

BCeID allows secure access to on-line Provincial Government sites and services. To apply to report your batches online with the Direct Sales Web Reporting (DSWR), you are required to obtain a **Business BCeID** user id and Password.

### **BENEFITS**

You do not need to enrol for a user id and password at each new BC Government site you visit. Simply use your BCeID user id and password.

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### **BC CORPORATION REQUIREMENTS**

Prior to accessing the BCeID website, please have the following requirements ready:

1. Business Number (formally known as the Single Business Number)
2. Incorporation Number
3. Company Password for Access Code

**BUSINESS NUMBER:** The province of British Columbia has entered into partnership with the Canada Revenue Agency (CRA) to use the federal Business Number (BN) as a convenient way for businesses to identify your company when communicating with government. You will have a Business Number if you have been incorporated federally or in any province in Canada.

**INCORPORATION NUMBER:** This number is assigned by the BC Corporate Registry at the time of incorporation and is locate at the top right hand corner of the Certificate of Incorporation, Annual Report, Amalgamation and continuation or Change of Name documents.

**COMPANY PASSOWRD OR ACCESS CODE:** If you have filed your annual report through the **BC Corporate** On-line website at [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca) you can utilize your company password that was used in the electronic filing of the annual report in the BCeID registration process. Otherwise you can enter your Access Code which is located in **Box C** on the **Annual Report reminder**. Please check with your Accounting Department or your corporate lawyer to locate your annual report number.

Alternatively, you can call the **Corporate Registry** office in Victoria at 1-250-356-8626 or 604-775-1047 (direct dial free line from Greater Vancouver) and request your access code e-mailed to the address on file with the Corporate Registry.

**Note:** There is no telephone registration option for the BCeID service and in person registration for a business BCeID for the BC Corporation category is not available.

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### **GENERAL PARTNERSHIP REQUIRMENTS**

Prior to accessing the BCeID website, please have the following requirements ready:

1. "OneStop" ID and Password and the Proprietorship has been registered with BC Corporate Registry\*  
**OR**

2. **Business Number** (to complete your registration with only a Business Number you must complete your registration in person along with supporting documentation at a BCeID "Point of Service" location).

**OR**

3. Applicant represents a partner in the General Partnership (after initiating the online registration process with this option, a BCeID Registration Analyst will contact you to complete your registration).

**ONESTOP ID AND PASSWORD:** The Onestop Business Registry is a public sector partnership offering integrated Business Registration and **Business Address Change** services based on the **Business Number**. The **Business Registration** service enables a business to register with multiple public sector agencies and local government in one step.

**BUSINESS NUMBER:** The province of British Columbia has entered into a partnership with the Canada Revenue Agency (CRA) to use the Federal Business Number (BN) as a convenient way for businesses to identify your company when communicating with government. **The Business Number is identical to a GST number for a Proprietorship.**

**\*Note:** If the business type on your OneStop account is not “Partnership” or if your partnership is not registered with the BC Corporate Registry, your registration cannot be completed online. Instead, a BCeID Registration Analyst will contact you directly to complete the registration process.

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## **PROPRIORSHIP/SOLE PROPRIETORSHIP REQUIREMENTS**

Prior to access the BCeID website; please have the following requirements ready:

1. **“OneStop” ID and password and the Proprietorship has been registered with BC Corporate Registry\***

**OR**

2. **Business Number** (after initiating the online registration process with this option, you must complete your registration in person along with supporting documentation at a BCeID “Point of Service location”).

**ONESTOP ID AND PASSWORD:** The Onestop Business Registry is a public sector partnership offering integrated Business Registration and **Business Address Change** services based on the **Business Number**. The **Business Registration** service enables a business to register with multiple public sector agencies and local government in one step.

**BUSINESS NUMBER:** The province of British Columbia has entered into a partnership with the Canada Revenue Agency (CRA) to use the Federal Business Number (BN) as a convenient way for businesses to identify your company when communicating with government. **The Business Number is identical to a GST number for a Proprietorship.**

**\*Note:** If the business type on your OneStop account is not “Partnership” or if your partnership is not registered with the BC Corporate Registry, your registration cannot be completed online. Instead, a BCeID Registration Analyst will contact you directly to complete the registration process.

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## **BCeID HELP DESK**

The BCeID Help Desk can troubleshoot any registration enquiries. Their help desk is open 7:30am to 7:30 pm Pacific Time, 8:30 am to 8:30 pm Mountain Time, Monday to Friday excluding statutory holidays.

**Canada and USA Toll free: 1-888-356-2741**

**Within Lower Mainland or Outside Canada and USA: 604-660-2355**

**Email: [BCeID@gov.bc.ca](mailto:BCeID@gov.bc.ca)**

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## **BCeID ONLINE HELP**

As you make your way through the registration process, each screen has a **HELP** button at the top right hand corner of the screen. The **HELP** button is specific to the screen that you are currently working on and guides you through the topics shown on the active screen.