Step by Step Guide to setting up a BCeID
By Surrey DPAC

The community gaming grants departments will require a BCeID in order to submit a gaming grant application.

Community Gaming Grants Online Application Access

Community Gaming Grants is launching a new online application system in 2025.

Starting **February 1, 2025, either a Business BCeID or Basic BCeID is required** to submit an online application for a Community Gaming Grant, a PAC & DPAC Grant, and a Capital Projects Grant.

There are three types of BCeID. The type of BCeID that most PAC's would need would be the business BCeID, as it is not for a personal capacity.

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Types of BCeID

There are 3 types of BCeID accounts.

Business BCeID

Use when representing a legal entity, such as a:
- Company or partnership
- Sole proprietorship
- Not-for-profit or charitable organization
- Educational institution like a university or college

Registration is started online.
- Your business type will determine how it's completed - online, in person, by mail, or with assistance from BCeID.

Requirements at a glance:
- You must be an authorized representative of your organization
- You may have to provide documentation to prove your business or organization's identity

Example use:
- If you want to use Address Change BC to notify multiple public sector agencies of a business address change

Personal BCeID

Use when accessing a service in a personal capacity that requires your identity to be verified.

Registration is a two-step process.
- It's started online and must be completed in-person to prove your identity within 60 days.

Requirements at a glance: You must have the following identity documents:
- Canadian Government-issued identity document
- Government-issued photo ID with a photo taken within the last 5 years
- If applicable, documents to support changes to your legal name

Example use:
- You want to access your account in Revenue Services of British Columbia

Basic BCeID

Use when accessing a service in a personal capacity.

Registration is started and completed online.

Requirements at a glance: None.

Example use:
- Apply online for residential tenancy dispute resolution
- Hunter registration and limited hunting applications
- SDSI

By definition most PAC's are non profit societies.

Societies

In B.C., not-for-profit / non-profit organizations are known as societies. Societies are independent, democratic organizations that are required to comply with the Societies Act and their own constitution and bylaws.

Societies do not earn any profits for its members. All money is donated to the organization's cause or goal. They may be eligible to:

- Register as a charitable organization: Canada Revenue Agency > Charities and giving
- Receive funding from community gaming grants or get a gambling event licence for fundraising
- Use money to support the organization's cause or goal, but they also use some money to pay for employee salaries and administrative need.

After your PAC has decided who will complete the registration.   You will need to check the registry to see if your PAC already has a BCeID.

[BCeID - Business Directory](https://www.bceid.ca/directories/whitepages/)

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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

Most PAC's would fall into the "other" business type which includes non-registered societies.

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, government agencies and Cooperative Associations. 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.

THE APPLICATION WILL BE ASKING FOR PERSONAL INFORMATION OF THE APPLICANT: Legal name, email address, phone number.

After your PAC has decided who will complete the application for a BCeID, you will need the following items before completing an application.

- **A username**
- **The address of the PAC**
- **The legal name of the PAC (may be obtained from previous gaming application).**
- **A password that only the executive should have (ideally Treasurer and President). Must have lower case, upper case, and special characters such as !@#$%.**

… then click on the "Register for a business BCeID".

BCeID - Business BCeID: Getting Started

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 BC Registries and Online Services or Canada Revenue Agency

Ready to Register?

Register for a Business BCeID

https://www.bceid.ca/register/business/getting_started/getting_started.aspx

You will be brought to the following screen. Click on the start registration (at the bottom).

Register for a Business BCeID

Registering for a Business BCeID is a 5-step process.

It'll take about 15 minutes to complete the registration.
Processing times vary in the completion of your Business BCeID account before it's ready for use.

(1) Step 1: Getting Started

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.** Only a principal or a person authorized by a principal can accept the Business Registration Agreement.

- **Select your business type.** There are 6 business types.

- **Choose if you want to convert your existing 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

You'll need to:

- Provide your business information

- Prove the identity of your business or organization. The way to do this depends on what type of business you're registering. Learn more about how to verify a business.

(5) Step 5: Accept Terms

Accept the Terms of Use and Business Registration Agreement.

Start registration ➤

You will now be at the following screen. Select "Yes, I am authorized and willing to be a Business Profile Manager". Click continue.

Select the "other" business type.

You will now be at the following screen. Click continue.

Other Registration Details

Continue if your business is one of the following:

- Limited liability partnership (lp)
- Limited partnership (llp)
- Non-registered Society
- Charity
- Municipality
- Government agency/department
- Cooperative association

Or, if you're sure your business isn't one of the other business types.

If you're not sure, contact us before you continue. You may have to complete this form again if you register as the wrong type of business.

What you need before you continue

- Legal name of your business
- Address for your business

Next steps

- Continue with your registration to enter information about your business
- After you submit it, a BCeID Registration Analyst will contact you to complete registration

< Back   Continue >

You will be asked if you wish to convert your Basic BCeID to a business BCeID. Make the appropriate selection.

Register for a Business BCeID

Do you want to convert an existing Basic BCeID?

If you have an existing Basic BCeID, you may convert it to a Business BCeID. If you do this, Online Services accessed with the existing Basic BCeID may not be accessible with the new Business BCeID.

○ No, do not convert an existing Basic BCeID
○ Yes, convert my existing Basic BCeID account
  You will be prompted to logon with your Basic BCeID. If you are unable to logon you will not be able to return to this page and will have to start the registration process from the beginning.

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The applicant will be asked for personal information.

The applicant will be asked to create a username and a password. It would be a good idea to take a screen shot of your username and password, before you continue.

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Getting Started — Personal Details — Account Details — Business Details — Accept Terms
1 — 2 — 3 — 4 — 5

Choose User ID

A user ID is the unique name you use to identify your BCeID account. It must be between three and twenty characters long and may only contain letters, numbers, periods, dashes and underscores. You may choose your own user ID or use one from the list below.

User ID
Choose your user ID. You'll use this user ID with your password to log in.

[   ]

Password
Choose a password at least 14 characters long, to a max of 125 characters long. Passwords should have lower & upper case letters, numbers and symbols. Learn more about passwords

[   ]

| Weak | Medium | Strong |

Confirm Password

[   ]

Password Reset Questions

These questions will be used if you forget your password. You'll only be able to reset your password if you can answer these questions correctly. If you are unable to answer these questions, you will be required to create a new account.

Question Number One

[Choose option ▾]

Answer

[   ]

Question Number Two

[Choose option ▾]

Answer

[   ]

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

[‹ Back] [Continue ›]

You should receive a confirmation of your application by email. You will be advised that your organizations "Registration Activation letter" has been mailed to the PAC.

Example:

From: BCeID Registration Desk Mailbox CITZ:EX <BCeIDRegistrationDesk@gov.bc.ca>

Date: Wed, Jan 8, 2025 at 1:14 PM

Subject: ID-9900: BCeID account for District Parent Advisory Council - S.D. # 36 - Surrey

To: xxxxxxx

Hello xxxxxx,

I have processed your registration request and mailed your organization's *Registration Activation letter*. If the activation code expires before you receive the letter from BCeID, please reply to this email to advise us you require an extension for your activation code. We can extend the code up to 90 days from the date of your original application. Likewise, if you do not receive the letter after 3 weeks please reply to request a new one. Registration requests that are not activated within 90 days are automatically deleted from the system and can not be recovered. At that point you will need to re-apply.

For further details you may contact the support staff.

BCeID Support

For questions related to BCeID (account information and registration), contact the BCeID help desk*:

- 1-888-356-2741 (Canada and USA toll free)
- 604-660-2355 (Within lower mainland or outside of Canada and USA)
- Online support form: https://www.bceid.ca/help_request/default.aspx?referrer=R%2f1

*Open Monday to Friday (except statutory holidays) from 7:30 am to 5 pm PT.