

## **Short-Term Rental Registry Registration for Platforms**

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# Apply for the Short-Term Rental Registration as a Platform

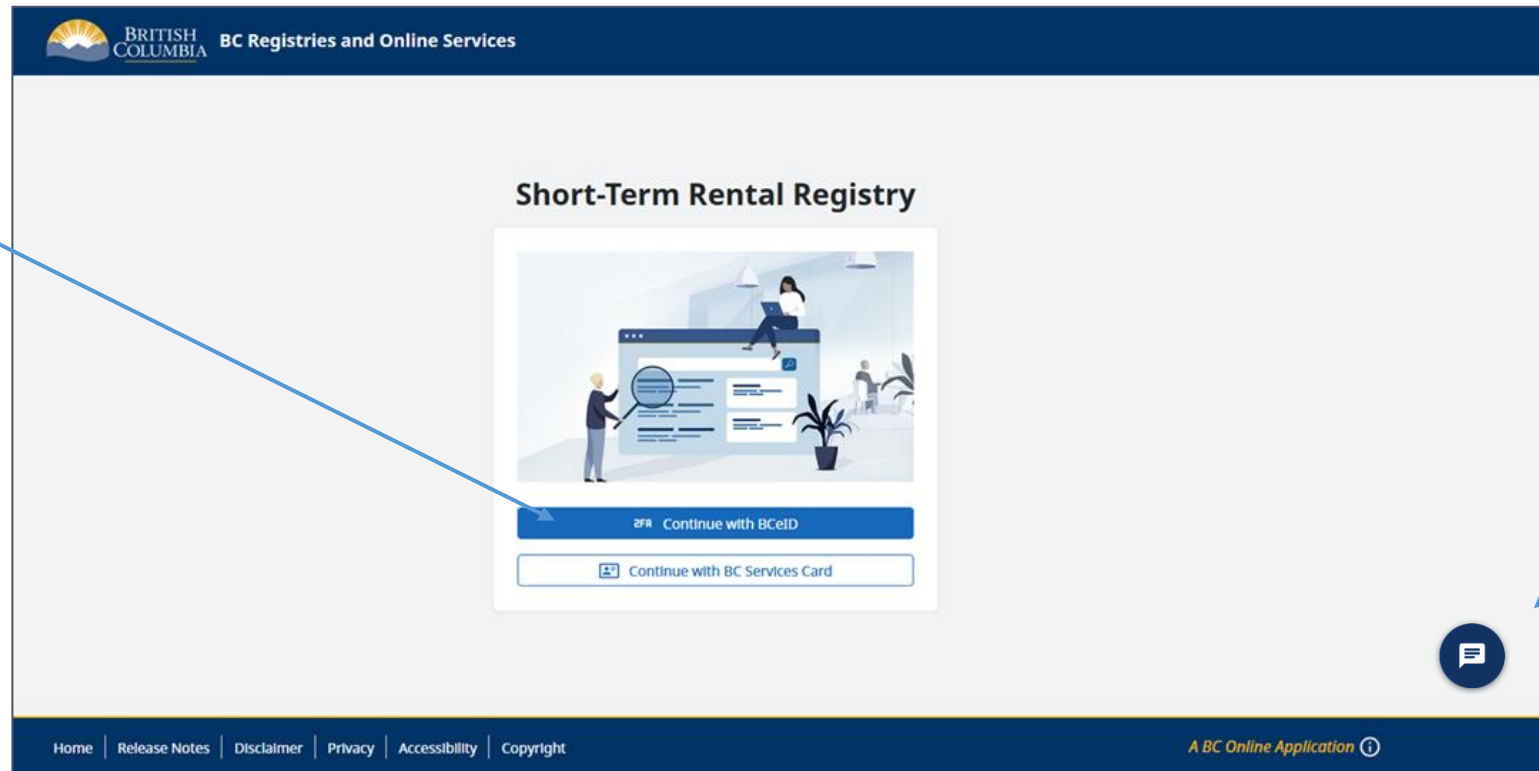
You need a **Premium** BC Registries account to access the Short-Term Rental Registry and submit your registration application. You can log into your existing Premium BC Registries account or create a new one, making sure to select **Premium** when prompted:

- If you are a resident of Canada and have a valid Canadian ID, create an account using a [BC Services Card Account](#).
- If you are an international client, you will need to create an account using a [BCeID, 2-factor authentication, and notarized identity affidavit](#).

**Note:** your account payment method must be set to Pre-Authorized Debit (PAD). If you use another payment method, switch it to PAD or create a new account that uses PAD.

To begin, head to: <https://platform.shorttermrental.registry.gov.bc.ca/>.

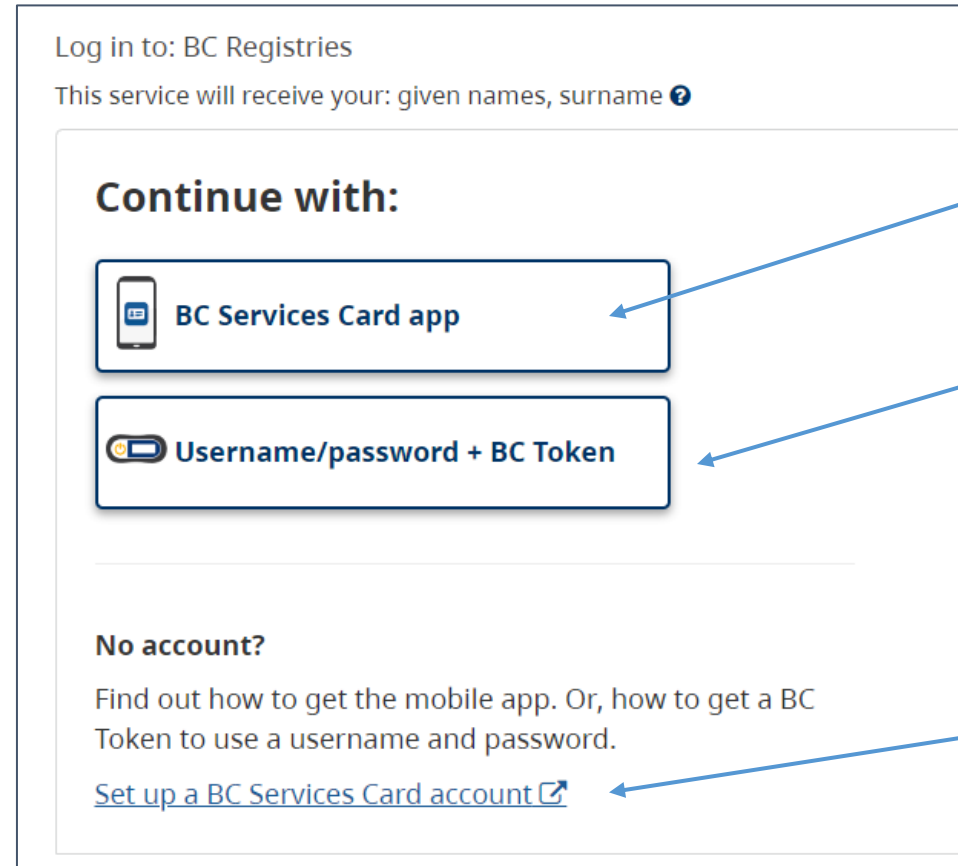
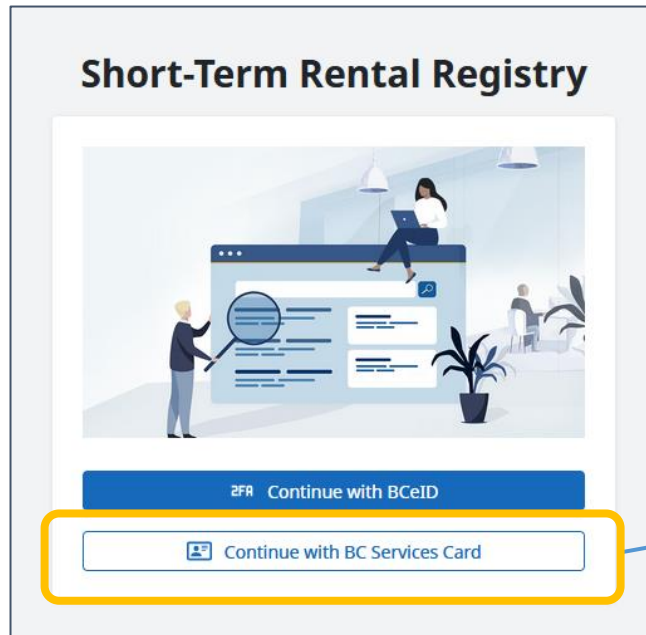
Log in using a  
*BC Services Card* or  
*BCeID*.



Click here to chat live  
with Helpdesk staff.

# Apply for the Short-Term Rental Registration as a Platform

Logging in with a BC Services Card account



Select "BC Services Card app".

If you have a [BC Token](#), you can select this option.

**Note:** If you don't yet have a BC Services Card account, create one first.

# Apply for the Short-Term Rental Registration as a Platform

Enter the pairing code in the app

Open your BC Services Card app on your mobile device and in your app, select "Log in from a computer".

Log in to: BC Registries

**Enter this pairing code in the BC Services Card app.**

RZZ YLX


Pairing Code

Sample only!

This code is only used one time. You don't need to remember it.




**Need Help?**

To log in on this computer, you can use the app you've set up on your mobile device.



To continue on this device, you need to:

- 1** Open the BC Services Card app on your mobile device
- 2** Enter the pairing code provided above - in the mobile app and follow the directions in the app
- 3** Come back to this device to get to the website



Enter the code you see displayed on your screen into your BC Services Card app (don't enter the pairing code you see in this guide; sample only).

# Apply for the Short-Term Rental Registration as a Platform

Logging in with a BCeID and 2-factor authenticator

## Short-Term Rental Registry



2FA Continue with BCeID

Continue with BC Services Card

**Log in to sfstest7.gov.bc.ca**

Log in with BCeID [Client Test](#)

**User ID**  
Use a Business or Basic BCeID

**Password**

**Continue**

[Forgot your user ID or password?](#)

**No account?**  
[Register for a BCeID](#)

Enter your BCeID credentials and click “Continue”.

**BCREGISTRY**

dariawong@bceid

One-time code

**Sign In**

Enter the 6-digit code from your authenticator.

# Apply for the Short-Term Rental Registration as a Platform

Create a new account or select an existing one

If you have an existing Premium BC Registries account, you can select it to use for your registration. If you don't, click "Create New Account".

The screenshot shows the 'Select Account' page. At the top, it says 'Select the account you wish to use to register your Short-term rental platform.' Below this is a yellow note: 'Note: Only Premium accounts using Pre-authorized Debit (PAD) can be used to register Short-term Rental Registry Platforms.' Under the heading 'Your Existing Accounts', there are two accounts listed: 'MNO Services Ltd' and 'Freespirit Horsemanship'. Each account has a 'Use this Account >' button. The 'Freespirit Horsemanship' account is labeled as a 'BASIC ACCOUNT'. At the bottom of the list is a 'Create New Account >' button.

Option to select an existing Premium account.

You cannot use a Basic account for this Registry product. If you have an existing Basic account, you will need to create a new Premium account.

If you want to create a new account, you will need to select the *Short-Term Rental Registry* product from a list of services. Then, choose the **Premium** option, complete the account information, and choose Pre-Authorized Debit as your payment option.

Once completed, click "Home".

## Your BC Registries and Online Services account has successfully been created.

You can now start accessing products and services available exclusively to BC Registries account holders.

If you requested access to a product or service that requires staff review, you will receive notification once your application has been reviewed.

Home

or

Set up team

## BC Registries Dashboard

Access to your BC Registries account product and services

### My Products and Services



### Short-Term Rental Registry


Register your short-term rental property, platform service provider, or strata-titled hotel or motel with the province.

Open >

Open the Short-Term Rental Registry from your dashboard.


# Apply for the Short-Term Rental Registration as a Platform

Begin short-term rental application from your dashboard



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BC Registries and Online Services

 Notifications

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MNO Services Ltd

 [BC Registries Dashboard](#) > [My Short-Term Rental Registry](#)

## My Short-Term Rental Registry

To Do (1)

Short-Term Rental Platform Service Provider Application

Begin Application

Platform Name

Complete your filing to display

Addresses

Mailing Address

Complete your filing to display

Registered Office / Attorney

Complete your filing to display

Representatives

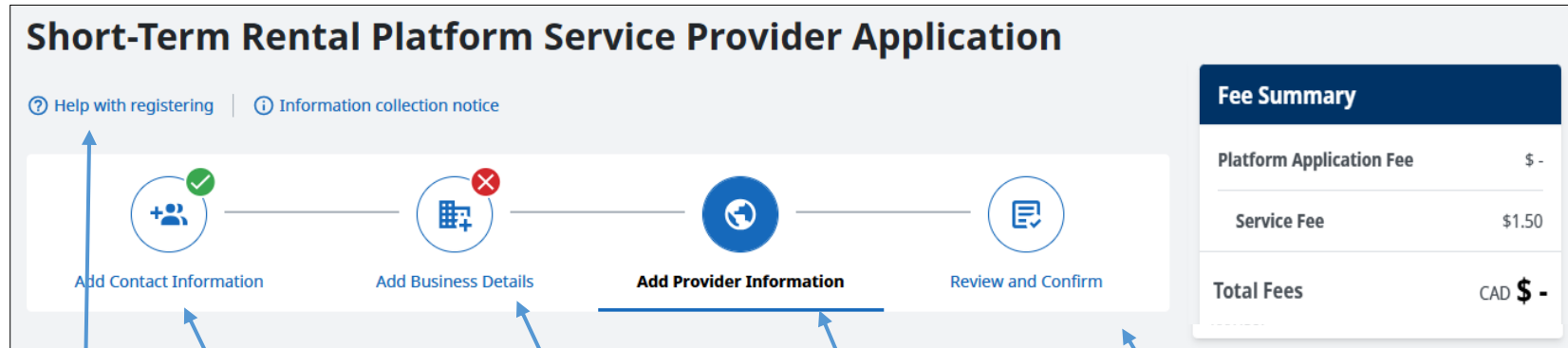
Complete your filing to display

Completing Party

Complete your filing to display

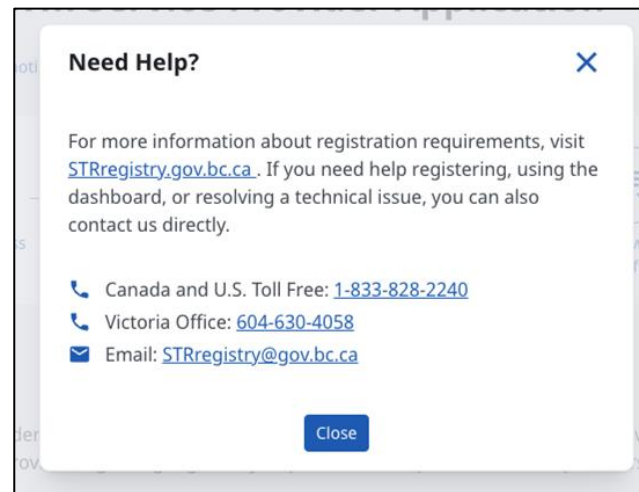
Click to begin application.

# Understanding the application



“Fee Summary” is automatically calculated as the application is completed. View [Fee information](#).

Click “Help with registering” to get useful contact information to assist with the registration process.





# Understanding Form Fields

Legal Name

Please enter the legal name

Does the business have an active number with Consumer Protection BC (CPBC)?

☐ Yes

☐ No

Required

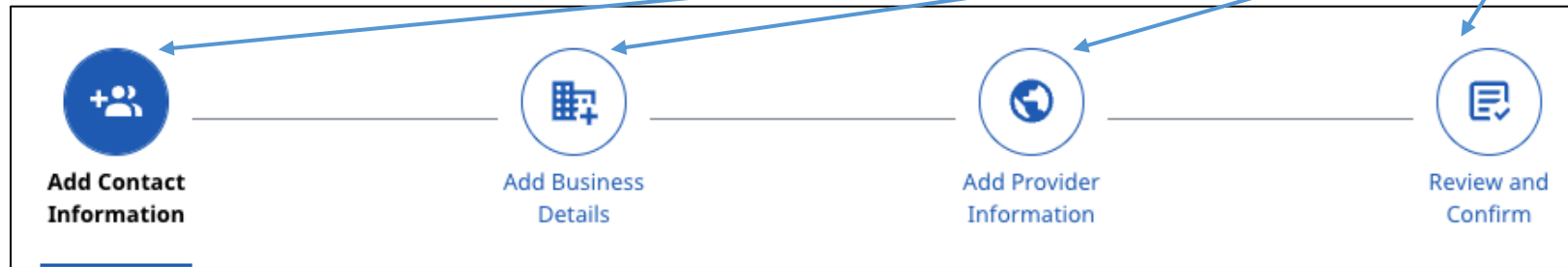
Home Jurisdiction (Optional)

Indicates missing required field.

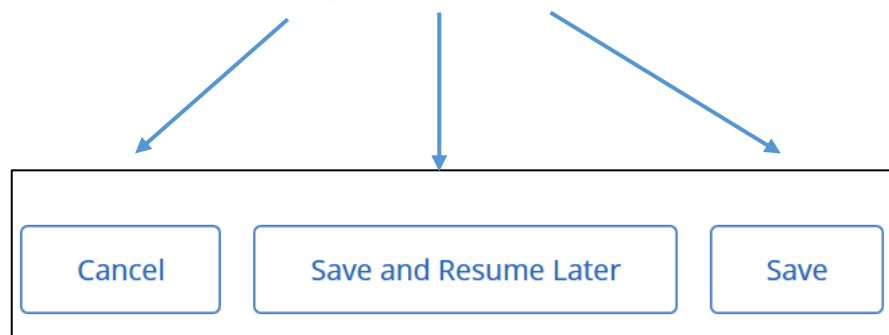
All fields are mandatory unless marked with "Optional".

# Understanding the Application Process

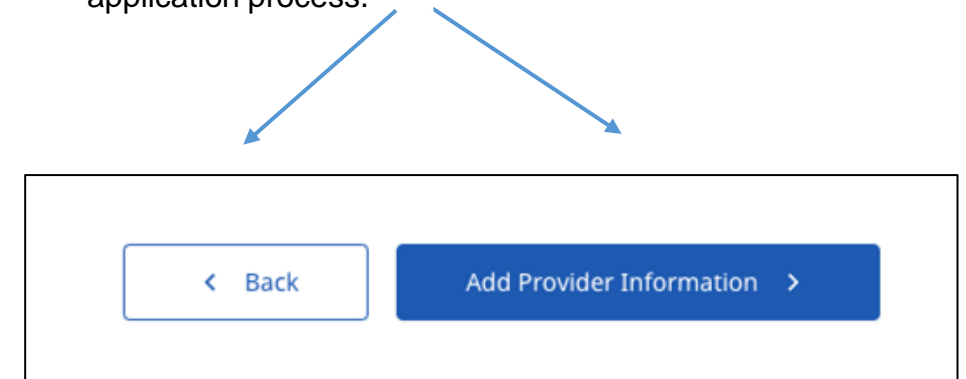
Click any step to move to that section of the application process. Steps do not need to be complete to move between them.



Buttons at the bottom left of the page allow saving a draft of registration to resume it later or exiting the registration.



Buttons at the bottom of the page allow moving to previous and next steps of the application process.



# Understanding Errors

This indicates a required field that was left blank. Enter the correct information to proceed.

Legal Name

Please enter the legal name

Click here to return to the incomplete step.

## Platform Details

⚠ This step is unfinished. [Return to this step to finish it](#)

Platform Name

-

Platform Website

-

Platform Service Provider Size

Minor (under 250 listings)



Add Contact Information



Add Business Details



Add Provider Information



Review and Confirm


Indicates a step that is incomplete. Click the incomplete step to return.


## Step 1: Add Contact Information


[BC Registries Dashboard](#) > [My Short-Term Rental Registry](#) > Short-Term Rental Platform Service Provider Application


# Short-Term Rental Platform Service Provider Application

[Help with registering](#) | [Information collection notice](#)

  
**Add Contact Information**

  
Add Business Details

  
Add Provider Information

  
Review and Confirm

Fee Summary	
Platform Application Fee	\$ -
Service Fee	\$1.50
<b>Total Fees</b>	<b>CAD \$ -</b>

## Step 1 - Contact Information

Short-term rental platform service providers must identify a representative to communicate with the Province. This person will be responsible for representing the platform service provider regarding regulatory requirements for platform service providers.

Are you the platform service provider representative?

☐ Yes

☐ No

Select "[Yes](#)" or "[No](#)" to proceed.

## Step 1: Add Contact Information

Platform Service Representative: **Yes**

Are you the platform service provider representative?

☒ Yes  
☐ No

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**Platform Service Provider Representative**

**Your Name**      **ContactTest**  
This is your legal name as it appears on your BCeID.

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**Contact Details**

Position/Title  
Enter your current job title or position

Country code  Phone Number  Extension (Optional)

Fax Number (Optional)

Email Address

**Note:** Email will be the default method of communication. Information sent to your email address will be considered "received" on the third day after the email is sent.

[+ Add Another Representative](#)

Details populated from  
your BC Services Card  
or BCeID account.

Click "Remove"  
to remove the additional  
representative.

**Secondary Platform Service Provider Representative** [Remove](#)

**Contact Name**      First Name  Middle Name (Optional)  Last Name

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**Contact Details**

Position/Title  
Enter your current job title or position

Country code  Phone Number  Extension (Optional)

Fax Number (Optional)

Email Address

Click "Add Another  
Representative" to add  
a secondary platform  
service provider  
representative.

[Add Business Details >](#)

Click "Add Business  
Details" to go to the  
[next step](#) in the  
application process.

Step 1: Add Contact Information

Platform Service Representative: No

Are you the platform service provider representative?  
☐ Yes  
☒ No

Person Completing Platform Service Provider Application

Your Name

ContactTest  
This is your legal name as it appears on your BCeID.

Contact Details

Country code ▾

Phone Number

Extension (Optional)

Email Address

Platform Service Provider Representative

Contact Name

This is the primary contact person for the platform service provider.

First Name

Middle Name (Optional)

Last Name

Contact Details

Position/Title

Enter your current job title or position


Country code ▾


Phone Number

Extension (Optional)

Fax Number (Optional)

Email Address

 **Note:** Email will be the default method of communication. Information sent to your email address will be considered "received" on the third day after the email is sent.

 Add Another Representative

Details populated from your BC Services Card or BCeID account.

Email address is the default method of communication.

Click Remove to remove the additional representative.

Secondary Platform Service Provider Representative

Remove

✕

Contact Name

First Name

Middle Name (Optional)

Last Name

Contact Details

Position/Title

Enter your current job title or position

Country code ▾

Phone Number

Extension (Optional)

Fax Number (Optional)

Email Address

Click "Add Business Details" to go to the [next step](#) in the application process.

Add Business Details >

# Step 2: Add Business Details

Add Contact Information

**Add Business Details**

Add Provider Information

Review and Confirm

Step 2 - Business Details

Provide business details of the platform service provider.

Business Information

Business Identifiers

Legal Name

The full legal name of the platform service provider

Home Jurisdiction (Optional)

The regional or federal jurisdiction where the business was incorporated or registered, if applicable

Canada Revenue Agency Business Number (Optional)

15-character business number (e.g., 123456789BC0001)

Is the business licensed as a travel wholesaler under Consumer Protection BC (CPBC)?

☐ Yes

☐ No

Business Mailing Address

Country

Address Line 1

Street address, PO box, rural route, or general delivery address

Address Line 2 (Optional)

City

Region

Code

Delivery Instructions (Optional)

Fee Summary	
Platform Application Fee	\$ -
Service Fee	\$1.50
Total Fees	CAD \$ -

Note: Short term rental application fees are non-refundable.

Application fee varies based on applicant type. Service fee applies to all applications.

Fill out business information.

If you have an active CPBC number and are qualified for a fee waiver, application and Service fees are waived.

Step 2: Add Business Details

Continued

Registered Office or Attorney for Service Address

Does the business have a registered office or attorney for service in British Columbia?

☒ Yes

☐ No

Attorney for Service Name (Optional)

Canada

Address Line 1

Street address, PO box, rural route, or general delivery address

Address Line 2 (Optional)

City

British Columbia

Postal Code

Delivery Instructions (Optional)

Notice of Non-Compliance

Provide an email address to receive Notices of Non-Compliance. [Learn More](#)

Email Address

Email Address (Optional)

Takedown Request

Provide an email address to receive Takedown Requests. [Learn More](#)

Email Address

Email Address (Optional)

If "Yes" is selected, user is prompted to fill out attorney information.

Provide an email address to receive Notices of non-compliance and takedown requests from local governments as required by short-term rental regulations.

Click "Add Provider Information" to go to the next step in the application process.

< Back

Add Provider Information >



# Step 3: Add Provider Information

## Step 3 - Provider Information

Please enter some additional information about the short-term rental platform service provider being registered.

### Platform Details

**Platform** List each platform operating in B.C. by the platform service provider.

Platform Name

The name of the platform

Platform Website

The full URL for the platform (i.e. https://www.bcregistry.gov.bc.ca)

 Add a Platform

Click "Add a Platform"  
to add a secondary  
platform.

### Platform Details

**Platform** List each platform operating in B.C. by the platform service provider.

Platform Name

The name of the platform

Platform Website

The full URL for the platform (i.e. https://www.bcregistry.gov.bc.ca)

**Platform 2** List each platform operating in B.C. by the platform service provider.

Platform Name

The name of the platform

Platform Website

The full URL for the platform (i.e. https://www.bcregistry.gov.bc.ca)

 Add a Platform

Click "Remove"  
to remove an added  
platform.

Remove X

## Step 3: Add Provider Information

### Platform Size

#### Platform Service Provider Size

What is the total number of listings offered by the Platform Service Provider across all platforms as of today's date?

- ☒ 1,000 or more
- ☐ 250-999
- ☐ 249 or less

#### Fee Summary

Platform Application Fee	\$ -
Service Fee	\$1.50
Total Fees	CAD \$ -

Platform size selected will determine Platform Application Fee. For the most recent fee schedule, [click here](#).

Note: Short term rental application fees are non-refundable.

< Back

Review and Confirm >

Click "Review and Confirm" to go to the [next step](#).

## Step 4: Review and Confirm

Unfinished steps will be highlighted on incomplete applications.

### Step 4 - Review and Confirm

Review and confirm all of the information you provided as shown below.

Person Completing Platform Service Provider Application

Contact Name

KENDRA SAUNDERS

Phone Number

+1 6045555555

Email Address

kendra@test.com

Platform Service Provider Representative

Contact Name

KENDRA SAUNDERS

Phone Number

+1 6045555555

Email Address

kendra@test.com

Position/Title

Manager

Fax Number

-

Fee Summary

Platform Application Fee	\$600.00
Service Fee	\$1.50
Total Fees	CAD <b>\$601.50</b>

Review completed information. To revisit previous steps, use the progress indicator at the top of the page.

Person Completing Platform Service Provider Application

This step is unfinished. [Return to this step to finish it](#)

Contact Name

KENDRA SAUNDERS

Phone Number

+-

Email Address

-

Click "Return to this step to finish it" to be redirected to incomplete steps.

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## Step 4: Review and Confirm

**Confirmation**

1. **Terms and Conditions.** I agree to comply with the [Terms and Conditions](#) of registration.

2. **Accuracy of Information.** I confirm that the information contained in the application for registration is accurate and true. I understand that if I have knowingly provided inaccurate or false information, I may be subject to enforcement action under Part 4 of the *Short-term Rental Accommodations Act*.

3. **Validating Registration.** I understand that under section 13(1) of the *Short-term Rental Accommodations Act*, the platform service provider must validate that all platform offers have a valid registration number; and that under section 17(2)(a) of the Act, platform service providers must cease providing platform services with respect to a platform offer that does not have a valid registration number.

☐ I confirm that I understand and agree to the above.

Check confirmation box.

[< Back](#) [Submit & Pay >](#)

[Submit & Pay ↻](#)

**Fee Summary**

Platform Application Fee	\$600.00
Service Fee	\$1.50
<b>Total Fees</b>	<b>CAD \$601.50</b>
Paying with Pre-authorized Debit (PAD) XXX4567	
Pre-authorized Debit (PAD) XXX4567	✓
Credit Card	

If you have Pre-authorized Debit set up, you will be able to choose one of the payment methods: credit card or pre-authorized debit

Once ready, click “Submit & Pay” to **complete** the application. On click, your application will be submitted, and your account will be debited the application fees through pre-authorized debit if this method is chosen. If you choose credit card as your payment option, you will be redirected to the [payment page](#).



**Do not click more than once.** Once clicked, a loading symbol will appear as the application processes.

## Step 5: Payment

When choosing to pay by Credit Card or when no payment method is on file, user is directed to **PayBC**.

The screenshot displays the PayBC website interface. The top navigation bar includes the British Columbia logo, the PayBC logo, and a 'Log in' button. Below this, a secondary navigation bar contains links for 'PayBC Home', 'Quick Pay', 'Register for PayBC', and 'Need help?'. The main content area shows a breadcrumb trail 'PayBC Home / Direct Sale /' followed by the heading 'Direct Sale: Please complete the reCAPTCHA to continue to the payment screen.' Below this heading is a reCAPTCHA box with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A blue arrow points to the checkbox with the text 'Select this box and wait for the reCAPTCHA to process.' To the right, a modal titled 'Enter Payment Information' is shown. It contains the following fields: 'Invoice/Order Number: 45221', 'Amount: \$601.50 CAD', 'Card Type: VISA' (with a dropdown arrow), 'Card Number: [input field]', 'Expiration Date: 01 / 2024' (with dropdown arrows), and 'Card CVD: [input field]'. There are also logos for VISA, Mastercard, and American Express. At the bottom of the modal are two buttons: a red 'Cancel' button and a grey 'Submit payment' button. A blue arrow points to the 'Submit payment' button with the text 'Click "Submit payment" to complete payment and submit application.' Another blue arrow points to the 'Enter Payment Information' modal with the text 'Enter payment information.'

**Direct Sale:** Please complete the reCAPTCHA to continue to the payment screen.

☐ I'm not a robot [reCAPTCHA Privacy - Terms](#)

Select this box and wait for the reCAPTCHA to process.


**Enter Payment Information**



Invoice/Order Number: 45221  
Amount: \$601.50 CAD  
Card Type: VISA  
Card Number:   
Expiration Date: 01 / 2024  
Card CVD:  [What's this?](#)


Enter payment information.

Click "Submit payment" to complete payment and submit application.

**!** Note: Short term rental application fees are non-refundable.


 **BRITISH COLUMBIA** **BC Registries and Online Services**

 Notifications  **KENDRA SAUNDERS**  
MNO Services Ltd

 [BC Registries Dashboard](#) > [Holidays Central](#)

### Holidays Central

Medium (250-999 listings)

**Pending Approval**  
 [Download Receipt](#)

Application Number: 64092264739425  
Application Date: December 18, 2024



#### To Do (0)


You don't have anything to do yet  
Filings that require your attention will appear here

#### Platform Name





Holidays Central - <https://holidayscentral.ca>

#### Addresses



**Mailing Address**   
 3617 35th Ave W  
Vancouver BC V6N 2N6  
Canada

**Email Addresses** 

#### Representatives

 **KENDRA SAUNDERS**   
Manager  
 [magdalena.szymanski@gov.bc.ca](mailto:magdalena.szymanski@gov.bc.ca)  
 +1 (604) 555-5555

#### Completing Party

 **KENDRA SAUNDERS** 


After submitting, user is redirected to their dashboard, where they can see the status of the application, an application number, and date.

Pending application status

Active registration status.

### Holidays Central

Medium (250-999 listings)

**ACTIVE** Expiry Date - December 2, 2025  
 [Receipt](#)