

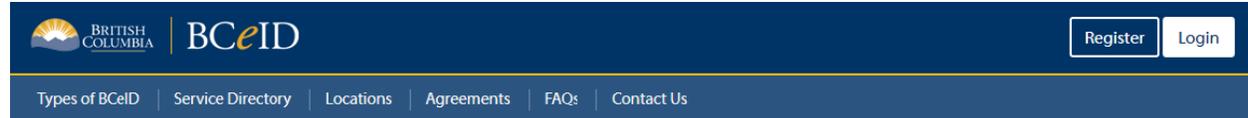


How to get your Business BCeID Account

Please read the invitation letter this insert came with first. This insert assumes you do not yet have your business BCeID account to represent your business.

Go to the BCeID main page at www.bceid.ca/ and click "Register for a Business BCeID".

Remember this site, because it's where you will manage your BCeID account in future.



A BCeID account provides secure access to online government services.



It's Convenient

Many government services are available online. You can use your BCeID account to log in to [participating services](#).



It's Secure

BCeID uses secure technology and policies to enable authorized access to information.



It Respects Your Privacy

Learn more about the [B.C. government's privacy policies](#) and the [BCeID privacy policy](#).

Register for a BCeID

There are three [types of BCeID](#) accounts.

Already know what type you want to register for?

- [Register for a Business BCeID](#)
- [Register for a Personal BCeID](#)
- [Register for a Basic BCeID](#)

Not sure which one to register for?

Already Have a BCeID?

Manage your BCeID account, such as:

- Update your contact information, user ID, password, login preferences
- Update your businesses preferences and manage business BCeID accounts
- 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

This will take you to a page that outlines the steps to acquire a Business BCeID. Click "Start registration" when you are ready.

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 >

Your personal information will be collected in accordance [with section 26\(c\) of the Freedom of Information and Protection of Privacy Act](#). If you have any questions or concerns about the collection of this information, review the [BCeID Privacy Policy](#).

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

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](#)
- [Other \(none of the above\)](#)

The next step will help you confirm whether your business is already registered with a BCeID. From this page you can search the online business directory.

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.

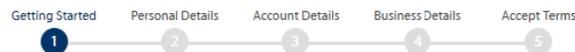
Is your organization already registered?

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

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Now you must meet the authorization requirements for BCeID

Register for a Business BCeID



Are you authorized to register your organization?

To complete this registration you must be authorized to execute the [BCeID Registration Agreement](#) on behalf of your organization and willing to be a Business Profile Manager.

Business Profile Managers are responsible for:

- Creating BCeID user accounts (including other Business Profile Manager accounts) for representatives of your organization that require online access
- Resetting passwords for your organization's user accounts
- Managing your organization's identity information registered with BCeID

Are you authorized to execute the Business BCeID Registration Agreement on behalf of your organization and willing to be a Business Profile Manager?

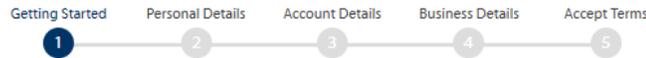
- Yes, I am authorized and willing to be a Business Profile Manager.
- No, I am not authorized.
Choosing this option will cancel your registration. An authorized individual can register your organization and create a BCeID account for you.
- No, I am not willing to be a Business Profile Manager.
Choosing this option will cancel your registration.

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Now, select the type of business you are registering



Register for a Business BCeID



What type of business are you registering?

If you are not sure, see [Business Types](#) for definitions.

Select your business type:

- Proprietorship
AKA sole proprietorship, doing business as, firm
- General Partnership
Excluding limited partnership (LP) and limited liability partnership (LLP)
- BC Corporation
Name ends in Ltd, Ltée, Inc, Limited, Corporation, Corp or ULC
- Extra Provincially Registered Company
AKA extraprovincial company, extra-pro, ex-pro
- BC Incorporated Society
A not-for-profit organization incorporated in BC
- Extraprovincial Non-Share Corporation
An "Extraprovincial Non-Share Corporation" means a society or association, incorporated or otherwise, formed outside British Columbia. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares.
- Other
None of the above. For example, LP, LLP, non-registered society, association, charity, business registered outside Canada

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From there, follow the prompts, all the information from there will be specific to your business requirements. Once you have finished the application and accepted the terms, you will be able to continue.