

# How to Register for a Business BCeID as an Extra Provincial Company

- Go to Business BCeID [registration](https://www.bceid.ca/directories/bluepages/details.aspx?serviceID=6889) under BCWS Vendor Portal (<https://www.bceid.ca/directories/bluepages/details.aspx?serviceID=6889>).
- Click Register for a Business BCeID and start registration.

Once you click Register for a Business BCeID you will be taken to a webpage that outlines the five-step registration process. This summary page has a number of links that you can click on to help you prepare to start your registration. Once you have read the information on this page click the **Start registration** button at the bottom of the website to work through the registration process.

## Step 1:

- **Confirm that you are not already registered.** A company can only be registered once, so check the [Business Directory](https://www.bceid.ca/directories/whitepages/) (<https://www.bceid.ca/directories/whitepages/>) to make sure your company is not already registered.
- **Confirm you're authorized to register the business or organization.** Click on the Business Registration Agreement link and review the Business BCeID account Registration Agreement. The person who registers the business must accept the [Business BCeID Account Registration Agreement](https://www.bceid.ca/aboutbceid/agreement_business.aspx) ([https://www.bceid.ca/aboutbceid/agreement\\_business.aspx](https://www.bceid.ca/aboutbceid/agreement_business.aspx)).
- **Select your business type.** Your business type should be "Extra Provincially Registered Company". To confirm that this is your business type, check the BCeID [Business Types](https://www.bceid.ca/aboutbceid/business_type_info.aspx) ([https://www.bceid.ca/aboutbceid/business\\_type\\_info.aspx](https://www.bceid.ca/aboutbceid/business_type_info.aspx)).

**Note:** Extra Provincial Registered Companies that do not meet the normal BCeID registration requirements may also apply for a Business BCeID as an "Other" business type.

## Step 2:

- **Provide your Business Contact Information**

## Step 3:

- **Choose your BCeID user ID and password.**

## Step 4:

- **Verify Business details.**
  - You will need your:
    - Registration Number (your Registration Number is issued by BC Registry Service)
    - Your Legal Name
    - Your Email Address
    - Your Phone Number

Upon registering online:

- BCeID will create a request for your Business account to be created and they will mail instructions to your Chief Financial Office (at the verified business address), within two business days, on how to complete your registration
- You will have 30 days from the time the letter is mailed to complete your registration online (ie. Log onto the BCeID website with your user ID and password and enter the activation code).

## Step 5:

- **Accept Terms of Use and Business Registration Agreement.**

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)
- ❖ Contact BCeID using their [online form](#)

\*Press CTRL + Click to open **BLUE** links