Scroll over image to see options at bottom
Select Chat to see Zoom Group Chat where you can type in questions
Select Participants to see participants list
Use Mute/Unmute to reduce background noise when not talking
Host can mute all
Use raise hand option if you want to want to speak to ask a question
Agenda

What is the Vendor Portal?

Supplier Onboarding

Aviation Service Requests

Business BCeID

Questions

Project Timeline

What’s Next
What is the Vendor Portal?

A new streamlined way for Suppliers to interact with the BC Wildfire Service

- Self-serve access to BCWS services
- 2020 – Supplier Invitations
- 2020 – Manage Aviation Service Requests
- 2020 – Manage Portal Access Control

Potential Future Options:

- Manage Crews & Equipment
- Manage Invoices
- Manage Manifests
Supplier Onboarding - Requirements

All ASRs will be managed through the Vendor Portal and will require:

- A hardware platform that can access the internet - portal will support mobile-friendly devices such as laptops, tablets or mobile phones.
- An Internet connection and modern web browser software such as Internet Explorer, Chrome or Safari
- A BC Government Business BCeID account for each user that needs access to the Portal
- An unique email account for each user
- An active agreement with the BC Wildfire Service

Note: FLNRORD flights are not in scope for the Vendor Portal at this time
How BC Wildfire Service will onboard Suppliers to Use the Vendor Portal

- BCWS will send an initial email invitation to the primary “Admin” user for each Supplier
- A registered “Admin” can then send email invitations to other users in their company to give them access to the Vendor Portal
- Each Vendor Portal user requires their own Business BCeID account and unique email address
BCWS - Select Supplier to Invite

Supplier Search

Supplier Name  Invitee Name  Email
Alpine Lakes Air Ltd.  
Ahlstrom Air Ltd.  
Airspan Helicopters Ltd.  
Air Spray (1867) Ltd  
Air Nootka Ltd.  
Babin Air Ltd.  
BC Yukon Air Service Ltd  
AC Airways Ltd.  
Alkan Air Ltd  
Argus Airlines  

Showing 1 to 10 of 38
BCWS - Invite Supplier

Supplier Search

Supplier Name
- Alpine Lakes Air Ltd.
- Ahstrom Air Ltd.
- Airspan Helicopters Ltd.
- Air Spray (1987) Ltd
- Air Nootka Ltd.
- Babin Air Ltd.
- BC Yukon Air Service Ltd.
- AC Airways Ltd.
- Aikan Air Ltd.
- Argus Airlines

Invitee Name
- John Smith

Email
- email@email.com

You are set as the Vendor Administrator

Send
Cancel
Hello John Smith:

You are being invited to represent Air Nootka Ltd. for the BCWS Vendor Portal, with the following permissions:

Administrator

To review the invitation details and accept or decline the invitation, click on the following URL link:


This invitation will expire on 09/02/2020.

This invitation email has been sent specifically to you, John Smith, and should not be forwarded to anyone else in your organization.

NEXT STEPS: After accessing the URL link above and logging into the Vendor Portal with your Business BCeID, you will automatically be granted access to the Vendor Portal as Administrator.

NOTE: If you do not have a Business BCeID, you must obtain one prior to reviewing and accepting this invitation since it is required in order to access the Vendor Portal. Please visit the BCeID website at www.bceid.ca for more details of how to get a Business BCeID account.

If you have any questions regarding this invitation, you may contact the BC Wildfire Service:

By Phone: NNN-NNN-NNNN

By Email: Send us an e-mail to: BCWS.PWCCAviation@gov.bc.ca

In Person: Visit one of our offices.
Welcome to the Vendor Portal

Signing up your organization to do business with the Wildfire Services Branch links your Business BCeID to a profile established on the BC Wildfire Services Vendor Portal. The integration of these government services will:

- streamline your access to Master Agreements and Service Requests issued by BC Wildfire Services,
- provide portal users in an organization with the ability to review and sign Aviation Service Requests and Mobile Fuel Service Requests for their company, and
- ensure the BC Wildfire Services branch is using the latest information describing your organization including contact information, Business and GST Numbers.

STAGE 1: Start the process
You have received an email containing an access invitation link to the Vendor Portal (this page). A Business BCeID will be required in order to log in via the link below and take advantage of the services provided by the portal. Please begin the process of signing up your organization with the Vendor Portal by reading this overview. When you are ready to continue, select the Proceed to Vendor Portal button below to go to the next step.

STAGE 2: Business Registration and Obtaining a Business BCeID
If you do not have a Business BCeID you will need to acquire one at https://www.bceid.ca/register/business/getting_started/getting_started.aspx

Obtaining a Business BCeID requires that your company be registered within BC. Section 376 of the BC Business Corporations Act requires that a foreign entity register as an extraprovincial company within 2 months after the foreign entity begins to carry on business in British Columbia.

If you are not a BC Company and you are not already registered as an extraprovincial company in British Columbia you can find more information on registering here: https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/commerciallicences/businesses-incorporated-companies/Incorporated-companies/Incorporate-extraprovincial

STAGE 3: Email confirmation
When you successfully logon to the Vendor Portal you will receive an email confirmation message to complete the sign-up process. After this final stage is complete, you can use the Vendor Portal to

- review and sign Aviation Service Requests and Mobile Service Requests,
- invite other users with Administrator, Contract Manager and User roles within your organization, and
- monitor activities and to-do lists related to your organization.

Login with BCeID
BCeID Login

Log in with BCeID

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

**Password**

Continue

Forgot your user ID or password?

No account?
Register for a BCeID
From: BCWS Portal Admin
Sent: January 10, 2020 3:17 PM
To: John Smith <jsmith@email.com>
Subject: Invitation Email: BCWS Wildfire Portal

Hello John Smith:

Welcome! The invitation you accepted to act on behalf of Nootka Air Ltd. has been processed.

You can now access the Wildfire Services Vendor Portal, log on and represent Nootka Air Ltd.

The Wildfire Services Vendor Portal can be accessed at:

https://apps.nrs.gov.bc.ca/pub/wfone-vendor-portal/
# Default Screen - Dashboard

## Dashboard

<table>
<thead>
<tr>
<th>To Do</th>
<th>Recent Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assigned</strong></td>
<td><strong>Jan 10/20, 3:27 pm</strong></td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Vendor Signs Contract</td>
</tr>
<tr>
<td><strong>Due Date</strong></td>
<td>SR 20ASRKALP0032</td>
</tr>
<tr>
<td><strong>Task</strong></td>
<td><strong>Jan 10/20, 3:26 pm</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Activate and determine if sign required SR 20ASRKALP0032</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Jan 10/20, 3:25 pm</strong></th>
<th><strong>Set to ready</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SR 20ASRKALP0032</strong></td>
<td><strong>Jan 10/20, 3:25 pm</strong></td>
</tr>
<tr>
<td><strong>Create/Edit Draft</strong></td>
<td><strong>SR 20ASRKALP0032</strong></td>
</tr>
</tbody>
</table>

**1**
Supplier - Managing User Access

- Administrator – Manage other users for your organization
- Aviation Contract Manager – Review and Sign/Decline Aviation Service Requests
- User – Review Aviation Service Requests only
Supplier - Adding a New User

Add User

- Supplier Name: Access Helicopters Ltd
- Invitee Name: Paul Pilon
- Email: ppilon@vividsolutions.com
- Role:
  - [ ] Administrator
  - [x] Contract Manager
  - [ ] User
- Invitation Comments: Invitation to Vendor Portal as Contract Manager.
Hello Paul Pilon:

You are being invited to represent Access Helicopters Ltd. for the BCWS Vendor Portal, with the following permissions:

Contract Manager

To review the invitation details and accept or decline the invitation, click on the following URL link:

https://apps.nrs.gov.bc.ca/pub/wfone-vendor-portal/invitationLanding?invitationId=9BCD9F17B002730CE053E60A0A0AA85E

This invitation will expire on 09/02/2020.

This invitation email has been sent specifically to you, Paul Pilon, and should not be forwarded to anyone else in your organization.

NEXT STEPS: After accessing the URL link above and logging into the Vendor Portal with your Business BCeID, you will automatically be granted access to the Vendor Portal as Contract Manager.

NOTE: If you do not have a Business BCeID, you must obtain one prior to reviewing and accepting this invitation since it is required in order to access the Vendor Portal. Please visit the BCeID website at www.bceid.ca for more details of how to get a Business BCeID account.

If you have any questions regarding this invitation, you may contact the BC Wildfire Service:

By Phone: NNN-NNN-NNNN

By Email: Send us an e-mail to: BCWS.PWCCAivation@gov.bc.ca

In Person: Visit one of our offices.
Aviation Service Request - Flow

1. **BCWS Creates New ASR**
2. **Set to Ready for Signing**
3. **Supplier Email Notification**
4. **Supplier Signs ASR**
5. **BCWS Email Notification**
6. **BCWS Signs ASR**
7. **Supplier Email Notification**
Aviation Service Requests - Signing

ASR signing and acceptance will be managed via the Vendor Portal

- Email notifications are sent to Suppliers when an ASR is ready to be signed
- The Aviation Contract Manager role restricts which users can sign ASRs for a Supplier
- Signing an ASR will be a simple “push button” process
- Signed ASRs will remain available to view online for future reference
• To Do – List of Service Requests that need to be reviewed and signed by Supplier
• Recent Activities – Dated list of the workflow stages of Service Requests
## View Service Requests

### Service Requests Table

<table>
<thead>
<tr>
<th>Type</th>
<th>Contract</th>
<th>Resource</th>
<th>Start</th>
<th>Finish</th>
<th>Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✈️</td>
<td>20ASRVOAIR0013</td>
<td>N44433</td>
<td>2019-11-01</td>
<td>2019-11-22</td>
<td>Orig</td>
<td>Ready</td>
</tr>
<tr>
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<td>20ASRCOAIR0054</td>
<td>N44433</td>
<td>2019-11-15</td>
<td>2019-11-18</td>
<td>Orig</td>
<td>Ready</td>
</tr>
<tr>
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<td>N44433</td>
<td>2019-11-22</td>
<td>2019-11-29</td>
<td>Orig</td>
<td>Draft</td>
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<tr>
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<td>N44433</td>
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<td>2020-10-31</td>
<td>Orig</td>
<td>Draft</td>
</tr>
<tr>
<td>✈️</td>
<td>20ASRCOAIR0065</td>
<td>N44433</td>
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<td>2020-11-30</td>
<td>Orig</td>
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</tr>
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<td>N44433</td>
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<td>2021-03-31</td>
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<tr>
<td>✈️</td>
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<td>N44433</td>
<td>2019-11-19</td>
<td>2019-11-22</td>
<td>Orig</td>
<td>Ready</td>
</tr>
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</table>

Showing 1 to 10 of 17
## Service Request Details

### 20ASRCAIR0078

**Version:** Original  
**Signature Status:** Unsigned  
**Status:** Active  

<table>
<thead>
<tr>
<th>Date Signed (Ministry):</th>
<th>Signed By (Ministry):</th>
<th>Date Signed (Vendor):</th>
<th>Signed By (Vendor):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Description

Description of Services:  
Other Specialty Equipment  
Comments:  

#### Vendor Info

**Agreement Number:** 123456789  
**Supplier Representative:** Odysseus Chiu  

#### Documents

- [20ASRCAIR0078-v1.pdf](#)

### Ministry Details

**Ministry:** Forests, Lands, Natural Resource Operations and Rural Development  
**Branch:** BC Wildfire Service  
**Office:** Cariboo Fire Centre  
**Invoice Address:** 99 Holquist Ave, 14 Campbell River YT M7K 4N3  
**Invoice Email:**  

### Ministry Contacts

**Contact Type:** Ministry Representative  
**Name:** Qdy  
**Phone Number:**
AVIATION SERVICE REQUEST

Contract Number: 20ASRKALP0032

REQUISITIONING MINISTRY

Name of Requisitioning Ministry: Ministry of Forests, Lands, Natural Resource Operations & Rural Development, Kamloops Fire Centre
Requisitioning Ministry Representative: Name: Paul Pilon Email: __________
Phone: __________ Alt. Phone: __________ Fax: __________
User Contact if not Requisitioning Ministry Rep:
Address for Invoicing: 99 Holquist Ave, 1333 Campbell River NT M7K 4N3

CONTRACTOR

Name of Air Carrier: Alpine Helicopters Inc.
Email: __________ Phone: __________ Fax: __________
Aircraft Requirements: Registration: C-FAHB A/C Type: Bell 212 HP

SERVICE REQUESTED

Service Period: Service Commencing Date: 13-Jan-2020 Time: 00:00 Service Completion Date: 17-Jan-2020 Time: 23:59
Point of Hire: __________ Point of Release: __________
Description of Services: __________ Speciality Equipment: __________
Sign Service Request

Service Request Details

20ASRVOAIR0013
Version: Original
Signature Status: Unsigned
Status: Ready

Date Signed (Ministry):
Signed By (Ministry):
Date Signed (Vendor):
Signed By (Vendor):

Sign
Decline

Sign Service Request

Are you sure you want to sign this service request? Once signed, you cannot undo.

Yes
No

Branch: BC Wildfire Service
Office: Coastal Fire Centre
Invoice Address: 99 Holquist Ave. Campbell River BC M7K 4N3
Invoice Email:

Ministry Contacts

Contact Type: Ministry Representative
Name: John Doe
Phone Number: 2508887777
Decline Service Request
Hello John Smith:

Your signed ASR #20ASRCOAIR0057 for Alpine Helicopters Inc. has been reviewed and signed by the BC Wildfire Service and is now active and can be reviewed by accessing the BCWS Vendor Portal at:

https://apps.nrs.gov.bc.ca/pub/wfone-vendor-portal/

If you have any questions regarding this ASR, you may contact the BC Wildfire Service:

By Phone:  NNN-NNN-NNNN

By Email:  Send us an e-mail to:  BCWS.PWCCAiation@gov.bc.ca

In Person:  Visit one of our offices.
Portal Questions?
What is a BCeID?

- BCeID is an electronic credential that can be issued to a company to enable staff from that company to do business digitally with the Province of British Columbia.

www.BCeID.ca
How to Register for a Business

BCeID

To log in to this service, use any of the following types of BCeIDs:

**Business BCeID**

To register for a Business BCeID,

- Visit the BC Wildfire Service portal.
- Click on the link to register for a Business BCeID.

For more information,

- Contact the BCeID Help Desk on weekdays (except statutory holidays) from 7:30am to 5:00pm Pacific Time / 8:30am to 6:00pm Mountain Time.
- Use the toll-free number 1 888 356-2741 (Canada and USA) or 604 660-2555 (within lower mainland or outside Canada and USA).
- Use the online form.
Register for a Business BCeID

Steps for Registering a Business BCeID:

1. **Step 1: Getting Started**
   - Confirm you're not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it's registered, contact them.
   - Confirm you're authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - Select your business type. How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - Indicate if you're converting a Basic BCeID to a Business BCeID.

2. **Step 2: Your Business Contact Information**
   - Tell us who you are and provide your contact information.

3. **Step 3: BCeID Account Details**
   - Choose your user ID and password.

4. **Step 4: Business Details**
   - It depends on what type of business you're registering how you'll complete this step. Learn more about how to verify a business.

5. **Step 5: Accept Terms**
   - Accept the Terms of Use and Business Registration Agreement.

Have a registration already in progress?

Go to Manage Account to:
- Use the activation code you received in the mail to complete your Business BCeID registration process.
- Continue an existing Business BCeID registration at the step you left off.
- Check the registration status of your Personal or Business BCeID registration.

Registration Checklist

The information you'll need to register and the way you'll prove the identity of your business or organization depends on your business type:
- Proprietorship
- General Partnership
- BC Corporation
- Extra Provincially Registered Company
- BC Incorporated Society
- Extra provincial Non-Share Corporation
Business Directory

Find your business or organization in this directory. If a business or organization is already registered, you should not re-register it. Contact their Profile or Account Manager to request the BCeID account.

Search for

Search business by
   Name

Match search criteria using
   Contains  Starts with

Search  Clear search

BCeID Help Desk is open Monday to Friday (except statutory holidays) from 7:30am to 5:00pm Pacific Time / 8:30am to 6:00pm Mountain Time.

1 888 356-2741 (Canada and USA toll free)
604 660-2355 (Within lower mainland or outside Canada and USA)
Contact us using our online form

Back
Business Directory

Find your business or organization in this directory. If a business or organization is already registered, you should not re-register it. Contact their Profile or Account Manager to request the BCeID account.

Search for: Blackcomb Helicopters

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Doing Business as Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACKCOMB HELICOPTERS LTD.</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
Business Directory

Business Directory

Find your business or organization in this directory. If a business or organization is already registered, you should not re-register it. Contact their Profile or Account Manager to request the BCeID account.

Search for
Graham Air Limited

Search business by
Name

Match search criteria using
Contains Starts with

Search Clear search

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Doing Business as Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>No results found</strong></td>
</tr>
</tbody>
</table>

Back
Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It’ll take about 15 minutes.

1. **Step 1: Getting Started**
   - Confirm you’re not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it's registered, contact them.
   - Confirm you’re authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - Select your business type. How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - Indicate if you're converting a Basic BCeID to a Business BCeID.

2. **Step 2: Your Business Contact Information**
   Tell us who you are and provide your contact information.

3. **Step 3: BCeID Account Details**
   Choose your user ID and password.

4. **Step 4: Business Details**
   It depends on what type of business you’re registering how you’ll complete this step. Learn more about how to verify a business.

5. **Step 5: Accept Terms**
   Accept the Terms of Use and Business Registration Agreement.

Start registration
Account Registration Agreement

Business BCeID Account Registration Agreement

THE PARTIES to this Agreement are Her Majesty the Queen in right of the Province of British Columbia ("Province"), and the legal entity requesting a BCeID Business Account ("Subscriber").

WHEREAS:

A. The Province's BCeID service facilitates Subscribers obtaining electronic identification in order to access various electronic services ("e-Services") offered by the Province, and by "government bodies" as defined in the Financial Administration Act (B.C.) and other entities as designated by the Province from time to time for the purposes of the Agreement ("Government Bodies");

B. BCeID Business Accounts are comprised of (i) a Master Login ID that is specific to the Subscriber and (ii) any User Login IDs created by the Subscriber for specified individuals (the "Master Login ID" and the "User Login IDs" are collectively referred to as the "Login IDs"); and

C. The Subscriber wishes to obtain a BCeID Business Account to access e-Services.

NOW THEREFORE the parties agree as follows:

WARRANTY

1. The Subscriber warrants that:

   a) it has the power and capacity to accept, execute and deliver the Agreement;

   b) if the Subscriber is not an individual, (i) the individual who executes the Agreement on the Subscriber's behalf is authorized to do so by the Subscriber, and (ii) if the Subscriber is a corporation, that the individual who executes the Agreement on the Subscriber's behalf is authorized to do so by the Subscriber without affixing a traditional signature or the Subscriber's corporate seal; and

   c) the Agreement is legally binding upon and enforceable against the Subscriber in accordance with its terms.

AGREEMENT

2. The Subscriber is deemed to have accepted the terms and conditions of this Agreement, together with any applicable Schedules, by clicking the "I ACCEPT" icon located after the text of this Agreement. The Subscriber may request a BCeID Business Account, and upon receipt of the request, the Province may, at its sole discretion, issue a
Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It'll take about 15 minutes.

1. Step 1: Getting Started
   - Confirm you're not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it's registered, contact them.
   - Confirm you're authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - Select your business type. How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - Indicate if you're converting a Basic BCeID to a Business BCeID.

2. Step 2: Your Business Contact Information
   Tell us who you are and provide your contact information.

3. Step 3: BCeID Account Details
   Choose your user ID and password.

4. Step 4: Business Details
   It depends on what type of business you're registering how you'll complete this step. Learn more about how to verify a business.

5. Step 5: Accept Terms
   Accept the Terms of Use and Business Registration Agreement.

Start registration ➔
Business Types

Click a business type from the list below to see a detailed description:

1. Proprietorship AKA sole proprietorship, doing business as, firm, self-employed
2. General Partnership Excluding limited partnership (LP) and limited liability partnership (LLP)
3. BC Corporation Name ends in Ltd, Ltée, Limited, Corporation or Corp
4. Extra Provincially Registered Company AKA extra provincial company, extra-pro, ex-pro
5. BC Incorporated Society A not-for-profit organization incorporated in BC
6. Extraprovincial Non-Share Corporation A society or association, incorporated or otherwise formed outside BC
7. Other None of the above. For example, LP, LLP, non-registered society, association, charity, business registered outside Canada

Proprietorship

A proprietorship or sole proprietorship is the simplest form of a business, in which an individual and his/her company are considered a single entity. One person performs all the functions required for the successful operation of the business and assumes all the liabilities. The proprietorship has no legally separate existence from its owner, the proprietor. The proprietor is said to be self-employed and does not have to be a registered business.

General Partnership

When two or more people or corporations arrange to carry on business together they can decide to form a partnership. In a general partnership the partners are responsible for all aspects of the business including the debts of the partnership.

The Partnership Act describes two main types of partnerships - general partnership and limited partnership. For the purposes of BCeID select General Partnership only if you are registering this type of company. If you are registering a limited partnership or a limited liability partnership please select Other.

BC Corporation

Companies are incorporated in BC according to the provisions of the Business Corporations Act and are registered with B.C. Registry Services. When a company is incorporated, it acquires all of the powers of an individual, as well as an independent existence - separate and distinct from its shareholders - and an unlimited life expectancy. In other words, the act of incorporation gives life to a legal entity known as the corporation, commonly referred to as a "company." A company can acquire assets, go into debt, enter into contracts, sue or be sued.
Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It will take about 15 minutes.

1. **Step 1: Getting Started**
   This step includes a few registration set up questions. You'll need to:
   - Confirm you're not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it is registered, contact them.
   - Confirm you're authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - Select your business type. How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - Indicate if you're converting a Basic BCeID to a Business BCeID.

2. **Step 2: Your Business Contact Information**
   Tell us who you are and provide your contact information.

3. **Step 3: BCeID Account Details**
   Choose your user ID and password.

4. **Step 4: Business Details**
   It depends on what type of business you're registering how you'll complete this step. Learn more about how to verify a business.

5. **Step 5: Accept Terms**
   Accept the Terms of Use and Business Registration Agreement.

Start registration
Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It will take about 15 minutes.

1. Step 1: Getting Started
   This step includes a few registration set up questions. You will need to:
   - Confirm you’re not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it’s registered, contact them.
   - Confirm you’re authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - Select your business type. How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - Indicate if you’re converting a Basic BCeID to a Business BCeID.

2. Step 2: Your Business Contact Information
   Tell us who you are and provide your contact information.

3. Step 3: BCeID Account Details
   Choose your user ID and password.

4. Step 4: Business Details
   It depends on what type of business you’re registering how you’ll complete this step. Learn more about how to verify a business.

5. Step 5: Accept Terms
   Accept the Terms of Use and Business Registration Agreement.

Have a registration already in progress?
- Go to Manage Account to:
  - Use the activation code you received in the mail to complete your Business BCeID registration process
  - Continue an existing Business BCeID registration at the step you left off
  - Check the registration status of your Personal or Business BCeID registration

Registration Checklist
- The information you’ll need to register and the way you’ll prove the identity of your business or organization depends on your business type:
  - Proprietorship
  - General Partnership
  - BC Corporation
  - Extra-Provincially Registered Company
  - BC Incorporated Society
  - Extraprovincial Non-Share Corporation
Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It’ll take about 15 minutes.

1. **Step 1: Getting Started**
   - This step includes a few registration set up questions. You’ll need to:
     - Confirm you’re not already registered. A business or organization may only register once. Check if your business or organization is registered in the business directory. If it’s registered, contact them.
     - Confirm you’re authorized to register the business or organization. The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
     - Select your business type: How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
     - Indicate if you’re converting a Basic BCeID to a Business BCeID.

2. **Step 2: Your Business Contact Information**
   - Tell us who you are and provide your contact information.

3. **Step 3: BCeID Account Details**
   - Choose your user ID and password.

4. **Step 4: Business Details**
   - It depends on what type of business you’re registering how you’ll complete this step. Learn more about how to verify a business.

5. **Step 5: Accept Terms**
   - Accept the Terms of Use and Business Registration Agreement.

Start registration
Identifying a Business or Organization

How you prove the identity of your business or organization depends on:

- The type of business you register
- If your business or organization is already registered with B.C. Registries and Online Services or Canada Revenue Agency

The business type registration checklists, describe the method and process for each business type:

- Proprietorship
- General Partnership
- BC Corporation
- Extra Provincially Registered Company
- BC Incorporated Society
- Extraprovincial Non-Share Corporation
- Other (none of the above)

We'll tell you during registration how you prove the identity of your business or organization. It'll be one of four ways after you complete an online request a Business BCeID:

- **Online** - If your business identity can be verified online with B.C. Registries and Online Services during registration, your Business BCeID account will be ready for immediate use.

- **Online Using an Activation Code Mailed to you** - A registration letter containing an activation code and instructions will be mailed to the Chief Financial Officer at the verified address within two business days. You'll have 30 days from the time the letter is mailed to complete your registration online (i.e., log in to the BCeID website with your BCeID and password and entering the activation code).

- **With Assistance from BCeID** - We'll contact you by phone or email to help you complete registration.

- **In Person at a BCeID Point of Service Location** - You'll go in person to a BCeID Point of Service to present a BCeID agent with supporting documents that verify the identity information you provided online. You will have 90 days from the time you register online to complete your registration in person.
Registration Checklist

B.C. Corporation

Use this registration checklist to gather the information you will need to register your B.C. Corporation with BCeID.

- Incorporation number
  
  Note: Your Incorporation Number is issued by BC Registry Services at the time of incorporation.

- Company password or access code (recommended)
  
  Note: Your company password is the password used to file your Annual Report online with BC Registry Services. If you file a paper copy of your Annual Report, your access code is located in Box C on the Annual Report reminder.

- Your Legal Name
- Your Email Address
- Your Phone Number

If you know your company password or access code and you consent, we can verify your business’ identity and complete your registration online. Your Business BCeID account will be ready for immediate use.

If you do not know your company password or access code, or you don’t consent to verify your business’ identity online:

- A request for your Business BCeID account will be created and we will mail the instructions for completing your registration to the Chief Financial Officer at the verified business address within two business days (along with your forwarding instructions, if applicable).
- You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).

B.C. Corporations that do not meet the normal BCeID registration requirements may also apply for a Business BCeID as an "Other" business type.
Extra Provincially Registered Company

Registration Checklist

Extra Provincially Registered Company

Use this checklist to gather the information you will need to register your Extra Provincially Registered Company with BCeID.

- Registration number
  
  *Note: Your Registration Number is issued by BC Registry Services.*

- Your Legal Name
- Your Email Address
- Your Phone Number

Upon registering online:

- A request for your Business BCeID account will be created and we will mail the instructions for completing your registration to the Chief Financial Officer at the verified business address within two business days (along with your forwarding instructions, if applicable).
- You will have 30 days from the time the letter is mailed to complete your registration online (i.e. logon to the BCeID website with your user ID and password and enter the activation code).

Extra Provincial companies that do not meet the normal BCeID registration requirements may also apply for a Business BCeID as an "Other" business type.
Registration Checklist

Other Business Type

Organizations and businesses that are considered to be an "Other" business type for the purpose of registering with BCeID are Limited Liability Partnerships, Limited Partnerships, Non-Registered Societies, municipalities and government agencies. A Company, a General Partnership or a Proprietorship* that does not meet the normal registration requirements may also apply for a Business BCeID as an "Other" business type.

Use this checklist to gather the information you will need to register your Other business or organization with BCeID.

- Business or Organization's Legal Name
- Business Address
- Nature of business
- Business Contact Name
- Business Contact Email Address
- Business Contact Phone
- Your Legal Name
- Your Email Address
- Your Phone Number

Upon registering online, a request for your Business BCeID account will be created and a BCeID Registration Analyst will contact you to assist you in completing your registration.

* It is common for Proprietors to be unaware that they own a business because no legal formalities are required to establish this type of business. Even if you have never registered as a business, you are considered to be a Proprietor as soon as you start carrying out an activity such as free mining, operating a child care facility or operating as an independent fishing guide. If you are a Proprietor, please choose Proprietorship as your business type.
Register for a Business BCeID

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1. **Step 1: Getting Started**
   This step includes a few registration set up questions. You'll need to:
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   - **Confirm you're authorized to register the business or organization.** The person who registers the business must accept the Business Registration Agreement. Only a principal or a person authorized by a principal can accept the terms of this agreement.
   - **Select your business type.** How you prove the identity of your business or organization is based on the business type. Depending on the business type, you may be asked to provide additional information, such as if you have a OneStop account.
   - **Indicate if you're converting a Basic BCeID to a Business BCeID.**

2. **Step 2: Your Business Contact Information**
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3. **Step 3: BCeID Account Details**
   Choose your user ID and password.

4. **Step 4: Business Details**
   It depends on what type of business you're registering how you'll complete this step. Learn more about how to verify a business.

5. **Step 5: Accept Terms**
   Accept the Terms of Use and Business Registration Agreement.

Start registration ➔
Register for a Business BCeID

Confirm that your organization is not registered with BCeID

If your organization is already registered, it will be listed in the Online Business Directory and you should not re-register it. You should contact your organization's Profile or Account Manager to request your BCeID account.

Is your organization already registered?

- Yes or uncertain. Search the Online Business Directory before continuing.
- No, my organization is not registered. Continue registering.
Log in to Manage Account

Register for a Business BCeID

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   This step includes a few registration set up questions. You'll need to:
   - Confirm you're not already registered. A business or organization may only register once. Check if your business or organization is registered in the Business Directory. If it's registered, contact them.
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Go to Manage Account to:

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Log in to Manage Account

Registration Checklist

The information you'll need to register and the way you'll prove the identity of your business or organization depends on your business type:

- Proprietorship
- General Partnership
- BC Corporation
- Extra-Provincially Registered Company
- BC Incorporated Society
- Extraprovincial Non-Share Corporation
BCEID Help Desk Information

- BCEID Help Desk is open Monday to Friday (except Statutory holidays) from 7:30am to 5:00pm Pacific Time.

- 1 888 356-2741 (Canada and USA toll free)

- 604 660-2355 (Within lower mainland or outside Canada and USA)

- Or contact them using their online form
BCeID Questions?
Project Timeline

BCeID Registration

Now

April 2020
Vendor Portal Onboarding

Signing ASRs 2020/2021
What’s Next?

• Verify you have a Business BCeID

• Start BCeID Registration if you need one

• Create BCeID accounts for employees that will be signing ASRs

• Stay Tuned for Updates!!!

• Any further questions contact: BCWS.PWCCAAviation@gov.bc.ca
Thank you