Surrey District #36 Parent Advisory Council (Surrey DPAC) Strengthening PACs & Empowering parents

Step by Step Guide to setting up a BCelDBy Surrey DPAC

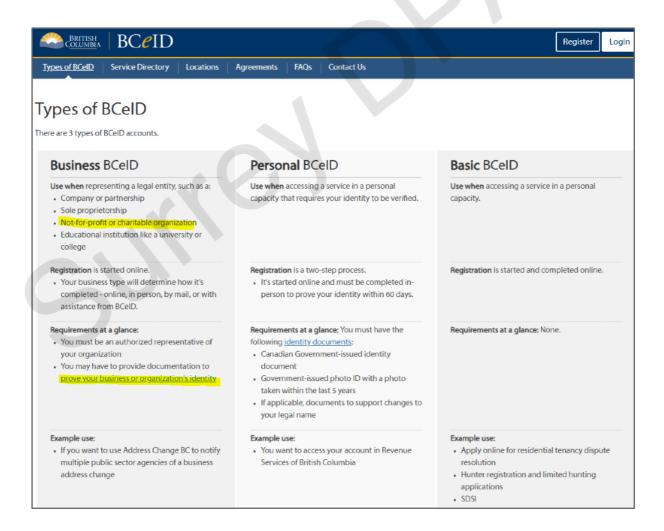
The community gaming grants departments will require a BCeID in order to submit a gaming grant application.

Community Gaming Grants Online Application Access

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

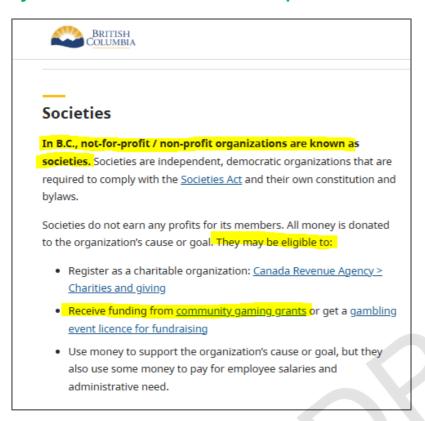
Starting February 1, 2025, either a Business BCeID or Basic BCeID is required to submit an online application for a Community Gaming Grant, a PAC & DPAC Grant, and a Capital Projects Grant.

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.



By definition most PAC's are non profit societies.

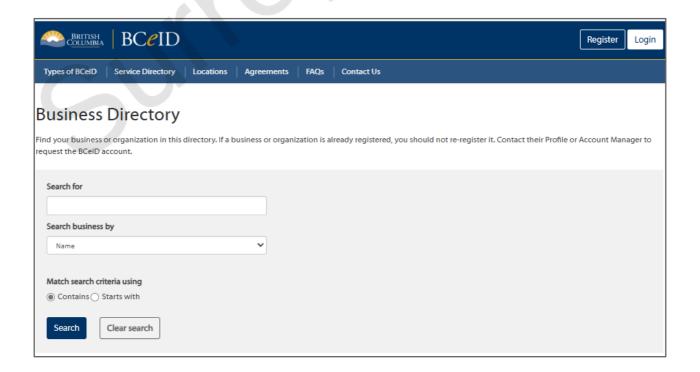




After your PAC has decided who will complete the registration. You will need to check the registry to see if your PAC already has a BCeID.

BCeID - Business Directory

https://www.bceid.ca/directories/whitepages/



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 BCelD".

BCeID - Business BCeID: Getting Started



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.

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 <u>business directory</u>. 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 <u>Business Registration Agreement</u>.
- Select your business type. There are 6 <u>business types</u>.
- Choose if you want to convert your existing Basic BCeID to a Business BCeID.
- 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:

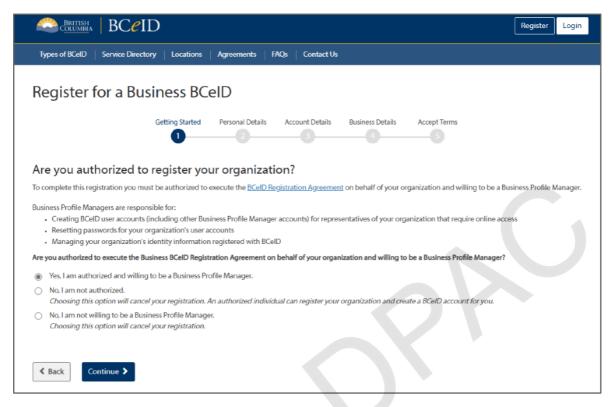
- · Provide your business information
- Prove the identity of your business or organization. The way to do this depends on what type of business you're
 registering. <u>Learn more about how to verify a business</u>.
- 5 Step 5: Accept Terms

 Accept the Terms of Use and Business Registration Agreement.

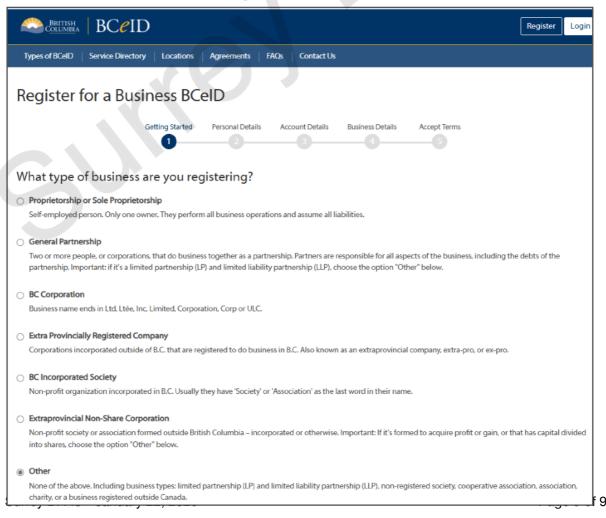
Start registration >

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



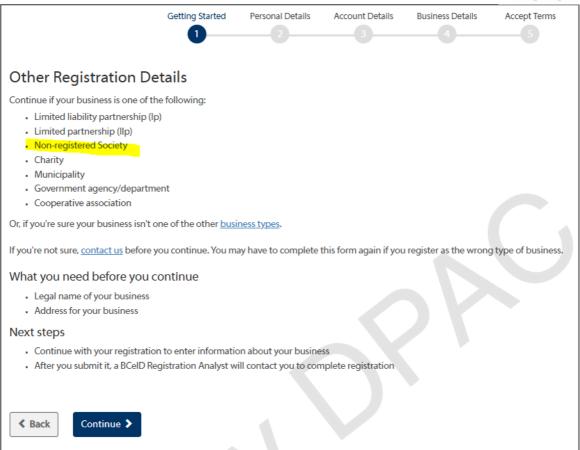


Select the "other" business type.

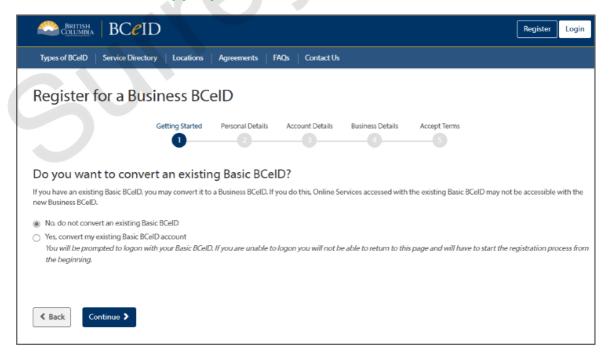


You will now be at the following screen. Click continue.



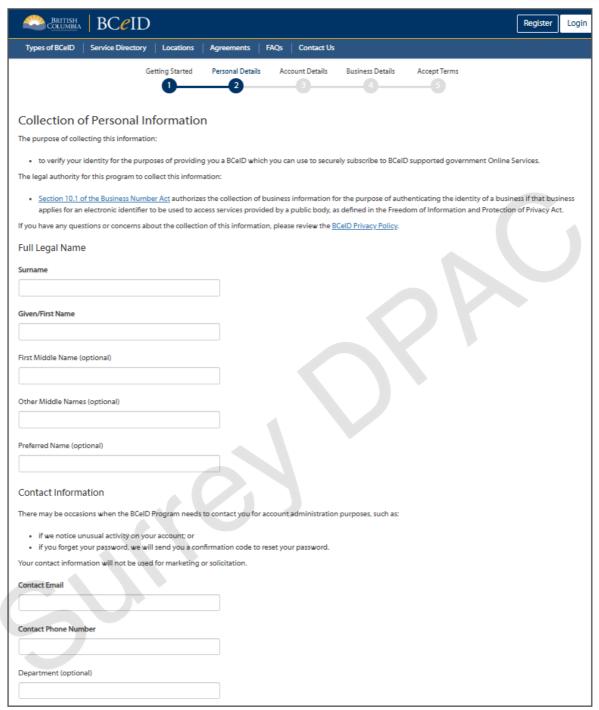


You will be asked if you wish to convert your Basic BCeID to a business BCeID. Make the appropriate selection.



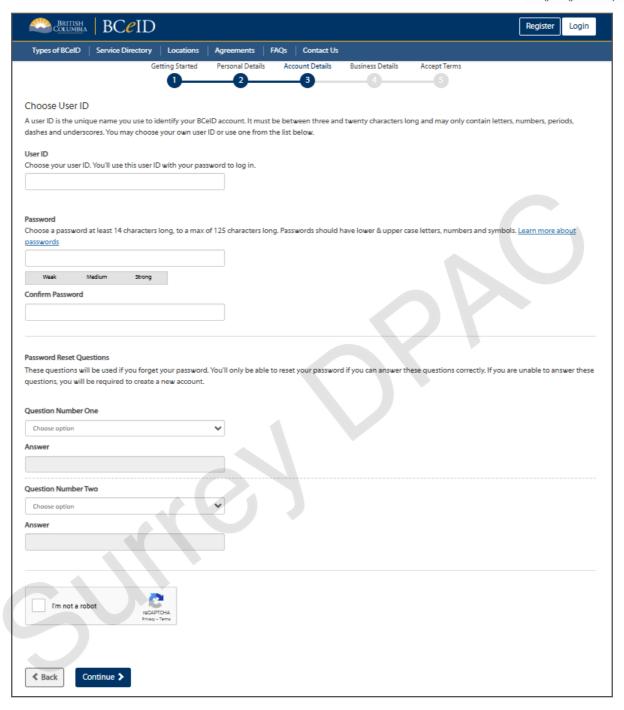


The applicant will be asked for personal information.



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.





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.