



Freshwater Fishing E-Licensing: Reference Guide for Vendors

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About B.C. Freshwater Fishing Licences

Any member of the public who is 16 years of age or older requires a freshwater fishing licence to sport fish for any species of fish in non-tidal waters, including salmon.

Anglers who are under 16 and residents of the province may sport fish without a licence but must abide by the regulations. Anglers who are under 16 years of age and not residents of BC may sport fish without a licence but must be accompanied by a person 16 years of age or older who holds the appropriate licence(s). If an angler is an Indian, as defined in the *Indian Act* (Canada) and a resident of BC, they are not required to obtain any type of fishing licence or stamp to sport fish in non-tidal waters.

For further licensing information, please refer to the Freshwater Fishing Synopsis at www.gov.bc.ca/fishingregulations

Freshwater Fishing Licences do not include fishing in British Columbia's tidal waters (i.e. coastal or saltwater). Tidal fishing regulations and licences are under the jurisdiction of the Canadian federal government. For more information visit the federal government's Department of Fish and Oceans website at <https://www.pac.dfo-mpo.gc.ca/fm-gp/rec/licence-permis/application-eng.html>

Anglers have the option to purchase their BC freshwater fishing licence through the E-Licensing system online themselves, or in person through a registered licence vendor or at any Service BC Location.

Types of fishing licences

1

Basic Licence: Every angler who is 16 years of age or older will need to buy a Basic Licence which allows them to fish in BC during a given time period.

A Basic Licence is required in order to purchase a Conservation Species Licence and/or a Classified Waters Licence.

2

Conservation Species Licence: Anglers who intend to fish for certain special species must buy a Conservation Species Licence (also called a **Conservation Surcharge**) for each species in addition to the Basic Licence. The special species are Steelhead, Non-Tidal Salmon, Kootenay Lake Rainbow Trout, Shuswap Lake Char, or Shuswap Lake Rainbow Trout.

Basic licences can be validated with up to five Conservation Surcharge stamps as well as a **White Sturgeon Conservation Licence**. A White Sturgeon Conservation Licence is required for anglers to participate in the catch and release White Sturgeon fishery.

Conservation Surcharges are valid for the licence year (April 1st to March 31st) except for White Sturgeon Conservation Licences which can be purchased for a one or eight day period, or as an annual licence.

3

Classified Waters Licence: Anglers who intend to fish in one of BC's specially designated trout streams must buy a Classified Waters Licence in addition to the Basic Licence. A Classified Waters Licence allows B.C. Residents to fish on any classified water in the province during the licensing year (April 1st to March 31st). For Non-Residents, the Classified Waters Licence is sold on a per diem basis and is date and water specific.

Residency

The angler's residency will determine the fees for a fishing licence.

B.C. Resident means:

A person whose primary residence is in British Columbia, **and**

(a) is a Canadian citizen or a landed immigrant, AND has been physically present in B.C. for the greater portion of each of 6 calendar months out of the immediately preceding 12 calendar months; **or**,

(b) is NOT a Canadian citizen or a landed immigrant, but has been physically present in British Columbia for the greater portion of each of the immediately preceding 12 calendar months

Canadian Not Resident in B.C. means:

A person who is not a BC Resident but

(a) is a Canadian citizen or landed immigrant; **or**,

(b) whose primary residence is in Canada, and has resided in Canada for the immediately preceding 12 months.

Not a Canadian Resident means:

A person who is neither a BC Resident nor a Canadian Not Resident in B.C

Fees

The fee for a fishing licence will depend on:

- the angler's **residency**;
- the type of **Basic Licence(s)** purchased (e.g. annual, 1-day or 8-day licence);
- any **Conservation Surcharges** added to the Basic Licence(s);
- any **Classified Waters Licences** added to the Basic Licence(s).

Notes about fees:

- An annual fee is one that is valid for a licensing year. A licensing year is from April 1st through March 31st.
- The total fee for all Basic, Classified Waters and Conservation Species Licences include a surcharge which is contributed to the **Habitat Conservation Trust Foundation**, visit their website at www.hctf.ca for more information.
- All licence fee revenue goes to the Freshwater Fisheries Society of BC, visit their website at www.gofishbc.com for more information.
- A B.C. Resident who is severely and permanently disabled may be eligible to purchase a Basic Licence for a reduced fee. Those who have already qualified may purchase a Basic Licence for \$1.00. Individuals who would like to apply may do so at a Service BC office or by mailing their completed application to the Fish &

Aquatic Habitat Branch in Victoria.

Applications are available on the provincial website at www.gov.bc.ca/fish-licence in the table under **Angling Licence Fee Reduction for Disabled BC Residents**.

- Vendors may only issue reduced rate annual licences for disabled anglers to anglers who present one of the following:
 - Certificate of Eligibility; or,
 - An expired BC Disabled Angler licence (issued for a previous year)
- A B.C. Resident who is **65 years of age** or older at the time of licence purchase is eligible to buy a Basic Licence for a reduced fee.

Fees for reprinting a licence:

A vendor can reprint a previously issued fishing licence, regardless of where it was purchased (online by the angler, at a vendor or Service BC) The vendor **may choose to** charge for this service.

Anglers can reprint their licence online them self, for **free**, regardless of where it was purchased.

What the vendor can do online

On the Freshwater Fishing E-Licensing website the vendor can:

- Register a new angler in the system.
- Search for existing angler profiles
- Issue a fishing licence to a new or existing angler
- Cancel a licence they have issued within 30 minutes. Reprint a fishing licence that was originally bought on-line (the vendor may or may not choose to charge for reprinting)
- Settle their vendor account. "Settlement" means that the vendor pays the government a lump sum which is the total fees collected for a specific period, less any commission.

How to log in to the Freshwater Fishing E-Licensing vendor website

Step 1 – Go to the [BC Recreational Freshwater Fishing Licence](https://www.gov.bc.ca/fish-licence) webpage here:

Go to the **BC Recreational Freshwater Fishing Licence** page at www.gov.bc.ca/fish-licence

On this page you will find details about licences and fees, as well as links to further information about freshwater fishing.

Click **Resources for Vendors** in the left column to access the E-Licensing system and additional information specific to licence vendors.

The screenshot shows the BC Recreational Freshwater Fishing Licence webpage. The left sidebar has a menu with 'Resources for Vendors' highlighted in a red box. The main content area includes a 'Buy Your Fishing Licence Online' section with a 'Log In to e-Licence System' button, a 'Buy Your Fishing Licence In-Person' section with a 'Find a Licence Vendor' button, and a 'Need help?' section with links to a FAQ and contact information. The main content also features a 'Wildfire Notice' and a 'Basic Licences and Fees' section with expandable options.

On the **Resources for Fishing Licence Vendors** page, click the **Log in to E-Licensing** button below Vendor Access in the right column of the screen to access the E-Licensing System

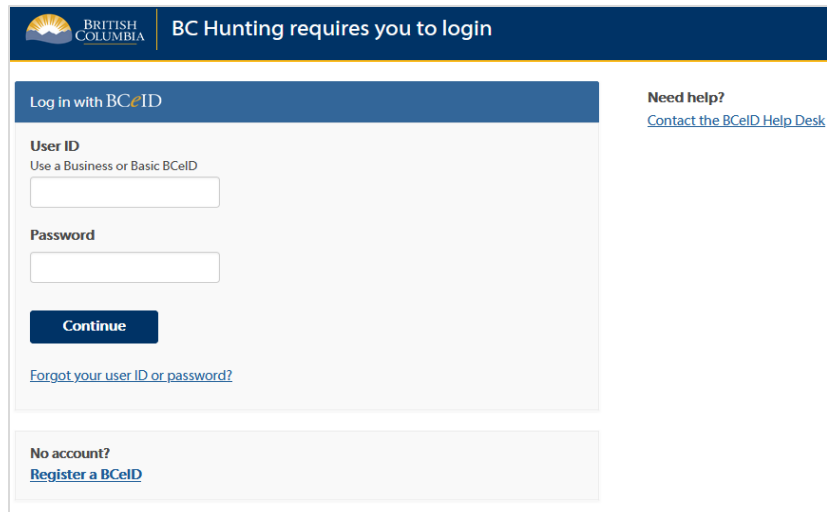
The screenshot shows the Resources for fishing licence vendors webpage. The left sidebar has a menu with 'Resources for vendors' highlighted in a red box. The main content area includes a 'Vendor support' section with a 'Submit a Licence Cancellation Request' button, a 'New vendors' section, and a 'Vendor Resources' section with a 'Log in to e-Licensing' button highlighted in a red box.

Step 2 – Enter your BCeID Logon ID and password

Enter your **Business BCeID** and **Password*** and click the **Continue** button to login to the E-Licensing system.

BCeID is an online service that makes it possible for you to obtain a single Logon ID and password to sign in securely to all BCeID-participating Government online services, including the Freshwater Fishing E-Licensing system.

For further information visit www.bceid.ca or contact Service BC for vendor setup information: www.servicebc.gov.bc.ca/locations/



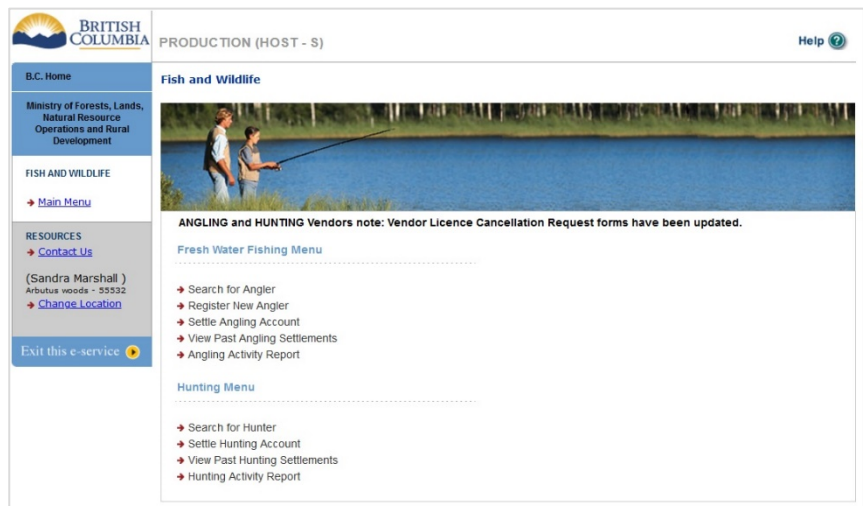
***FIRST TIME BCEID TIME USERS** - Once you have obtained your Business BCeID, attempt to logon for the first time using the steps above. You will receive an error message. Once this has been attempted and the error message has been presented, contact your Service BC Centre to commence the activation process. You cannot use the system until your BCeID has been activated.

Main Menu

Once logged in with your BCeID, the Freshwater Fishing Menu will appear (the Hunting Menu will also appear if you are signed up to sell both types of licences).

Pay close attention to banner messages displayed in **bold text above the Freshwater Fishing Menu** as they may relate to you.

You can return to this screen at any time by clicking Main Menu in the left column of any screen



How to register a new angler

What is “registration”?

“Registration” means entering the angler’s name, address, birth date and other personal information into the Freshwater Fishing E-Licensing system. Most of the information will appear on the angler’s printed licence.

When the angler is registered, the system automatically assigns them an Angler Number, which is required to issue a licence.

If the angler already has an Angler Number, you do not need to register them again. See the “How to search for and update an angler’s information” section of this reference guide for instructions on searching for anglers with existing angler numbers.

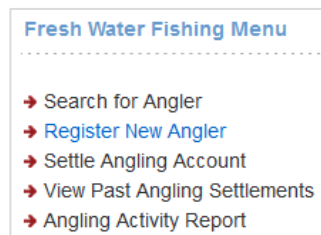
If the angler is already registered but has forgotten their Angler Number, the angler can phone the E-Licensing Help Desk at 1-877-855-3222 and government staff will look up the Angler Number.

You can register new anglers and provide them their Angler Number. It is important to advise the angler to remember/retain both their Angler Number and the phone number used to register. They will need both in order to log back into the system for future licence purchases in person or online.

Alternatively, the angler can register them self online or at any Service BC location.

Step 1 – Enter the angler’s information


If the angler does not have an existing angler number, on the Main Menu, click **Register New Angler** and request a piece of identification from the angler

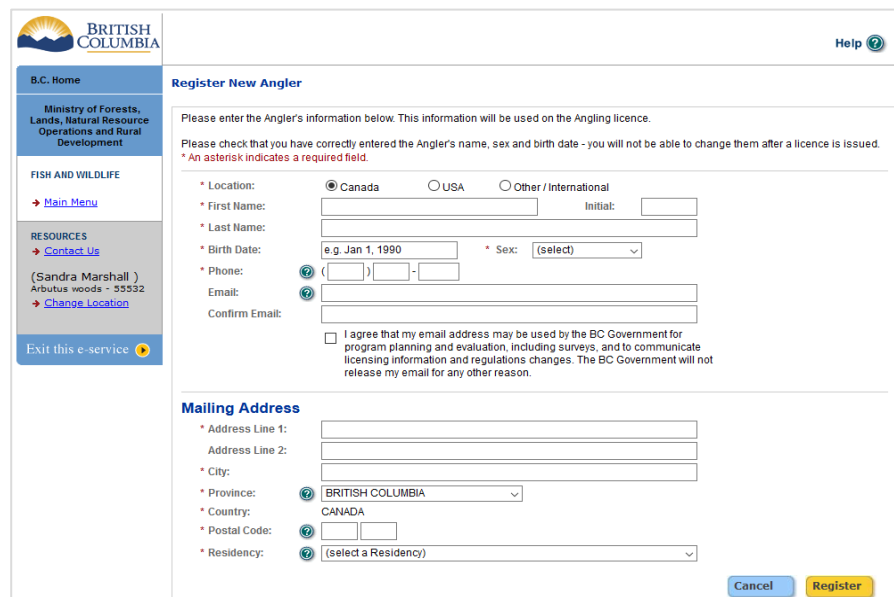


On the **Register New Angler** screen, complete all applicable fields (note, mandatory fields are marked *).

Click the yellow **Register** button.

If the angler does not have a phone number, enter 10 digits that they will remember in order to log back into the system for future licence purchases.

For a description of the information required for a field, click the help icon: 



Step 2 – Record the Angler Number

The **Angler's Licences** screen will appear. The **Angler Number** is displayed at the top right.

This Angler Number will appear on the individual's printed fishing licence. **Remind** the angler to record and remember their Angler Number as it will be required (along with their Birth Date and Phone Number) to log back into the system for future licence purchases in person or online.

The screenshot shows the 'Angler's Licences' page for a user named John Smith. The page is divided into a sidebar on the left and a main content area on the right. The sidebar includes the British Columbia logo, navigation links for 'B.C. Home', 'Ministry of Forests, Lands, Natural Resource Operations and Rural Development', 'FISH AND WILDLIFE', and 'RESOURCES'. The main content area is titled 'Angler's Licences' and displays the user's 'Angler Information' with fields for Name, Birth Date, Sex, Phone, Email, Mailing Address, and Residency. Below this is a section for 'Current Licences' with sub-sections for 'Basic Licences', 'Conservation Surcharges', and 'Classified Waters Licences', all of which currently show '(none)'. There are 'UPDATE' and 'ADD LICENCE(S)' buttons visible.

Angler Information		Angler #: 5169384
Name:	JOHN SMITH	Mailing: 2975 JUTLAND RD
Birth Date:	Jan 1, 1990	Address: VICTORIA, BRITISH COLUMBIA
Sex:	X	V8T 1M9 CANADA
Phone:	(250) 555-5555	
Email:	sandra.marshall@gov.bc.ca	Residency: B.C. Resident

Current Licences

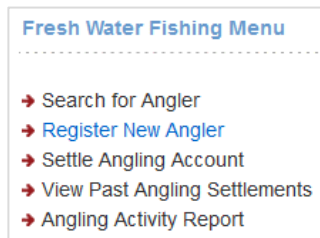
Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.

- Basic Licences**
(none)
- Conservation Surcharges**
(none)
- Classified Waters Licences**
(none)

How to search for or update an angler profile

Step 1 – Enter the angler’s information

On the **Main Menu**, click **Search for Angler**



On the **Search for Angler** screen, enter the angler’s information and click the yellow **Search** button at the bottom of the screen.

BRITISH COLUMBIA

B.C. Home

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE

→ Main Menu

RESOURCES

→ Contact Us

(Sandra Marshall)
Arbutus woods - 55532

→ Change Location

Exit this e-service

Search for Angler

* An asterisk indicates a required field.

* Angler Number: 5169384
(mmm dd, yyyy)

* Birth Date: Jan 01, 1990

* Phone Number: 2505555555
Including area code

Search

If no information is returned, the angler may contact the Help Desk at 1–877-855-3222. Government staff will look the number for them. If the angler has never had an Angler Number, see “How to register a new angler” in this Reference Guide.

If the search is successful, the **Angler’s Licences** screen will appear, which will allow you to:

- update the angler’s personal information (e.g. address or phone number) by clicking the yellow **Update** button, or
- sell the angler licences by clicking the **Add Licence(s)** button.

If no licences are displayed on this screen, then the angler does not hold any licences for the current licence year

BRITISH COLUMBIA

B.C. Home

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE

→ Main Menu

RESOURCES

→ Contact Us

(Sandra Marshall)
Arbutus woods - 55532

→ Change Location

Exit this e-service

Angler's Licences

Angler #: 5169384

The Angler's Information may be out of date. Press the "Update" button to amend if necessary.

Name: JOHN SMITH Mailing: 2975 JUTLAND RD
Birth Date: Jan 1, 1990 Address: VICTORIA, BRITISH COLUMBIA
Sex: X Address: V8T 1M9 CANADA UPDATE

Phone: (250) 555-5555
Email: sandra.marshall@gov.bc.ca Residency: B.C. Resident

Current Licences ADD LICENCE(S)

Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.

Basic Licences (none)

Conservation Surcharges (none)

Classified Waters Licences (none)

Step 2 – Update Angler’s Profile

On **Angler’s Licences** screen, click the yellow **UPDATE** button located in the top right-hand side of the screen next to the Angler’s address

BRITISH COLUMBIA

B.C. Home **Angler's Licences**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE
→ Main Menu

Angler Information **Angler #: 5169384**
The Angler's Information may be out of date. Press the "Update" button to amend if necessary.

Name: JOHN SMITH Mailing: 2975 JUTLAND RD
 Birth Date: Jan 1, 1990 Address: VICTORIA, BRITISH COLUMBIA
 Sex: X V8T 1M9 CANADA **UPDATE**
 Phone: (250) 555-5555
 Email: sandra.marshall@gov.bc.ca Residency: B.C. Resident

On the **Angler’s Profile** screen, make any* required updates and select the yellow **Save** button.

***Note:** The Angler’s Name and Date of Birth will become locked (un-editable) once any licence has been issued on their profile. If that is the case, the only information that you will be able to edit is their Angler’s address or phone number

BRITISH COLUMBIA Help

B.C. Home **Angler's Profile**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE
→ Main Menu

RESOURCES
→ Contact Us
(Sandra Marshall)
Arbutus woods - 55532
→ Change Location
Exit this e-service

Below are the Angler's personal account details. You may edit the information below and press the "Save" button to update their information. Before saving, please check that you have correctly entered the Angler's name, sex and birth date - you will not be able to change them after a licence is issued.
* An asterisk indicates a required field.

* Location: Canada USA Other / International
 * First Name: JOHN Initial:
 * Last Name: SMITHE
 (mmm dd, yyyy)
 * Birth Date: Jan 1, 1990 * Sex: X
 * Phone: (250) 555-5555
 Email: sandra.marshall@gov.bc.ca
 I agree that my email address may be used by the BC Government for program planning and evaluation, including surveys, and to communicate licensing information and regulations changes. The BC Government will not release my email for any other reason.

Mailing Address

* Address Line 1: 4-2975 JUTLAND RD
 Address Line 2:
 * City: VICTORIA
 * Province: BRITISH COLUMBIA
 * Country: CANADA
 * Postal Code: V8T 1M9
 * Residency: B.C. Resident

Cancel **Save**

Angler’s Licences screen will be presented with the updated information

BRITISH COLUMBIA

B.C. Home **Angler's Licences**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE
→ Main Menu

Angler Information **Angler #: 5169384**
The Angler's Information may be out of date. Press the "Update" button to amend if necessary.

Name: JOHN SMITHE Mailing: 4-2975 JUTLAND RD
 Birth Date: Jan 1, 1990 Address: VICTORIA, BRITISH COLUMBIA
 Sex: X V8T 1M9 CANADA **UPDATE**
 Phone: (250) 555-5555
 Email: sandra.marshall@gov.bc.ca Residency: B.C. Resident

How to issue a fishing licence

Computer/printer requirements

Before you start issuing licences, make sure that you have a functioning printer and a current version of Adobe Acrobat Reader installed on your computer. Adobe Acrobat Reader version 6 or higher is required to view and print licences. If you do not already have Adobe Acrobat Reader, or you need to upgrade to a newer version, you can download it for free here: www.adobe.com/reader/

Step 1 – Search for/Register the Angler

- **If the angler already has an Angler Number:**

Click **Search for Angler** on the Main Menu. See “How to search for an angler” in this Reference Guide. The Angler’s Licences screen will appear.

- **If the angler does not have an Angler Number:**

Click **Register New Angler** on the Main Menu. See “How to register a new angler” in this Reference Guide. The system will provide a new Angler Number, and then the Angler’s Licences screen will appear.

- **If the angler already has an Angler Number but has forgotten it:**

The angler should call the Help Desk at 1-877-855-3222, Monday to Friday, 8:30 am to 4:30 pm Pacific time (9:30 am to 5:30 pm Mountain time). Government staff will look up the Angler Number for them. If the angler cannot reach the Help

Desk, you can either ask the customer to come back after they’ve contacted the Help Desk, or (if the angler doesn’t already hold an annual licence for the current licence year) you can re-register them and obtain a new Angler Number. Note, it is an offence for an angler to obtain more than one annual angling licence per licence year, if an angler says they have a current licence but cannot remember their Angler Number or login information then they should be advised to contact the help desk, do not issue a new licence.

Why can’t vendors look up Angler Numbers?

B.C.’s protection of privacy legislation does not allow you to look up personal information such as the angler’s address and phone number. The angler must give you this information themselves, either by giving you their existing Angler Number, or giving you their personal information when they register.

Step 2 – Click “Add Licence(s)”

The **Angler’s Licences** screen displays any current licences that the angler has already purchased (in the example on the right, the angler holds no licences for the current licence year)

Click the yellow **Add Licence(s)** button to add more licences.

The **Buy Freshwater Fishing Licences** screen will be displayed

The screenshot shows the 'Angler's Licences' page for a user named JOHN SMITHE. The page includes a navigation sidebar on the left with links for 'B.C. Home', 'Ministry of Forests, Lands, Natural Resource Operations and Rural Development', 'FISH AND WILDLIFE', 'RESOURCES', and 'Exit this e-service'. The main content area is titled 'Angler's Licences' and contains the following information:

- Angler Information:** Name: JOHN SMITHE, Birth Date: Jan 1, 1990, Sex: X, Phone: (250) 555-5555, Email: sandra.marshall@gov.bc.ca, Mailing Address: 4-2975 JUTLAND RD, VICTORIA, BRITISH COLUMBIA, V8T 1M9 CANADA, Residency: B.C. Resident. An 'UPDATE' button is present.
- Current Licences:** A section with a yellow 'ADD LICENCE(S)' button and a note: 'Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.'
- Basic Licences:** (none)
- Conservation Surcharges:** (none)
- Classified Waters Licences:** (none)

Step 3 – Select the licences the angler wants to buy

On the **Buy Freshwater Fishing Licence(s)** screen, click one of the yellow **Add** buttons to sell each desired licence type, i.e. a Basic Licence, Conservation Surcharge or Classified Waters Licence.

When you click an **Add** button, the corresponding **Add (Licence or Surcharge)** pop-up window below will appear.

Account Details		Angler #: 5169384
Name:	JOHN SMITHE	Mailing: 4-2975 JUTLAND RD
Birth Date:	Jan 1, 1990	Address: VICTORIA, BRITISH COLUMBIA
Sex:	X	V8T 1M9 CANADA
Phone:	(250) 555-5555	Residency: B.C. Resident
Email:	sandra.marshall@gov.bc.ca	

Basic Licences	ADD A BASIC LICENCE
(There are no Basic Licences currently in your application)	

Conservation Surcharges	ADD A CONSERVATION SURCHARGE
(There are no Conservation Surcharges currently in your application)	

Classified Waters Licences	ADD A CLASSIFIED WATERS LICENCE
(There are no Classified Waters Licences currently in your application)	

By clicking the 'Issue' button, you (as an authorized agent of the government completing this application for the purchaser), confirm the purchaser has made the following declaration:	Licence Fee:	\$0.00
	GST:	\$0.00
	Total CAD:	\$0.00

I understand I must abide by the BC Provincial Health Officer orders and I am asked to abide by all Provincial Health Officer guidance related to COVID-19 while fishing. The information that I have provided is true and I understand that it is an offence to provide false information.

Vendor Reference Number:

Cancel

Step 4 – Add a Basic Licence

If the angler wants to buy a Basic Licence, click the yellow **Add a Basic Licence** button. The popup window will appear.

Select:

- The appropriate licence from the Licence dropdown;
- The desired start date for the licence (for one and eight-day licences only). The system will calculate end date for eight-day licences based on select start date

Click the **Save** button.

Popup will close and the basic licence will be added to the **Buy Freshwater Fishing Licences** screen

2020/2021 Season (has 160 days remaining)

Licence	Starting On:	Licence Fee
Eight Day Angling Licence - 2020/2021 Season	Oct 23, 2020	\$20.00 CAD

Note
If you are under 16 and a resident of British Columbia, you may sport fish without any licence or stamp (but must abide by the regulations). When angling in non-tidal waters, licensed anglers must produce their angling licence and photo ID on request of an officer.

Cancel Save

Step 5 – Add a Conservation Surcharge

If the angler wants to buy a Conservation Surcharge (also known as a Conservation Species Licence or Stamp), click the yellow **Add a Conservation Surcharge** button. The popup window will appear.

Select the desired surcharge from the Licence dropdown.

Click the **Save** button.

Popup will close and Conservation Surcharge will be added to the **Buy Freshwater Fishing Licences** screen

The screenshot shows a popup window titled "Add a Conservation Surcharge". At the top, it says "2020/2021 Season (has 160 days remaining)". Below this, there is a "Licence" dropdown menu with "Non-Tidal Salmon - 2020/2021 Season" selected. To the right of the dropdown, the "Licence Fee" is listed as "\$15.00 CAD". A "Note" section contains the text: "You require a Conservation Surcharge for Non-tidal Salmon to keep a salmon of any legal size or species (other than Kokanee) from non-tidal waters. IT IS ILLEGAL TO FISH FOR SALMON WITH A BARBED HOOK. You must IMMEDIATELY record your retention of adult chinook salmon on your angling licence." At the bottom right, there are "Cancel" and "Save" buttons.

Step 6 – Add a Classified Waters Licence (BC Resident Angler)

If the angler is a BC Resident and wants to buy a Classified Waters Licence (CWL), click the yellow **Add a Classified Waters Licence** button (for steps to sell a CWL to a non-resident angler, move on to step 6A). The pop-up window will appear.

Select Classified Waters Licence from the licence dropdown.

Click the **Save** button

Popup will close and the CWL will be added to the **Buy Freshwater Fishing Licences** screen

The screenshot shows a popup window titled "Add a Classified Waters Licence". At the top, it says "2020/2021 Season (has 160 days remaining)". Below this, there is a "Licence" dropdown menu with "Classified Waters Licence - 2020/2021 Season" selected. To the right of the dropdown, the "Licence Fee" is listed as "\$15.00 CAD". A "Note" section contains the text: "Many classified waters in B.C. have periods when steelhead are known to be present. Be sure to refer to the Water Specific Regulations in the Freshwater Fishing Synopsis to determine if a Steelhead Conservation Surcharge Stamp is required for the water and period of time you will be fishing." At the bottom right, there are "Cancel" and "Save" buttons.

Step 6A – Add a Classified Waters Licence (Non-Resident Angler)

If a Non-Resident (or Non-Resident Alien) angler wants to buy a CWL, click the yellow **Add a Classified Waters Licence** button. The pop-up window will appear.

Select/enter:

- Water (from dropdown)
- Start and end dates
- Guided (Yes or No)
- Guide Name (if guided)

Click the **Save** button

Popup will close and the CWL will be added to the **Buy Freshwater Fishing Licences** screen

2020/2021 Season (has 160 days remaining)

River	Starting On:	Ending On:
Babine - Class I (Sep 1 - Oct 31) - 2020/2021 Season	Oct 23, 2020	Oct 28, 2020
Guided? <input checked="" type="radio"/> Yes <input type="radio"/> No	Angling Guide Name: Bill Guide	Fee per Day
		Total Fee
	\$40.00	\$240.00 CAD

Note
This licence is for the Babine River downstream of the juvenile fish counting weir located at the outlet of Nilkitkwa Lake. A Conservation Surcharge for Steelhead is required from September 1 to October 31.

Cancel
Save

Step 7 – Issue the licence

Review the licences and details on the **Buy Freshwater Fishing Licence(s)** screen with the angler for before issuing. If you wish to **remove a licence** product prior to issuing, click the blue box marked with an **X** at the end of that line.

Review the text to the left of the Cancel button (highlighted in red in this example) **with the angler** prior to issuing licences.

You must make an entry in the **Vendor Reference Number** field. You can enter what ever you like in this field, using a transaction number or staff name/ID can be helpful as it can be used by the vendor to track licence sales details at a later date.

Click the yellow **Issue** button to issue and create the licence.

Buy Freshwater Fishing Licence(s)

Angler #: 5169384

B.C. Home

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE

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(Fishing MoE Production Support)

Exit this e-service

Account Details

Name:	JOHN SMITHE	Mailing:	4-2975 JUTLAND RD
Birth Date:	Jan 1, 1990	Address:	VICTORIA, BRITISH COLUMBIA
Sex:	X		V8T 1M9 CANADA
Phone:	(250) 555-5555	Residency:	B.C. Resident
Email:	sandra.marshall@gov.bc.ca		

Click the yellow buttons below to purchase one or more Basic Licences, and add optional Conservation Surcharges and Classified Waters Licences to your Basic Licence(s). When you are finished, click the "Issue" button. To cancel your application, click the "Cancel" button.

Basic Licences			ADD A BASIC LICENCE
Eight Day Angling Licence	From: Oct 23, 2020 to Oct 30, 2020	\$20.00	<input type="checkbox"/>
Conservation Surcharges			ADD A CONSERVATION SURCHARGE
Non-Tidal Salmon	For: 2020/2021 Season	\$15.00	<input type="checkbox"/>
Classified Waters Licences			ADD A CLASSIFIED WATERS LICENCE
Classified Waters Licence	For: 2020/2021 Season	\$15.00	<input type="checkbox"/>

By clicking the 'Issue' button, you (as an authorized agent of the government completing this application for the purchaser), confirm the purchaser has made the following declaration:

I understand I must abide by the BC Provincial Health Officer orders and I am asked to abide by all Provincial Health Officer guidance related to COVID-19 while fishing. The information that I have provided is true and I understand that it is an offence to provide false information.

Licence Fee:	\$50.00
GST:	\$2.50
Total CAD:	\$52.50
Vendor Reference Number:	Sold by Dave

Cancel
Issue

Step 8 – Print the licence

Make sure your printer is turned on, connected to the computer, and loaded with 8.5" x 11" paper.

On the **Licensing Confirmation** screen, you may wish to print a copy of this screen and give it to the customer with their receipt and licence.

Click the yellow **Print Season Licence** button.

You can also print this screen and give it to the customer with their receipt.

The **Licence** screen, with a preview of the licence will appear. Please be patient, it may take a few seconds for the licence to be produced.

Click the **Print** button/icon within the licence preview (not the Print icon at the top of your browser screen).

Depending on your web-browser, the Print icon may be presented in different places. See the two different examples on the right.

Once printed, have the angler **review** and **sign** the licence, then **collect fees**.

B.C. Home | **Licensing Confirmation**

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BRITISH COLUMBIA

The Angling Licence(s) have been successfully issued. See below for a list of Angling Licences that have now been issued.

To print the licence(s), use the Print button(s) below, or navigate back to the Angler's Licences page by pressing the "Return to Angler's Licences" link below.

Licence #	Licence	From:
BC7179946	Eight Day Angling Licence	Oct 23, 2020 to Oct 30, 2020
BC7179947	Non-Tidal Salmon	For: 2020/2021 Season
BC7179948	Classified Waters Licence	For: 2020/2021 Season

Customer Information

Angler Number: 5169384
Name: JOHN SMITHE

Payment Information

Licence Fee: \$50.00 GST Registration #: R107864738
GST: \$2.50
Total: \$52.50 CAD

Purchased from: Ministry of Environment Production Support [11111]
Purchase Date: Oct 22, 2020
Vendor Ref. #: Sold by Dave

[RETURN TO ANGLER'S LICENCES](#) [PRINT 2020/2021 SEASON LICENCE](#)

B.C. Home | **Licence**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

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Exit this e-service

The official Angling Licence document is being produced below.
Please be patient as it may take a few moments to be generated.
Click the **Print** icon below to print the Angler's licence.

When you have finished printing the licence, click the "Return to Angler's Licences" link below to return.

[RETURN TO ANGLER'S LICENCES](#)

THIS IS A TEST LICENCE (EWTEST1)
2020/2021 Non-tidal Angling Licence
Non-Refundable, Non-Transferable
Issued under the authority of s. 15(1) Wildlife Act RSB/C 1996, c488

LICENCE MUST BE CARRIED ON YOUR PERSON WHILE ANGLING

Angler Number: 5169384

Licensee: SMITHE, JOHN
Date of Birth: JAN 01, 1990
Sex: X
Mailing Address: 4-2975 JUTLAND RD
VICTORIA, BRITISH COLUMBIA
V8T 1H9 CANADA
Telephone: 250-555-5555
Residency: B.C. RESIDENT

BASIC LICENCE(S) Valid Valid

NON-TIDAL ANGLING LICENCE (N-TAL ANGLING LICENCE) (N-TAL ANGLING LICENCE) (N-TAL ANGLING LICENCE)
ISSUED DAILY: upon creating and printing. Requirements: Licence for each Lake, or other over 85 cm from Shores. Please note: If a new licence is purchased, the licence is valid for 24 hours.

Print Download
Go to First Page Go to Last Page
Rotate Clockwise Rotate Counterclockwise
Text Selection Tool Hand Tool
Vertical Scrolling

B.C. Home | **Licence**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE
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(Fishing MoE Production Support)

Exit this e-service

The official Angling Licence document is being produced below.
Please be patient as it may take a few moments to be generated.
Click the **Print** icon below to print the Angler's licence.

When you have finished printing the licence, click the "Return to Angler's Licences" link below to return.

[RETURN TO ANGLER'S LICENCES](#)

1 of 1 Automatic Zoom

THIS IS A TEST LICENCE (EWTEST1)
2020/2021 Non-tidal Angling Licence Website: fishing.gov.bc.ca

How to cancel a licence

Cancelling within 30 minutes of issuing

Vendors can cancel licences that they issued themselves within the 30 minutes immediately following the transaction. After completing a transaction (still on the **Licence** screen), you can click the yellow **Return to Angler's Licences** button to view the **Angler's Licences** screen.

A blue **Cancel** button will appear beside each licence purchased for 30 minutes after you issue them (the timeout period).

You can cancel a licence when:

- the customer leaves the store without paying for the licence, or
- the customer has made a mistake and wants to purchase a different licence or changes their mind and does not want to buy the licence
- the angler profile was created with errors (name or birthday entered incorrectly) which resulted incorrect information being displayed on the licence.

Step 1 – Search for Angler/Return to Angler's Licences

On the **Angler's Licences** screen, during the timeout period, the blue **CANCEL** button will be displayed to the left of each applicable licence.

The **CANCEL** button will not appear after the timeout period has expired.

Click the **CANCEL** button corresponding with the licence you wish to cancel.

The **Licence Cancellation** popup will appear

Angler Information		Angler #: 5169384
The Angler's Information may be out of date. Press the "Update" button to amend if necessary.		
Name:	JOHN SMITHE	Mailing Address: 4-2975 JUTLAND RD VICTORIA, BRITISH COLUMBIA V8T 1M9 CANADA
Birth Date:	Jan 1, 1990	
Sex:	X	
Phone:	(250) 555-5555	
Email:	sandra.marshall@gov.bc.ca	Residency: B.C. Resident

Current Licences		ADD LICENCE(S)
Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.		
Basic Licences		
<input type="button" value="CANCEL"/>	BC7179946 Eight Day Angling Licence	From: Oct 23, 2020 to Oct 30, 2020
Conservation Surcharges		
<input type="button" value="CANCEL"/>	BC7179947 Non-Tidal Salmon	For: 2020/2021 Season
Classified Waters Licences		
<input type="button" value="CANCEL"/>	BC7179948 Classified Waters Licence	For: 2020/2021 Season

Step 2 – Enter Cancellation Reason and Cancel Licence

In the **Licence Cancellation** popup, enter the reason you are cancelling the licence.

Click the yellow **Save** button, the popup will close.

To cancel the Angling Licence, please enter some comments describing the reason for cancellation, and press "Save".

* An asterisk indicates a required field.

Reason: Vendor repudiation

* Comments: Customer changed their mind

By clicking the "Save" button below, I certify that this licence has not been cancelled for any fraudulent or illegal purpose. I understand that it is an offence to provide false information.

Step 3 – Review the angler’s licences

The **Angler’s Licences** screen will be display and the chosen licence will be marked **(Canceled)**

Repeat steps 1 & 2 for any applicable remaining licences

The screenshot displays the 'Angler's Licences' page for a user named John Smithe. The page is divided into several sections:

- Header:** British Columbia logo and 'Angler's Licences' title.
- Angler Information:** Displays personal details such as Name (JOHN SMITHE), Birth Date (Jan 1, 1990), Sex (X), Phone ((250) 555-5555), Email (sandra.marshall@gov.bc.ca), Mailing Address (4-2975 JUTLAND RD, VICTORIA, BRITISH COLUMBIA, V8T 1M9 CANADA), and Residency (B.C. Resident). An 'UPDATE' button is present.
- Current Licences:** A section with an 'ADD LICENCE(S)' button. Below it, a list of current licences is shown, including an 'Eight Day Angling Licence' (BC7179946) valid from Oct 23, 2020 to Oct 30, 2020, and a 'Non-Tidal Salmon' licence (BC7179947) for the 2020/2021 season. A 'CANCEL' button is visible next to the first licence.
- Conservation Surcharges:** Lists a 'Non-Tidal Salmon' surcharge (BC7179947) for the 2020/2021 season with a 'CANCEL' button.
- Classified Waters Licences:** Shows a 'Classified Waters Licence' (BC7179948C) for the 2020/2021 season, which is marked as '(Cancelled)'. A 'CANCEL' button is also present.

Canceling a licence after the 30 minute timeout period has expired

After the 30 minute timeout period has expired, Vendors can submit requests for licence cancellation to the Fish and Aquatic Habitat Branch online, here:

<https://forms.gov.bc.ca/industry/vendor-licence-cancellation-request/>

Anglers who want a licence they paid for cancelled and refunded after the timeout period has expired may submit requests in writing to:

Fish and Aquatic Habitat Branch
PO Box 9365
STN PROV GOVT
Victoria, B.C. V8W 9M3

How to reprint a licence

About reprints

If an angler has purchased a Freshwater Fishing licence from a registered licence vendor, at a Service BC location or online them self, and is no longer in possession of a printed copy, you can reprint the licence upon their request.

You can choose to reprint the licence at no charge or for a fee. If you choose to charge a **fee for a reprint**, it **must not exceed \$10.00**. When providing a reprint, advise anglers to transfer any catch record to the new copy of their fishing licence.

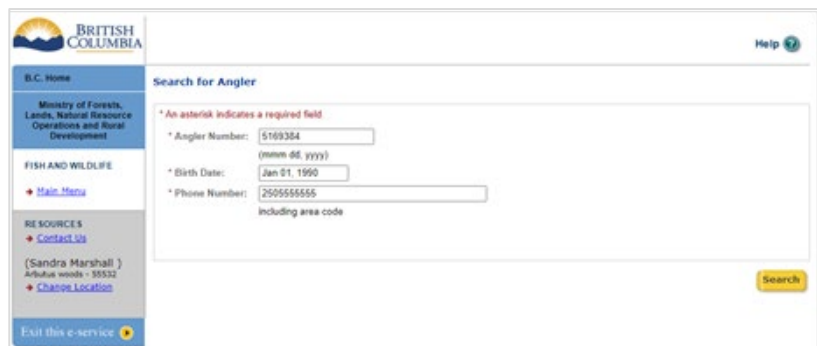
If an angler does not have the details required for you to locate their licence (Angler Number/Birthdate/Phone Number), but states they have already purchased an annual licence for the current licence year it is important that you do not issue them a second annual licence (it is an offence to obtain more than one annual licence for a licence year). Instead, advise the angler to contact the Help Desk at 1-877-855-3222 and government staff will assist the angler retrieve the information. The angler can then provide you the information to locate and reprint the existing licence.

Step 1 – Search for the Angler

The Angler **must provide the following details** for you to reprint their previously issued fishing licence:

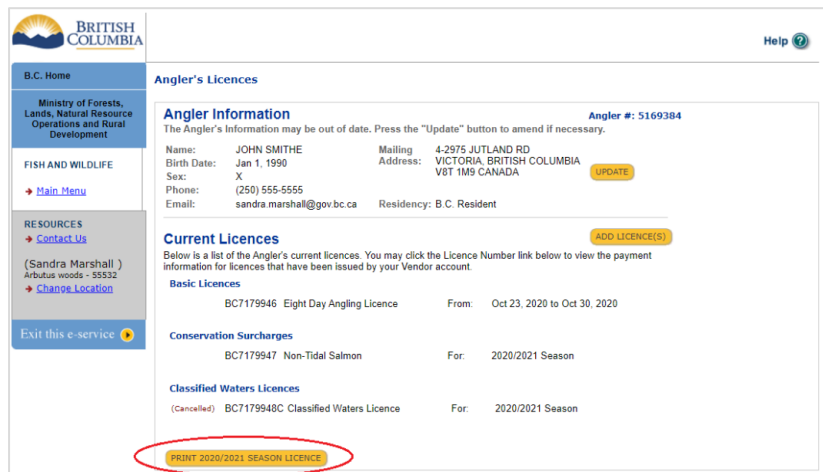
- Angler Number
- Phone Number
- Birth Date

On the **Main Menu**, select **Search for Angler**, then on the **Search for Angler** screen (pictured on right), enter the angler's details and click the **Search** button



Step 2 – Select the licence

On the **Angler's Licences** screen, click the yellow **Print Season Licence** button at the bottom of the screen.



Angler Information		Angler #: 5169384
Name:	JOHN SMITHE	Mailing: 4-2975 JUTLAND RD
Birth Date:	Jan 1, 1990	Address: VICTORIA, BRITISH COLUMBIA
Sex:	X	V8T 1M9 CANADA
Phone:	(250) 555-5555	
Email:	sandra.marshall@gov.bc.ca	Residency: B.C. Resident

Current Licences		ADD LICENCE(S)
Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.		
Basic Licences		
BC7179946	Eight Day Angling Licence	From: Oct 23, 2020 to Oct 30, 2020
Conservation Surcharges		
BC7179947	Non-Tidal Salmon	For: 2020/2021 Season
Classified Waters Licences		
(Cancelled) BC7179948C	Classified Waters Licence	For: 2020/2021 Season

Step 3 – Print the licence

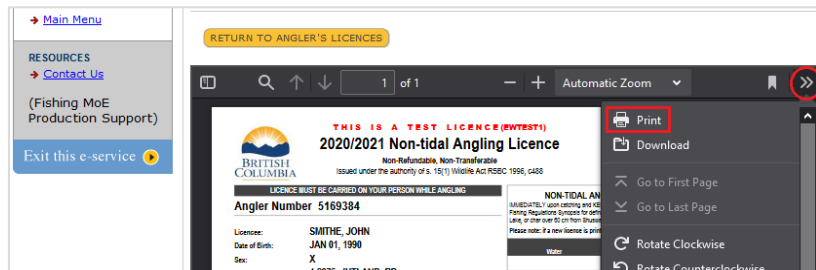
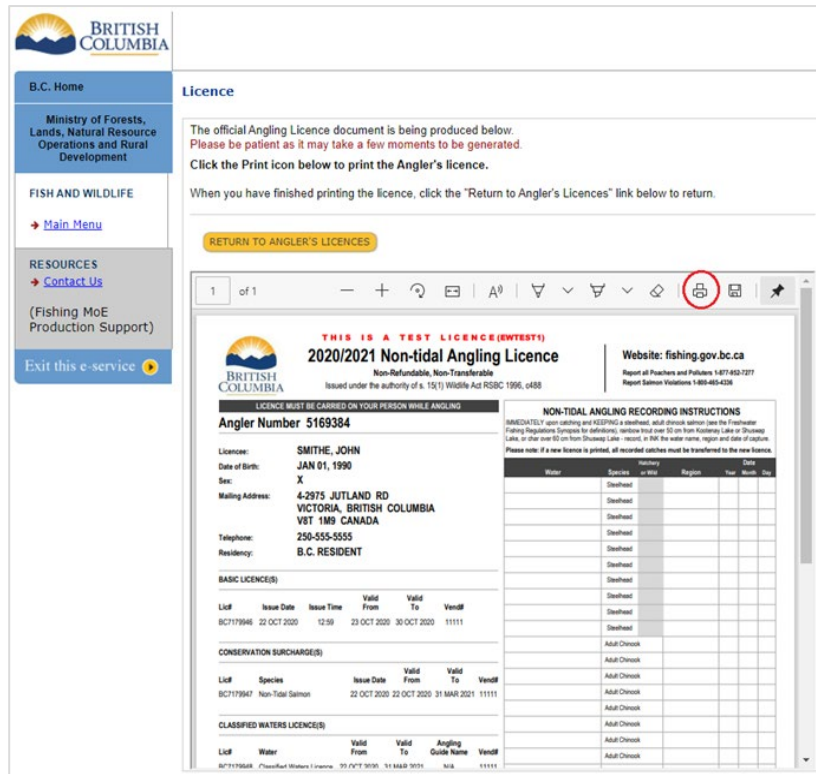
The **Licence** screen, with a preview of the licence will appear. Please be patient, it may take a few seconds for the licence to be produced.

Click the **Print** button/icon within the licence preview (not the Print icon at the top of your browser screen).

Depending on your web-browser, the Print Icon may be presented in different places. See the two different examples on the right

Once printed, have the angler review and **sign** the licence, then collect fees (if applicable).

Advise angler to transfer any catch record to the new copy of their fishing licence (if applicable).



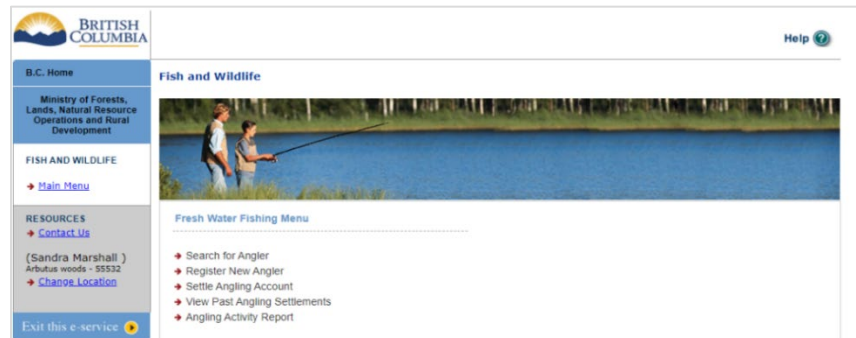
How to settle a vendor account

What is “settlement”?

The contract between the vendor and Government requires that the vendor pay to the Government the total of sales minus a commission. At times agreed in the contract, the vendor will initiate an “account settlement” by printing a Settlement Report and submitting the report to Service BC with payment (total sales minus commission). The Settlement Report provides a summary of all licences sold by the vendor during the selected settlement period, including those that were later cancelled.

Step 1 – Enter a settlement date

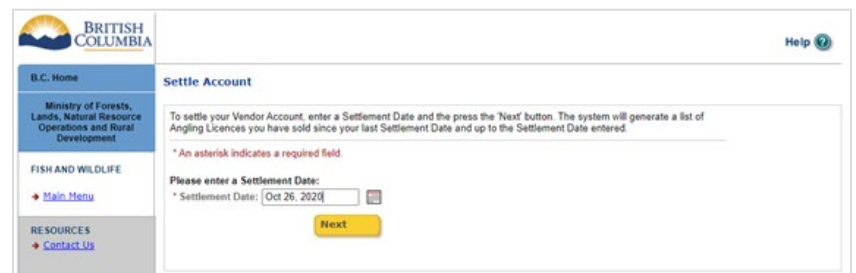
On the Main Menu, click **Settle Angling Account**



The screenshot shows the British Columbia Fish and Wildlife website. The left sidebar contains navigation links: B.C. Home, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, FISH AND WILDLIFE (with a link to Main Menu), and RESOURCES (with a link to Contact Us). The main content area is titled 'Fish and Wildlife' and features a 'Fresh Water Fishing Menu' with a list of options: Search for Angler, Register New Angler, Settle Angling Account, View Past Angling Settlements, and Angling Activity Report. A yellow 'Next' button is visible at the bottom of the page.

On the **Settle Account** screen, enter a **Settlement Date** and click the yellow **Next** button.

Your Settlement Report will include all licences issued between the last Settlement Report and the Settlement Date you choose.



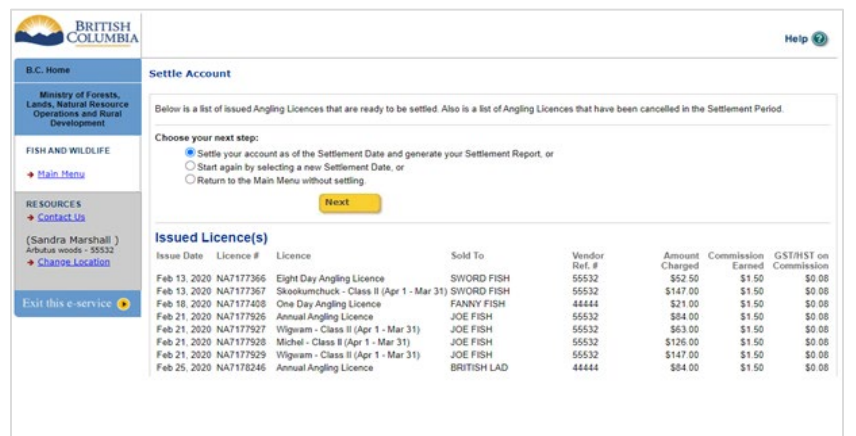
The screenshot shows the 'Settle Account' screen. It includes instructions: 'To settle your Vendor Account, enter a Settlement Date and the press the 'Next' button. The system will generate a list of Angling Licences you have sold since your last Settlement Date and up to the Settlement Date entered.' Below this, there is a text input field for 'Settlement Date' with the value 'Oct 26, 2020' and a yellow 'Next' button.

Step 2 – View the list of licences ready to be settled

On the **Settle Account** screen, the vendor can:

- settle the account and print the Settlement Report, or
- start again using a different settlement date, or
- return to the Main Menu without settling.

To settle, choose the first option (“Settle your account...”) and click the yellow **Next** button.



The screenshot shows the 'Settle Account' screen with a list of issued licences. The list includes columns for Issue Date, Licence #, Licence, Sold To, Vendor Ref. #, Amount Charged, Commission Earned, and GST/HST on Commission. The first option is selected: 'Settle your account as of the Settlement Date and generate your Settlement Report, or'. Below the list, there is a yellow 'Next' button.

Issue Date	Licence #	Licence	Sold To	Vendor Ref. #	Amount Charged	Commission Earned	GST/HST on Commission
Feb 13, 2020	NA7177366	Eight Day Angling Licence	SWORD FISH	55532	\$52.50	\$1.50	\$0.08
Feb 13, 2020	NA7177367	Skookumchuck - Class II (Apr 1 - Mar 31)	SWORD FISH	55532	\$147.00	\$1.50	\$0.08
Feb 18, 2020	NA7177408	One Day Angling Licence	FANNY FISH	44444	\$21.00	\$1.50	\$0.08
Feb 21, 2020	NA7177926	Annual Angling Licence	JOE FISH	55532	\$84.00	\$1.50	\$0.08
Feb 21, 2020	NA7177927	Wigwam - Class II (Apr 1 - Mar 31)	JOE FISH	55532	\$63.00	\$1.50	\$0.08
Feb 21, 2020	NA7177928	Michel - Class II (Apr 1 - Mar 31)	JOE FISH	55532	\$126.00	\$1.50	\$0.08
Feb 21, 2020	NA7177929	Wigwam - Class II (Apr 1 - Mar 31)	JOE FISH	55532	\$147.00	\$1.50	\$0.08
Feb 25, 2020	NA7178246	Annual Angling Licence	BRITISH LAD	44444	\$84.00	\$1.50	\$0.08

Step 3 – Complete the settlement and print the Settlement Report

The **Settlement Report** will appear in a window inside the **Settlement Account** screen. Please be patient, it may take a few seconds for the report to appear.

Click the **Print icon** at the top of the window inside the Vendor Settlement screen (i.e. not the Print icon at the top of the browser screen) to print the Settlement Report.

Note, depending on your web-browser, the Print Icon may be presented in different location.

The screenshot shows the 'Settle Account' page for a vendor. The settlement is complete for the period of Mar 19, 2018 to Oct 26, 2020. The settlement amount is \$1,390.56. A 'Vendor Settlement Report' window is open, displaying the following information:

Document: 120354762

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

E-Licensing Vendor Settlement Report

Ministry of Forests (Production Test) (22222)
 Government Agent: Service BC Headquarters Victoria (36)
 Phone: (250) 387-9725
 Address: 2975 Julliard Road, victoria BC V8T 5J9
 GST/HST Reg No.:

Settlement Period: Mar 19, 2018 to Oct 26, 2020
 Settlement ID: 111435
 E-Licensing Invoice #: RA157068
 GST/HST on Commission: \$2.64
 Settlement Amount: \$1,390.56

Issued Licences

Basic Licence	# of Licences Issued	Amount Charged	Commission Earned	GST/HST on Commission	Settle Am.
Annual Angling Licence	2	\$75.00	\$3.00	\$0.16	\$72.44
Annual Angling Licence - \$36	1	\$37.80	\$1.50	\$0.08	\$36.22

NOTE: If the Freshwater Fishing E-Licensing System is unavailable due to a scheduled or unscheduled “outage”, you can create your Settlement Report online and submit it to Service BC with payment after the System is restored.

Normally Service BC can terminate a vendor's contract if the Settlement Report is late three times. However, lateness due to a system outage will not count for this purpose. If neither of the two options above resolves the issue, please consult your Service BC Centre for further instruction.

How to view/print past Settlement Reports

Step 1 – Enter search criteria

On the Main Menu, click **View Past Settlements**

On the **View Past Settlements** screen enter:

- % in the **Settlement ID** field to see a list of all past Settlement Reports, or
- “From” and “To” dates in the **Settlement Date** fields to see a list of reports that were settled by Service BC during that period, or
- “From” and “To” date in the **Created Date** fields to see a list of Settlement Reports that you created during that period

Click the yellow **Search** button

BRITISH COLUMBIA

B.C. Home

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View Past Settlements

To view past settlements, enter some search criteria and click the "Search" button below.

Settlement ID:

Settlement Date: From: To:

Created Date: From: To:

Search

Step 2 – View list of past Settlement Reports

The **View Past Settlements** screen will be displayed with a list of past settlements, dates and amounts.

Click on the desired **Settlement ID** number to see the Settlement Report.

You can also click **Search** in the lower right corner of the screen to search again, perhaps using a different date range.

BRITISH COLUMBIA

B.C. Home

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FISH AND WILDLIFE
→ Main Menu

View Past Settlements

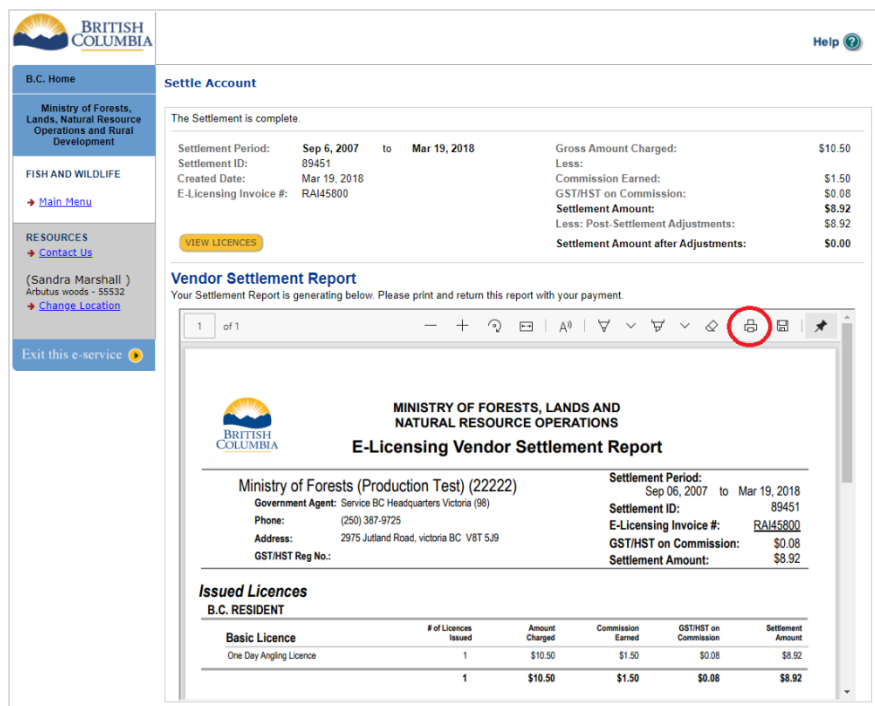
Settlement ID	Settlement Date	Created Date	Settlement Amount	Payments	Fee Adjustments	Outstanding Invoice Balance
89451	Mar 19, 2018	Mar 19, 2018	\$8.92		\$8.92	\$0.00
111435	Oct 26, 2020	Oct 26, 2020	\$1390.56			\$1390.56
Totals (CAD)			\$1399.48		\$8.92	\$1390.56

Search Again

Step 3 – View and print a past Settlement Report

If you clicked on a Settlement ID number on the Past Settlements screen, the selected Settlement Report will be displayed in a window of the **Vendor Settlement** screen.

Click the **Print icon** at the top of the window inside the Vendor Settlement screen (i.e. not the Print icon at the top of the browser screen).



Settle Account

The Settlement is complete.

Settlement Period:	Sep 6, 2007	to	Mar 19, 2018	Gross Amount Charged:	\$10.50
Settlement ID:	89451			Less:	
Created Date:	Mar 19, 2018			Commission Earned:	\$1.50
E-Licensing Invoice #:	RAI45800			GST/HST on Commission:	\$0.08
				Settlement Amount:	\$8.92
				Less: Post-Settlement Adjustments:	\$8.92
				Settlement Amount after Adjustments:	\$0.00

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.

1 of 1

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

E-Licensing Vendor Settlement Report

Ministry of Forests (Production Test) (22222)	Settlement Period:	Sep 06, 2007	to	Mar 19, 2018
Government Agent: Service BC Headquarters Victoria (98)	Settlement ID:	89451		
Phone: (250) 387-9725	E-Licensing Invoice #:	RAI45800		
Address: 2975 Jutland Road, victoria BC V8T 5J9	GST/HST on Commission:	\$0.08		
GST/HST Reg No.:	Settlement Amount:	\$8.92		

Issued Licences

B.C. RESIDENT


Basic Licence	# of Licences Issued	Amount Charged	Commission Earned	GST/HST on Commission	Settlement Amount
One Day Angling Licence	1	\$10.50	\$1.50	\$0.08	\$8.92
	1	\$10.50	\$1.50	\$0.08	\$8.92

How to report system outages

Should you encounter an unexpected system outage during regular government business hours (Monday to Friday, 9:00 am to 4:30 pm. PST) please contact Service BC. A list of Service BC locations can be found here: www.servicebc.gov.bc.ca/locations/

If you discover that the E-Licensing System is down outside of regular government business hours, you can report the incident by e-mail to Fish.Support@gov.bc.ca and government staff will follow up on the next business day

Questions or comments?

On many of the E-Licensing screens, you can click the Help icons  to see information about how to complete specific fields.

You can also click the larger Help icon: **Help**  at the top right of every screen, which will display a popup window containing all help topics.

If the online help text doesn't answer your question, you can contact your local Service BC local during government business hours for assistance.