B.C. E-SUBSTANCES REPORTING:
ACCESSING THE BCER

This section of the User Guide provides retailers with assistance in accessing the BCER, including browser requirements, navigation, converting files to CSVs and signing up for a Basic BCeID.

T The E-Substances Regulation introduced requirements for all businesses who currently sell e-substances or intend to sell e-substances in British Columbia. Business owners must submit a Notice of Intent to Sell E-Substances to the Ministry of Health to sell restricted e-substances from each retail location. There are also requirements to provide individual Product and Manufacturing Reports at least 6 weeks before the product can be sold.

The Ministry of Health has launched the B.C. E-Substances Reporting application (BCER) for vapour product retailers on December 16, 2020. Retailers are now required to use the BCER to fulfill their new reporting obligations under the E-Substances Regulation.

*Retailers were previously required to submit their Notice of Intent by completing an online survey and submitting their Product and Manufacturing Reports via email to vaping.info@gov.bc.ca. This process **is no longer accepted** by the Ministry of Health.*

This User Assistance Guide has been developed to provide retailers with assistance and troubleshooting tips when using the BCER. The Ministry has also created a video to walk retailers through the application.

Note: If you have submitted your required reports and have waited 6 weeks before selling, you DO NOT need approval from the Ministry of Health or health authorities once 6 weeks have passed.

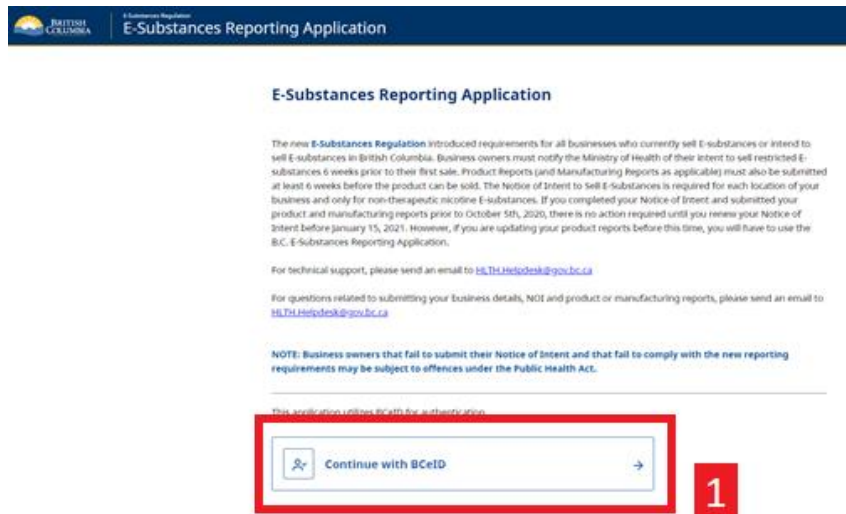# TABLE OF CONTENTS

BROWSER REQUIREMENTS

Users must access the database from a desktop computer. **The application is not accessible through a mobile device.** The application supports the latest versions of Firefox, Google Chrome, Safari or Microsoft Edge. **The application is not compatible with Internet Explorer.**
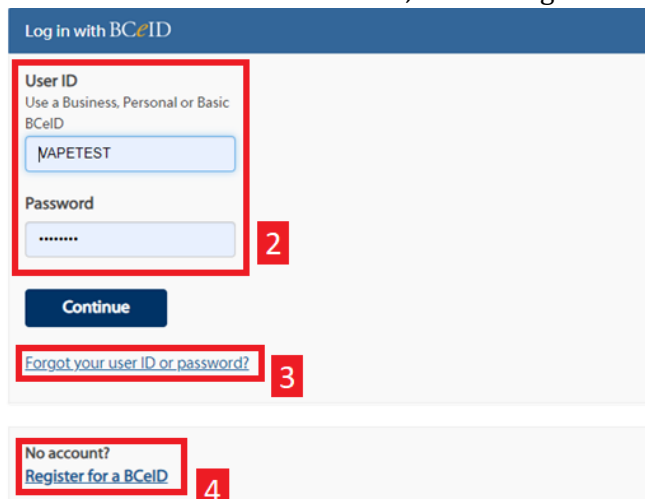
ACCESSING THE BCER

Welcome Page

When you access the BCER, this is the first page you will see.

1. Select "Continue with BCeID".

2. You will be forwarded to the BCeID login page to login with an existing Basic BCeID. **Users will use their BCeID USERNAME to login.**
3. If you have forgotten your ID or password, select "Forgot your user ID or password"
4. To create a new Basic BCeID, select "Register for a BCeID.

LOGIN AND BASIC BCeID

Users must have a Basic BCeID, **NOT** a Business BCeID. To create a Basic BCeID, access the following webpage: https://www.bceid.ca/register/ (this can be done through the BCER).

1. Select "REGISTER FOR A BASIC BCEID".

2. Users will enter all of the necessary information to complete the BCeID registration. **Note: users should write down or save their username and password so not to forget it.** If you have forgotten your password, please select "Forgot your user ID or password?" in the login screen. **Please do not create a new profile as there is no way to connect it to your existing business profile.**

Once Basic BCeID has been created, log back into https://bcer.hlth.gov.bc.ca and follow the steps above.

NAVIGATION

The following section provides information on the navigation through the BCER, including important information about the steps that must be followed as well as key buttons and tips to support data entry.

This is the page you will see when accessing the BCER for the first time.

Welcome to E-Substances Reporting Application

As a first-time user of this application, you need to finish the initial setup of your organization. Next time you login, you will not have to complete this step. If you completed your Notice of Intent prior to September 30th, 2020 using the previous process, you should have been sent a code to register your BCeID with the report that you have already submitted.
If you have already submitted a product and manufacturing report using the previous process, this will be uploaded to the application. However, when updating your product and manufacturing reports, you are asked to update these through the application.
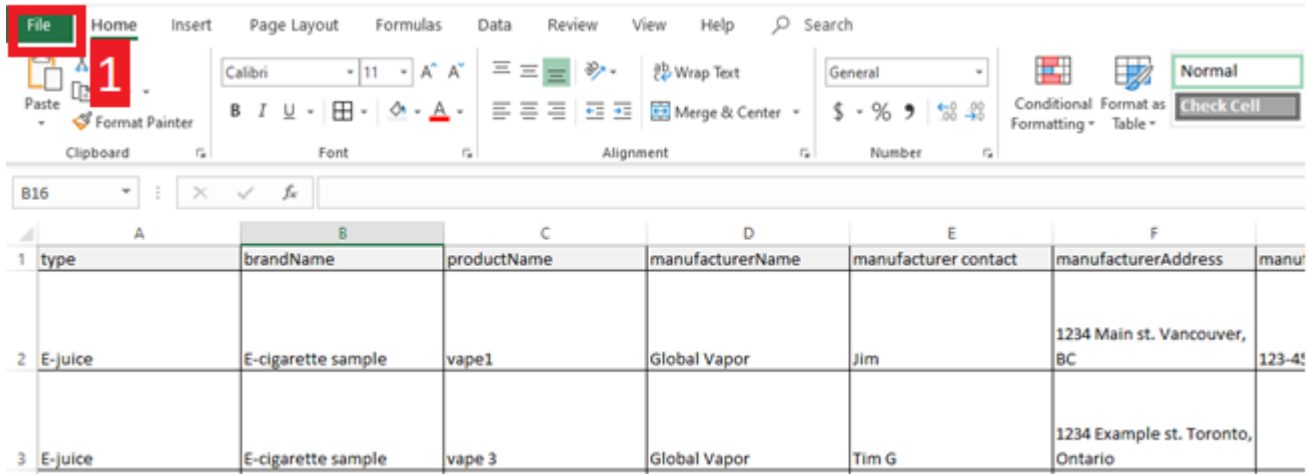
1. Select **"Start" to proceed.**
   - ○ *If you select any other field, you will receive an error message and will be required to login again.*
2. You can sign out of the BCER at anytime by selecting "Sign Out".
3. The navigation pane along the left will navigate you through the application and includes the reports that must be submitted.
   - ○ *Please note that the Sales Reporting feature is currently available, though the first sales reporting period is from October 1, 2020 – September 30, 2021. All sales reports for this period will be due by January 15, 2022.*
   - ○ *The ⊙ indicates that you have not yet completed a required step. Once a step has been completed, the ⊙ will be changed to a ⊘.*

During each step, you will also have the option to download a CSV of the reports that you have submitted, if needed for your records. This can be done by selecting ⬇ Download CSV on each table. **NOTE: This is NOT required to progress through the application and is only included as an optional step for retailers, for convenience.**
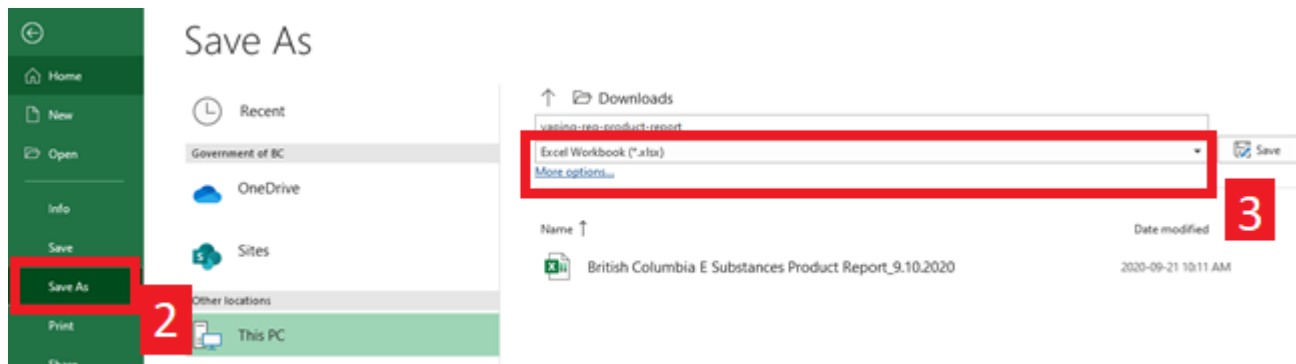
CONVERTING EXCEL FILES TO CSVS

The BCER requires CSV files when uploading information. Only CSVs will be accepted. A CSV file is a plain-text file that supports the transfer of data between applications. Excel files can be converted to CSVs to support data uploads. To convert an Excelfile to a CSV file, please use the following steps:

1. **Open original Excel document and Select "File":**

The screenshot shown above is an example of a file that is not in yet in the required CSV format as there are a number of formatting features (text wrapping, borders, colour) shown that would not be seen in a CSV file.
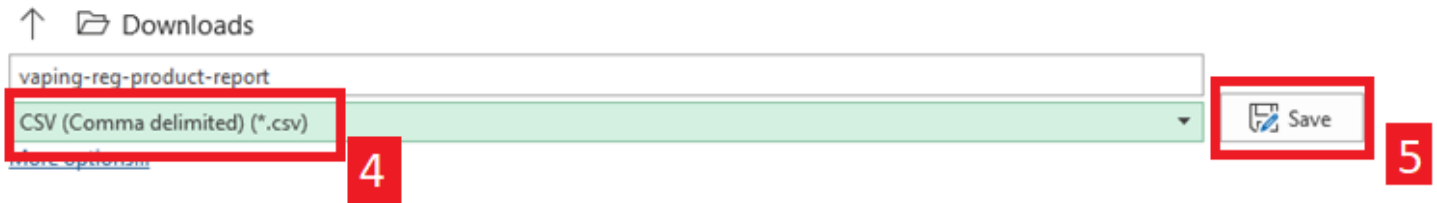
2. **Select "Save As".**

3. **Select the dropdown box under the document name.**

4. **Select "CSV (Comma delimited) (*.csv) from the dropdown list.**

5. Click "Save".

6. Close and then reopen the file to confirm that it has been saved as a CSV.

The screenshot above shows an example of a file that no longer contains formatting features as it has been saved as a CSV file and this means that it is now ready to upload to the BCER.

SUPPORT

For technical support in submitting your Notice of Intent, product, sales and manufacturing reports, please email vaping.info@gov.bc.ca.

Further information on the E-Substances Regulation and information for retailers is available on the B.C. laws website: https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0426_2020.