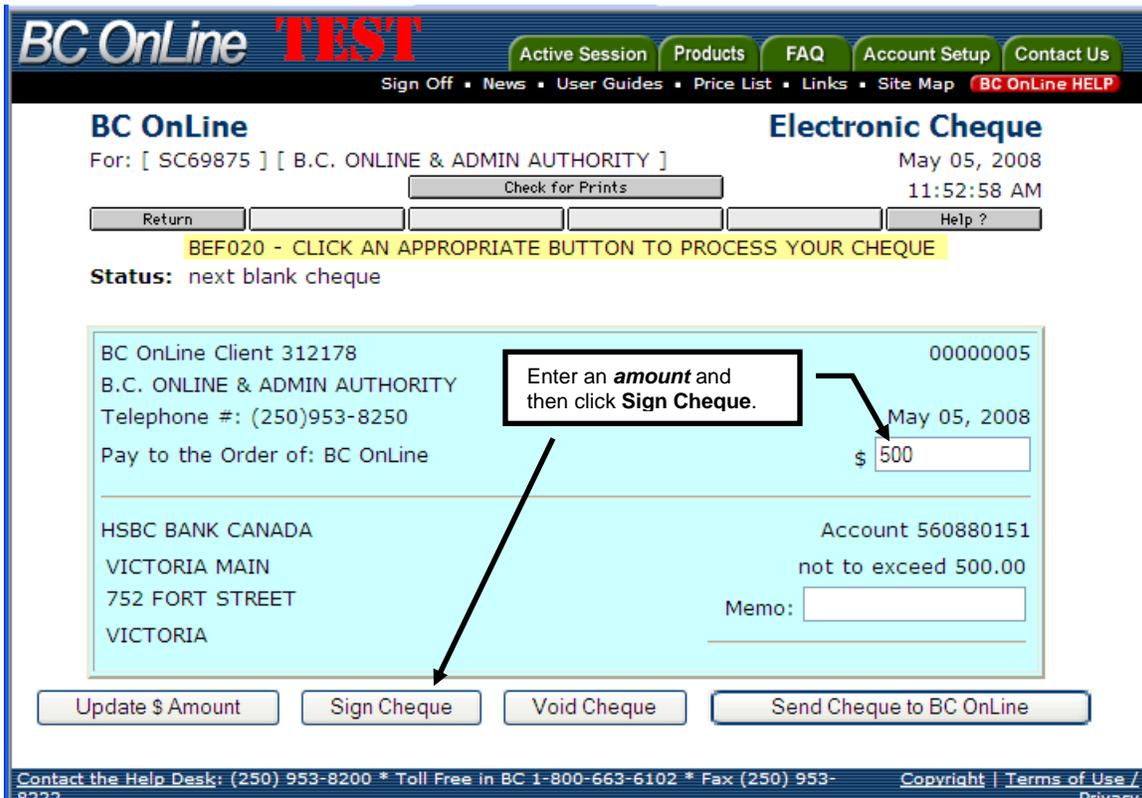


Figure 30: Blank cheque.

When the cheque displays, enter an **amount** to deposit to your BC OnLine account, then click the **Sign Cheque** button.

**BC OnLine TEST** Active Session Products FAQ Account Setup Contact Us  
 Sign Off • News • User Guides • Price List • Links • Site Map **BC OnLine HELP**

**BC OnLine** For: [ SC69875 ] [ B.C. ONLINE & ADMIN AUTHORITY ] **Electronic Cheque** May 05, 2008  
 01:17:01 PM  
 Check for Prints  
 Return [ ] [ ] [ ] [ ] [ ] Help ?

**BEF006 - YOU HAVE SIGNED THIS CHEQUE, BUT NOT YET SENT IT**

**Status:** signed

BC OnLine Client 312178 00000005  
 B.C. ONLINE & ADMIN AUTHORITY  
 Telephone #: (250)953-8250 May 05, 2008  
 Pay to the Order of: BC OnLine \$ 500.00  
 FIVE HUNDRED & ..... xx/100 dollars

HSBC BANK CANADA Account 560880151  
 VICTORIA MAIN not to exceed 500.00  
 752 FORT STREET Memo: [ ]  
 VICTORIA SC69875 MARX, RICHARD A.

Update \$ Amount Sign Cheque Void Cheque **Send Cheque to BC OnLine**

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 31: Completed and signed cheque.

Once you have signed the cheque, click the **Send Cheque to BC OnLine** button. Your account will instantly be credited for the amount of the cheque. Note that if your account is revoked for lack of funds, it may take up to 10 minutes for your account to be reinstated.

## BC Assessment Searches

For this demonstration, we will be looking for legal title to property at **6777 Burr Road** in Sooke, British Columbia. Since the Land Title office does not recognize street addresses, we will use the BC Assessment system to look up the Parcel Identifier (PID) for this property.

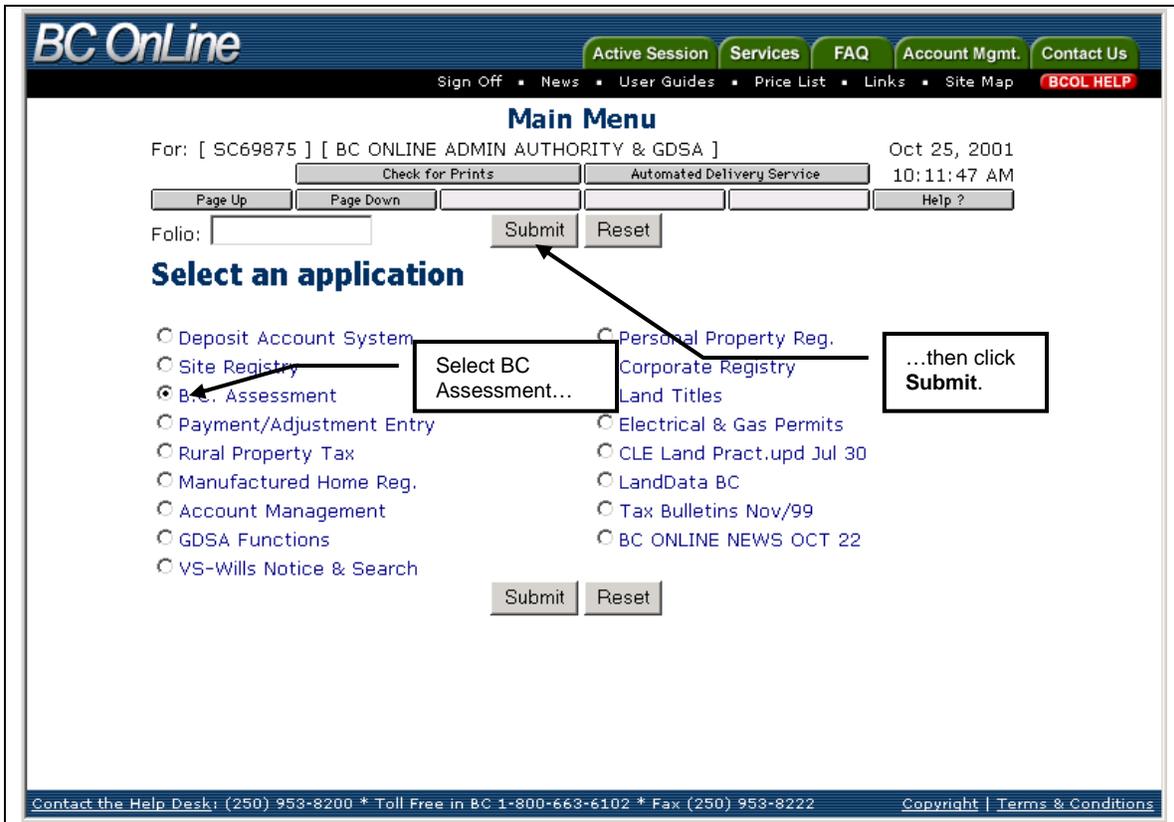


Figure 32: How to select an application.

On the BC OnLine main menu, select BC Assessment and then click **Submit**.

BC OnLine

Active Session Products FAQ Account Setup Contact Us

Sign Off News User Guides Price List Links Site Map BC OnLine HELP

BC Assessment Web Query

SC69875  
Dec 16, 2005  
10:35:45 AM

Property Lookup

Folio:

Introduction

Help ?

Proceed

Property Lookup

- introduction
- search criteria
- search results
- confirmation
- report

BC OnLine Mailbox Services

Tip: Click the Help Button for online assistance.

Previous Roll Years

**Introduction**

The search transaction queries the BC Assessment databases for properties in BC. Searches may be based on several different criteria. If more than one home meets the criteria submitted, then a list of matches is displayed, and allows the selection of one complete record for display. Once a home is selected, a report confirmation screen is displayed. If you choose to proceed, a charge for the full report is incurred and automatically debited from your BC OnLine account.

**"owner"** , as defined in s. 1 of the Assessment Act, includes registered tenants for life, holders of registered agreements for sale, and taxable occupiers of property owned by the Crown, a local government or other tax exempt owner.

**Disclaimer**

This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

Proceed

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 33: BC Assessment Introduction Screen.

The first time you select BC Assessment, an introduction screen will display. Click any of the **Proceed** links on the right side of the screen.

Figure 34: BC Assessment search criteria screen.

The BC Assessment search criteria screen will display. From this screen we can choose which of three reports we want on the property, and how we want to search for the property. For this exercise, we will accept the default Assessment Roll Report and we will search by street address.

Type the address you are looking for in the Address Search area of the screen. Complete the Street Number field in full, but only type the name of the street followed by an asterisk in the Street Name field.

Notice the asterisk was used at the end of the street name. BC Assessment and Site Registry are the only registries that make use of the asterisk as a wild card.

Using the asterisk will pick up all variations of Burr such as “Road”, “Rd.”, “Street”, “St.”, “Avenue”, and “Ave.”. As well as picking up all Burr streets, it would also pick up all streets such as “**B**urrington”.

Click the **Address Search** button when you are ready to start your search.

**BC OnLine** Active Session Products FAQ Account Setup Contact Us  
 Sign Off News User Guides Price List Links Site Map **BC OnLine HELP**

**BC Assessment Web Query**

SC69875  
 Dec 16, 2005  
 10:51:54 AM

**Property Lookup**  
 Folio:

**Confirmation**  
 Help ?  
 Confirm

**Property Lookup**  
 introduction  
 search criteria  
 search results  
 **confirmation**  
 report

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.  
 Previous Roll Years

**Assessment Roll Report  
 Billing Confirmation**

**Date:** Dec 16, 2005  
**Time:** 10:51:54 AM  
**Account Name:** MARX, RICHARD A.

**Roll Year:** 2005  
**Jurisdiction:** 349 - District of Sooke  
**From Street #:** 6777  
**Street Name:** burr\*

**If you confirm, your BCOL account will be debited the amount of \$10.00.**

Return Cancel Confirm

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 35: Report Confirmation screen.

Most addresses in BC are unique. The BC Assessment database found only one record that matched the address entered, so you were presented with the confirmation screen. If more than one record had matched the address, an index screen would display where you could select the address you need.

Click the **Confirm** link to proceed. The system will display the report and your BC OnLine account will be debited the search fee.

**BC OnLine** Active Session Products FAQ Account Setup Contact Us  
 Sign Off News User Guides Price List Links Site Map **BC OnLine HELP**

**BC Assessment Web Query**

SC69875  
 Dec 16, 2005  
 01:06:37 PM

**Property Lookup** Report Help ?  
 Print New Search

**Property Lookup**  
 introduction  
 search criteria  
 search results  
 confirmation  
 report

BC OnLine Mailbox Services

**Tip:** Click the Help Button for online assistance.  
 Previous Roll Years

**Assessment Roll Report**

**Disclaimer**  
 This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

**Report Date:** Dec 16, 2005 **Report Time:** 01:06:37 PM  
**Folio:** SC69875 **For:** SC69875

**Roll Year:** 2005 **Land Title PID for the property:** 017-966-728  
**Area:** 01  
**School District:** 62  
**Neighbourhood:** 151 - SOOKE VILLAGE/SASEENOS  
**Property Address:** 6777 BURR DR VICTORIA BC  
**Owner Name:** MAUREEN P & RICHARD A MARX **# of Owners:** 2  
**Owner Address:** 6777 BURR DR SOOKE BC V0S 1N0  
**Document No:** FF154777  
**PID:** 017-966-728  
**Legal Description:** Lot 12, Plan VIS2509, Section 35, Sooke Land District, Portion BARELAND

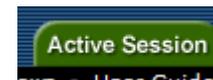
**2005 Value**  
**Property Class** **Improvement** **Land**

Contact the Help Desk: (250) 953-8200 \* Toll Free in BC 1-800-663-6102 \* Fax (250) 953-8222 Copyright | Terms of Use / Privacy

Figure 36: BC Assessment search.

This Assessment search shows the Land Titles PID. We will use that PID (017-966-728) in the Land Title system to locate the legal title to the property.

To return to the BC OnLine menu so you can select Land Titles, click the green **Active Session** tab.



Before we leave BC Assessment, there is one trick that you might find useful. If you are not sure of an address, you can display a range of addresses.

## BCA - Address Range Search

You may find the following tip useful if you are unsure of the exact address of a property. There is no fee for this type of search if you are just browsing the index listing.

The screenshot shows a web form titled "Search Criteria". It includes several input fields and dropdown menus. The "Roll Year" is set to 2005. The "Area" dropdown is set to "- all areas -". The "Jurisdiction" dropdown is set to "- all jurisdictions -". The "Street #" field contains "6700" and the "to" field contains "6799". The "Street" field contains "burr\*". The "Unit #" field is empty. The "Dir" dropdown is set to "- none -". A callout box with an arrow pointing to the "Street #" and "to" fields contains the text "Type a street number range here.". A button labeled "Address Search" is located to the right of the "Unit #" field.

Figure 37: Street Search input screen looking for all properties in 6700 block.

In the example above, 6700 was entered as the Street Number and 6799 was entered in the to field. This will return all properties from 6700 through to 6799 on Burr Dr.

Note that this method will return properties in the 6700 block on **Burr**lington in as well. As you can see, Figure 38 lists all properties in the 6700 block of Burr Dr.

The screenshot shows the "BC OnLine" website interface. The top navigation bar includes "Active Session", "Products", "FAQ", "Account Setup", and "Contact Us". Below this is a "BC Assessment Web Query" header. The main content area is titled "Property Lookup" and "Search Results". A "Folio:" input field is present. A "New Search" button is visible. The search results are displayed in a table with two columns: "Jurisdiction" and "Street Address". The "Folios to display:" dropdown is set to 30. The table lists several properties in the District of Sooke, all on Burr Dr Victoria BC. A "Tip" box on the left side of the page provides instructions on how to use the help button. The footer contains contact information for the Help Desk and copyright information.

Jurisdiction	Street Address
349 - District of Sooke	<a href="#">6766 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6767 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6776 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6777 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6786 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6787 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6796 BURR DR VICTORIA BC</a>
349 - District of Sooke	<a href="#">6797 BURR DR VICTORIA BC</a>

Figure 38: Search results for 6700 block.

This technique will allow you to see the property addresses in a range of numbers. If you do not have the correct address, this can help you deduce the correct property.

 **Note:** There is no charge for this search until you select one property for display or print.

## Return to BC OnLine and pick Land Titles

Click the green Active Session tab to return to the BC OnLine main menu  
From the main menu, you can select Land Titles.

Active Session

### Select an application

- Deposit Account System
- Site Registry
- Land Titles

*Figure 39: Portion of main menu with Land Titles selected.*

# Land Title Searches

We can search the Land Title office with the PID obtained from the BC Assessment.

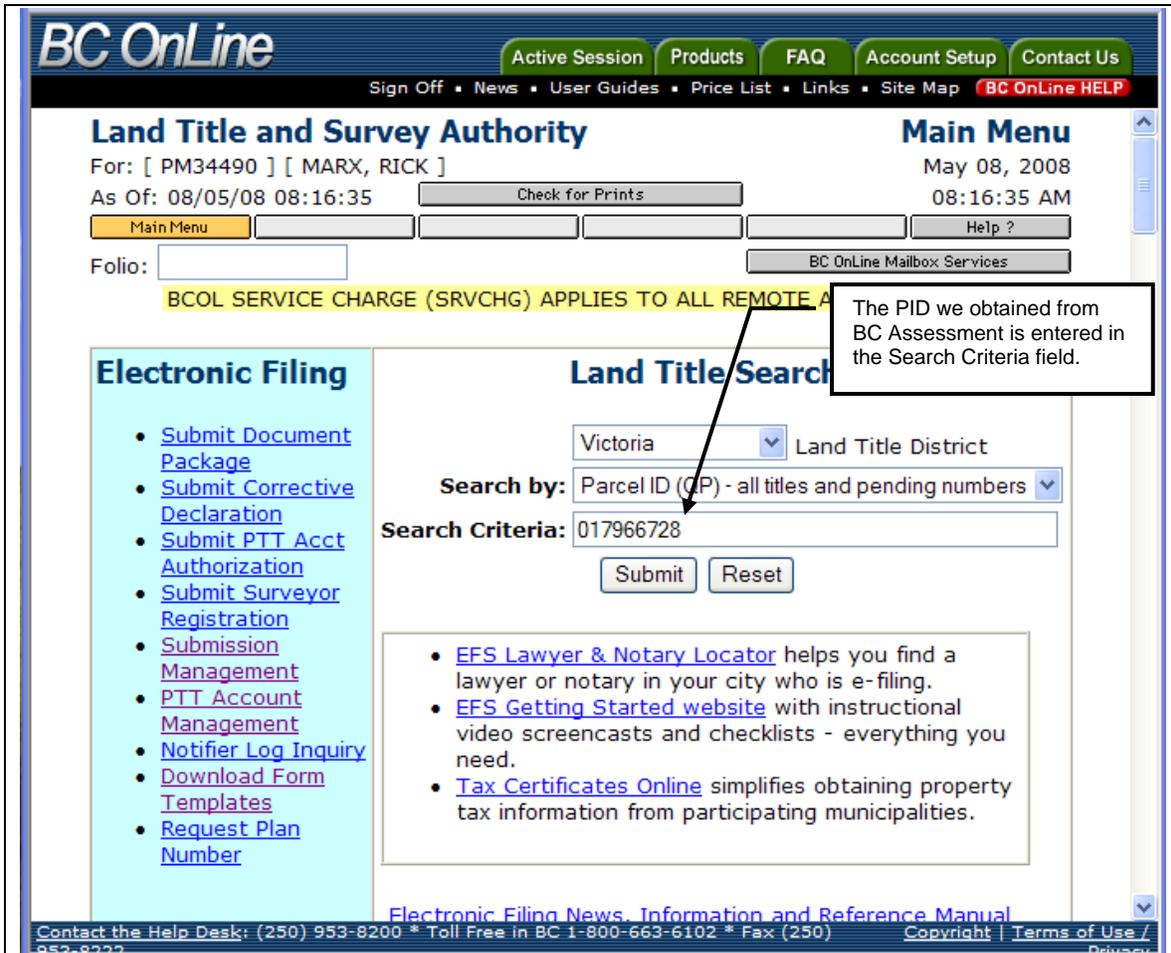


Figure 40: Land Titles main menu.

To search for property in Land Titles using the PID, the Search By field is already set to search by PID. Just type the **PID** in the Search Criteria field and click **Submit**.

## Land Title System

## Selection List

For: SC69875 MARX, RICHARD A.

Jun 21, 2000

As Of: 00/06/21 09:14:57

Check for Prints

09:14:57 AM

Main Menu Return Top of List Page Forward Search Again Help ?

Folio: HEND

Use the drop down box to choose a Print option.

Search by Parcel ID Showing All Titles and Pending Titles

NO FURTHER SELECTIONS

Information: Select D for Display or P for Print

Current and Cancelled Information: Select E to Display or Q to Print

Submit Reset

Note: Additional owners may be included on titles displayed.

017-966-728 S/VIS2509/////12

PENDING APPLICATIONS: NONE

▼  
P  
D  
E  
Q

EF154777 REGISTERED MARX, RICHARD ALEXANDER

EF145779 CANCELLED INNER BASIN DEVELOPMENTS LTD.

EF137739 CANCELLED BURR, PETER ROBERT

Submit Reset

This search reveals one registered title and two cancelled titles associated with the PID.

Figure 41: Select P for print to send search to Check for Prints button.

All titles associated with this PID will display. Select the title you want with a **P** or **Q** and click **Submit** to send it to your "Check for Prints" button.

**Note:** Because of the way printing is handled in BC OnLine, it is recommended that you always print your search results rather than view them.

Use the **Check for Prints** button to print and display the search. Once the search is displayed, you can then use your browser's print function to print the search, or save it to a file for later reference.

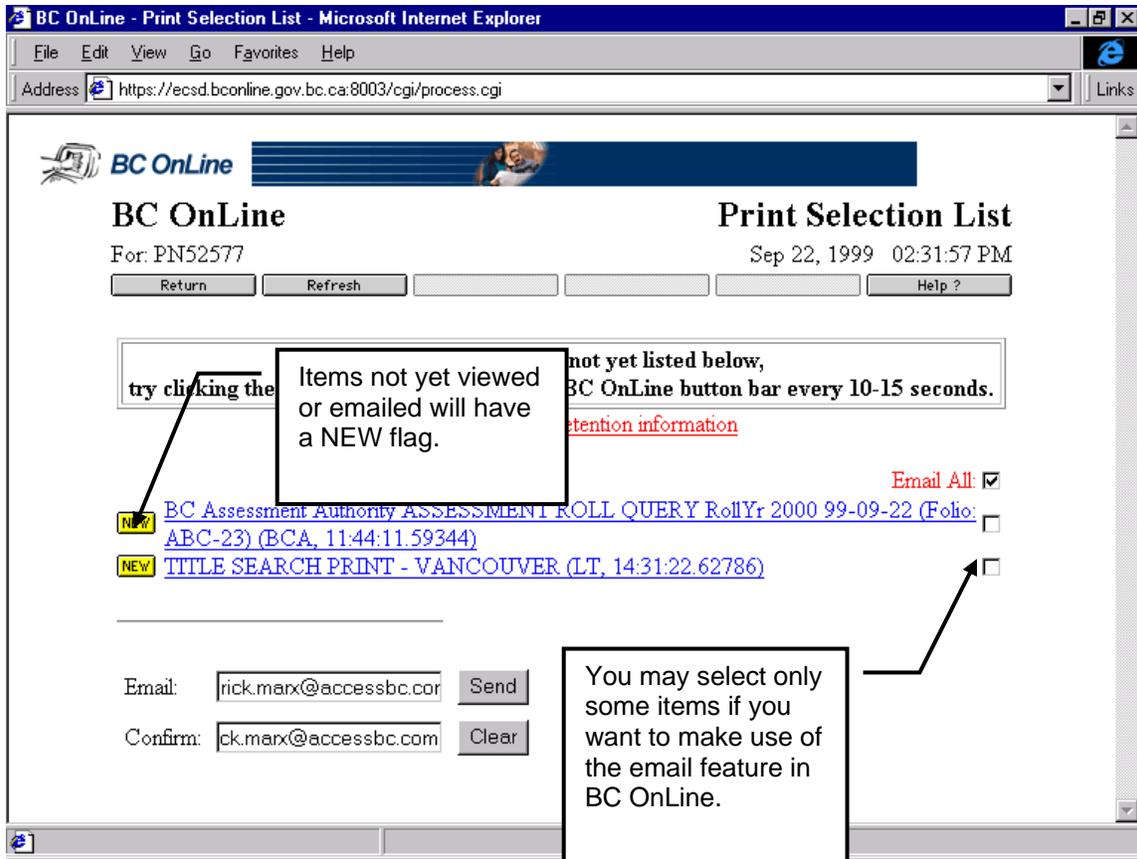


Figure 42: Print Selection List.

When you click your **Check for Prints** button, all searches will be displayed for you.

Clicking on the link will display the contents of the search. Once displayed, you can use your browser to print the search.

As well as clicking on each item to display and then print a search, you can email searches to yourself or anyone else. If you email the search results, you will need to type the email address twice to confirm your typing. Once the email address is entered in the Email and Confirm boxes, click **Send**.

File Edit View Favorites Tools Help

Address  tps://www.bconline.gov.bc.ca/cgi/retrieve\_object.cgi?Text+%2Fbcol%2Fdelivery%2Fbcolprod%2Fobjects%2FSC69875%2FN

Date: 00/03/30 TITLE SEARCH PRINT - VICTORIA Time: 13:54:33  
 Requestor: (SC69875) BC ONLINE ADMIN AUTHORITY & GDSA Page: 001  
 TITLE - EF154777

CONDOMINIUM ACT (Section 3)

VICTORIA LAND TITLE OFFICE TITLE NO: EF154777  
 FROM TITLE NO: EF145779

APPLICATION FOR REGISTRATION RECEIVED ON: 20 NOVEMBER, 1992  
 ENTERED: 14 DECEMBER, 1992

REGISTERED OWNER IN FEE SIMPLE:  
 RICHARD ALEXANDER MARX, SYSTEMS ANALYST, AND  
 MAUREEN PATRICIA MARX, SECRETARY  
 6777 BURR DRIVE  
 SOOKE, B.C.  
 VOS 1NO  
 AS JOINT TENANTS

TAXATION AUTHORITY:  
 DISTRICT OF SOOKE

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 017-966-728  
 STRATA LOT 12, SECTION 35, SOOKE DISTRICT, STRATA PLAN VIS2509,  
 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION  
 TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

LEGAL NOTATIONS:  
 SUBJECT TO EXCEPTIONS AND RESERVATIONS CONTAINED IN ORDER-IN-COUNCIL  
 FILED DD 320448I

CHARGES, LIENS AND INTERESTS:  
 NATURE OF CHARGE  
 CHARGE NUMBER DATE TIME

Figure 43: Details of a Land Title search.

When you have the details of a search displayed, you can use your browser to print or save the search.



Use your browsers' **Back** button  to return to the Print Selection List, or your **Active Session** tab to return to your BC OnLine session.



# Corporate Registry

There may be times when the property you are interested in is owned by a corporation rather than individuals. The Corporate Registry records information on all companies or firms doing business in British Columbia.

When you select Corporate Registry from the BC OnLine menu, you search for BC and Extra Provincial companies by clicking on the blue **Go to Corporate Online** button. You search for firms and societies by scrolling down the page and entering your search criteria.

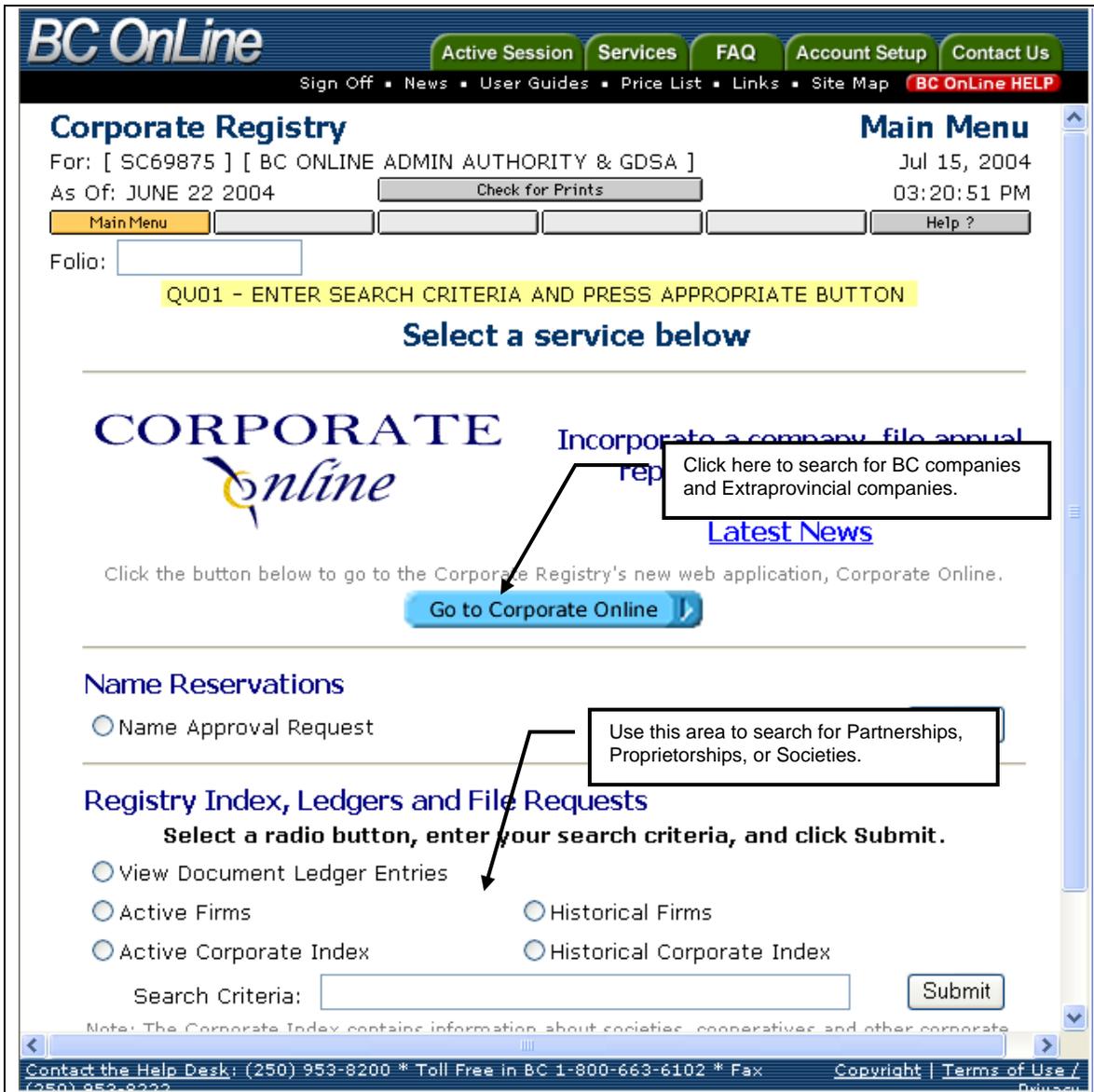


Figure 44: Corporate Registry Menu.

If you are searching for firms or societies, in the Registry Index section, select the type of company or society to search (Active Firm or Active Corporate Index for a society). Then type the first half of the name and click Submit.

To search for companies, just click the blue **Go to Corporate Online** button.

When you click the Go to Corporate Online button, you will be directed to the Corporate Online Services Page.



Figure 45: Corporate Online Services menu.

From the Corporate Online Services menu, click the Registry Search link to begin your search.



Figure 46: Corporate Online search criteria screen.

The Search Criteria screen allows you to complete the input box labeled “a. Incorporation/Registration Number in BC” to search by the company type and number.

To search by company name, you complete the “b. BC or Extraprovincial Company Name” input box.

You may also search for Active and Historical companies by clicking on the appropriate radio buttons.

Just type **the first half of the company name** in the b. Company Name input box and then click the burgundy **Next** button.



Figure 47: Corporate Online index screen.

On the Corporate Index screen, click the company name link to see more about the company.

The illustration in Figure 48 shows the Corporate Information screen. Some information about the company is available from this screen. To view details such as registered office and director name and address, you will need to pay for the search, and then click the “View Corporate Summary” to see details of the company.

The screenshot shows the BC OnLine Corporate Information screen. The page title is "CORPORATE online". The navigation menu includes "main", "menu", "your work", "your companies", and "your profile". The "STEPS" sidebar lists "Corporate Search", "Corporate Name", "Index", "Corporate Information", and "Corporate Summary". The "SEARCH" sidebar lists "Corporate Name Index" (Free), "Corporate Information" (Free), and "Corporate Details and documents" (\$7).

The main content area shows "Corporate Information" for company BC0553257, "ACCESS BC INFORMATION SERVICES LTD.", a "BC Company". It includes a "Pay Now" button and a "View Corporate Summary" button. A table of "Corporate History" is also present.

Callout boxes provide instructions:
 

- One box points to the "Pay Now" button, stating: "You need to click the 'Pay Now' button before you can see details about this company."
- Another box points to the "View Corporate Summary" button, stating: "After you click 'Pay Now' you will be able to click the 'View Corporate Summary' button for details on this company."
- A third box points to the "View Documents" links in the table, stating: "These links are available after you click Pay Now. Once you pay, there is no additional fee to view the information in these links."

Corporate History	Date and Time Filed (Pacific Time)	Details	View Documents
NOTICE OF DIRECTORS	February 14, 2004		Available on paper only
ANN REPT-OCT 29, 2003	December 19, 2003		<a href="#">ANN REPT-OCT 29, 2003</a>
ANN REPT-OCT 29, 2002	December 30, 2002		<a href="#">ANN REPT-OCT 29, 2002</a>
ANNUAL REPORT - OCT 29, 2001	January 08, 2002		Available on paper only
ANNUAL REPORT - OCT 29, 2000	December 22, 2000		Available on paper only
AMENDED 1999 ANNUAL REPORT	October 27, 2000		Available on paper only
ANNUAL REPORT - OCT 29, 1999	December 30, 1999		Available on paper only
ANNUAL REPORT - OCT 29, 1998	February 08, 1999		Available on paper only
NOTICE OF DIRECTORS	February 08, 1999		Available on paper only
INCORPORATION DOCUMENTS	October 29, 1997	<a href="#">View Comments</a>	Available on paper only

Figure 48: Corporate Information screen.

From the Corporate Information screen, click the **Pay Now** button. This will take you to the Payment Confirmation screen where you can optionally type a Folio Reference that will appear on your BC OnLine statement.

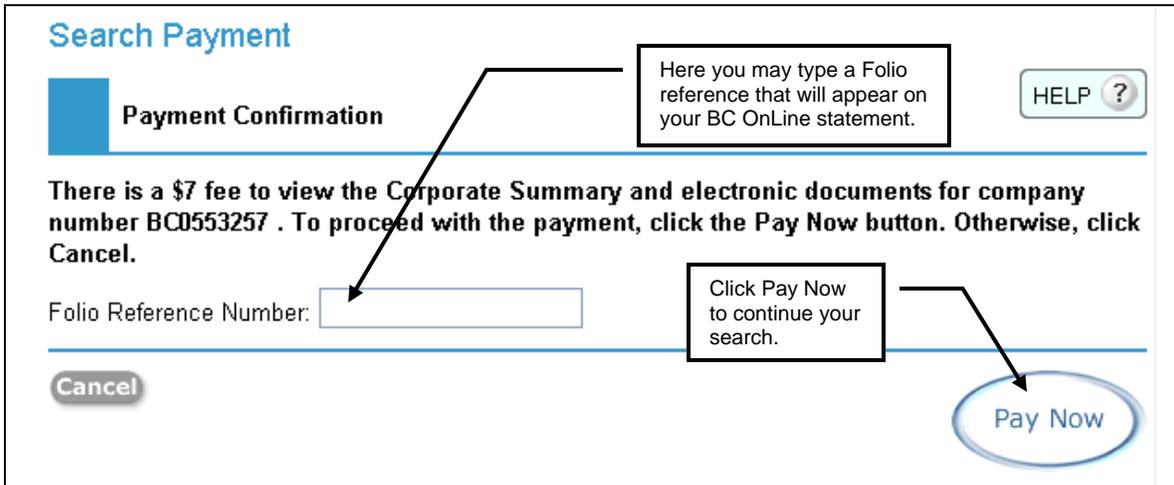


Figure 49: Payment Confirmation screen.

Click **Pay Now** for the second time to pay for your search. You will return to the Corporate Information screen where you can retrieve the details of this company search.

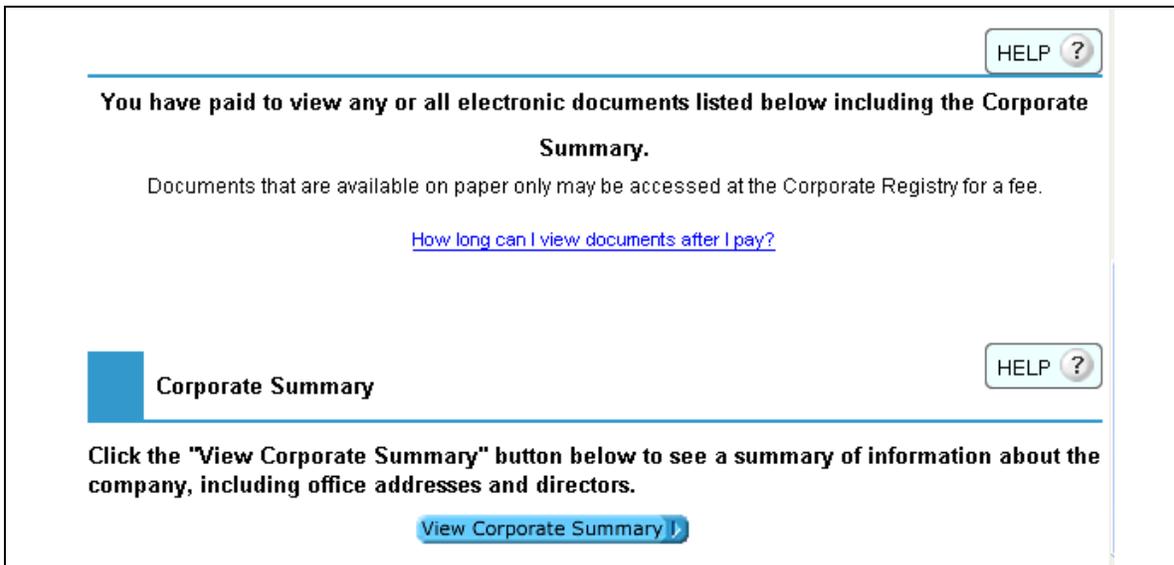


Figure 50: Middle section of Corporate Information screen.

Scroll down the Corporate Information screen and the Pay Now button has been replaced with a link that explains how long you can view documents after you pay. Documents are valid for one hour or until you log out of Corporate Online.

---

 We recommend that customers immediately view the Corporate Summary.

---

Click the **View Corporate Summary** button to generate a PDF report of the corporate details. Adobe Acrobat will automatically activate in a new window and display the Company Summary document.

**BRITISH COLUMBIA**  
 Ministry of Finance  
 Corporate and Personal  
 Property Registries  
 www.corporateonline.gov.bc.ca

**Mailing Address:**  
 PO BOX 9431 Stn Prov Govt  
 Victoria BC V8W 9V3

**Location:**  
 2nd Floor - 940 Blanshard St  
 Victoria BC  
 250 356-8626

---

## BC Company Summary

For  
**ACCESS BC INFORMATION SERVICES LTD.**

---

Date and Time of Search: July 16, 2004 10:10 AM Pacific Time  
 Currency Date: May 31, 2004

**ACTIVE**

Incorporation Number: BC0553257  
 Name of Company: ACCESS BC INFORMATION SERVICES LTD.

Recognition Date: Incorporated on October 29, 1997      In Liquidation: No  
 Last Annual Report Filed: October 29, 2003      Receiver: No

Figure 51: Document Summary showing the details of the company.

Once the PDF file is displayed, you can print it, save the document, or any of the other features that Adobe Acrobat provides. The Acrobat file opens in a new window, so when you are finished, you can close the window and return to the Corporate Information screen.

**BC OnLine**      Active Session    Services    FAQ    Account Setup    Contact Us  
 Sign Off    News    User Guides    Price List    Links    Site Map    BC OnLine HELP

**CORPORATE online**

main    menu    your work    your corp

Back    New Search

Need Help? Visit the Corporate Online Help Centre

Click here to return to BC OnLine.      Click here to do another search.      Click here to do another Corporate Registry function.

STEPS  
 Corporate Search  
 Corporate Name

Time of Search: July 16, 2004 9:59 AM Pacific Time  
 Currency Date: May 31, 2004

Figure 52: Corporate Information screen.

Back at the Corporate Information screen, you can click the New Search button to conduct another search. If you want to perform some other Corporate Registry function, click the menu tab to display a menu of functions. To return to your BC OnLine session, click the green BC OnLine Active Session tab.

# Signing Off From BC OnLine

Since there is a fee associated with BC OnLine transactions, it is important that you properly sign off to protect the funds in your BC OnLine deposit account.

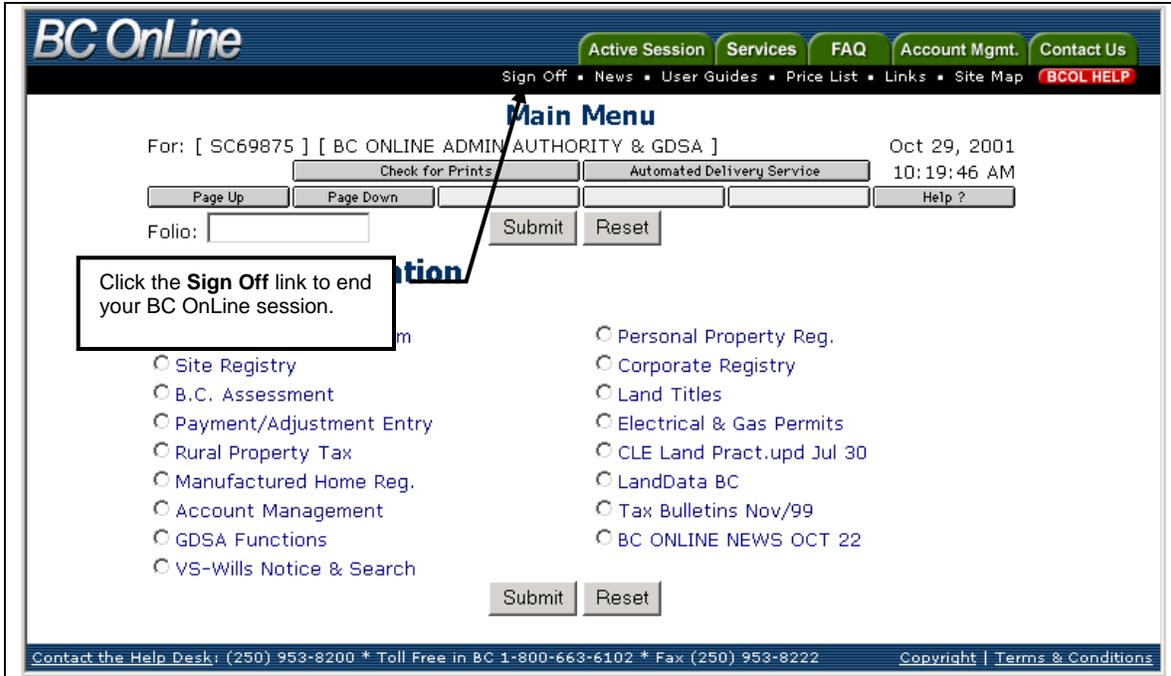


Figure 53: BC OnLine with Sign Off link.

When you are finished using BC OnLine and wish to sign off, click the **Sign Off** link in the upper section.

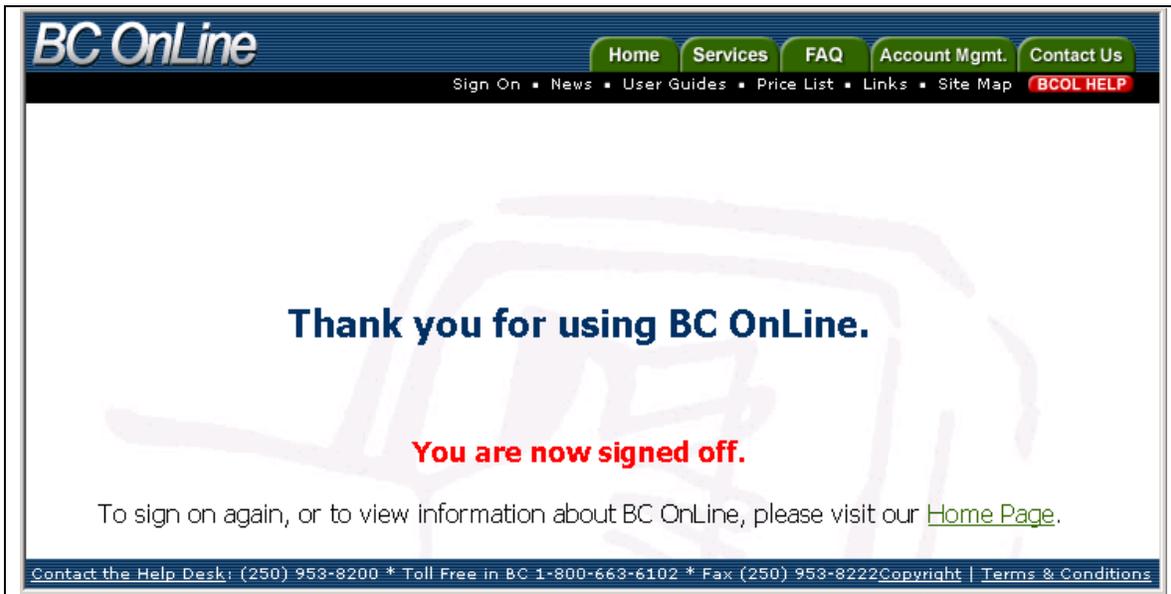


Figure 54: Sign Off confirmation screen.

Once the signoff confirmation screen is displayed, it is safe to end your Internet session.