

New Application Instructions

2025 Off-Road Vehicle Trail Fund – Quick Facts

Instructions:

Follow these steps to access and complete the application form.

Website Guidance Documents:

Before proceeding to the *New Application Form*, ensure you read all the guidance documents. These documents provide essential support during your application process.

Accessing the Application Form:

1. **Click the link:** [2025 ORV TRAIL FUND APPLICATION].
2. **Create or log in with a BCeID:**
 - If you already have a BCeID, use it to access the application form.
 - If you don't have a BCeID, create a new (Basic) BCeID.
3. **Access the form:**
 - Once your BCeID is created, you will be redirected to the application form.
 - If you experience issues, return to the ORV Trail Fund website and click the application link again.
4. **Log in:** Enter your BCeID credentials to access the form.

Application Form Instructions:

1. **Read carefully:** Review the entire application form before entering your information.
2. **Save frequently:** Use the **SAVE** button often. Once submitted, the form cannot be edited.
3. **Review:** Have someone else review your work before submission.
4. **Provide authorizations:** Attach all required documentation to support your authorizations (see application instructions for details).
5. **Use the (?) icon:** Find hints and tips to help fill out the application.
6. **Prepare documents:** Ensure all supporting documents are ready to upload.

7. **Complete all fields:** Fill out all mandatory fields before submitting.
 8. **Submit:** Sign the form and click the **Submit Application** button.
 9. **Record your confirmation number:**
 - Write down the confirmation number.
 - Email yourself the confirmation page (check your junk folder if necessary).
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Technical Issues with Uploading Documents:

If you encounter technical issues, follow these steps:

1. Complete the application to the best of your ability.
 2. Review your application and ensure all supporting documents are ready.
 3. Click the **Submit** button.
 4. Save your application **Confirmation Number**.
 5. Email your submission to **ORVFundApplications@gov.bc.ca:**
 - **Subject line:** Include your Confirmation Number and full name.
 - **Body:** Describe the issues encountered (e.g., uploading authorizations or supporting documents).
 - **Attachments:** Include all supporting documents.
 6. Send the email to **ORVFundApplications@gov.bc.ca**.
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To Make a copy of your submission:

You may want to make a second application form if you have submitted one already but found that you missed an item or want to include more information.

Here is the process on how to copy and use the updated application form, This new form will have all of the information you used and uploaded on the last submission.

1. Go to your login page for the ORV Trail Fund Application.
2. Find the link at the top of your screen click, "**VEIW MY DRAFTS/SUBMISSIONS**"
3. Once you see your last submitted document(s), go to the right side of the screen and hover over the ICON that looks like "Paper with a pen" it will say "Copy this Submission". Click the ICON,
4. Once you click the ICON you will now be at a NEW application but its pre-filled with your information.

5. Make your edits, upload more materials and review.
6. Now hit the 'Save' Button and 'Submit Application' button when you are finished.