

Instructions for Acquiring a BCeID Account Number

Please follow the process outlined below:

Is my organization already registered with BCeID?

Many organizations are now registered and have Business BCeID Accounts. Please see whether your organization is registered by going to www.bceid.ca and click on the link on the right hand side of the screen labelled: *Is my Business already registered?* Now search for your organization.

If you are having trouble using the BCeID website or the search tool to find your organization, please use the *Contact Us* information on www.bceid.ca to call the BCeID Help Desk.

If you find a listing for your organization:

- a. You will be shown one or more BCeID business managers in your organization that can create a BCeID User ID for you.
- b. You must have your own BCeID User ID which will not be shared.
- c. Once your BCeID business manager has created your account, an e-mail containing your User ID is sent to you. Your business manager will also give you a temporary password. You will then logon to BCeID with that User ID and temporary password; create 3 password reset/security questions and change the temporary password to a permanent password.
- d. Now go to **Step two** of this document to get set up to use the PSECA eService.

In the case that your organization is not registered, please do the following:

- a. Go to www.bceid.ca/register to begin the registration process.
- b. Choose the first yellow button labelled "*Register for a Business BCeID Account*".
- c. You will now see the Online Services Directory.
- d. The PSECA eService is a non-published online service; therefore, select the link near the top of the screen labelled *Register without specifying an Online Service*.
- e. The next screen asks if your organization is registered with BCeID. As you have already confirmed your organization is not registered, you will choose "No" and select the *Next* button.
- f. The next screen asks "*are you a principal of your organization, or a person authorized by a principal*". If "Yes I am the principal or person authorized" is the correct answer for you, choose it and click on the *Next* button. If you are not the principal and you are not authorized, choosing "No" cancels the registration and the appropriate individual will have to complete this process.
- g. If you chose "Yes" on the previous screen, the next screen is labelled: "*Select your business type*". If you are not sure, see the *Business Types* link on this page for definitions. Continue through the screens for your business type, following the various prompts. If you have trouble registering for a BCeID account, contact the BCeID Help Desk using the contact information on the left side of the screen.

Instructions for Acquiring a BCeID Account Number

- h. The final steps in the BCeID registration process depends on your organization type. For example, a corporation could complete the process completely online. For many of the organizations using our eService, it will be a physical registration letter that will be mailed to the registered address of your organization with an activation code for you to complete your registration.
- Depending on mail delivery, your letter will arrive in approximately 3 or 4 business days.
 - The initial User ID and password you choose will not be an approved “Business BCeID Account” **until you enter your activation code** from the letter.
 - The registration letter will provide exact instructions on how to enter your activation code.
 - You will not be able to use the PSECA eService site until you have entered your activation code at www.bceid.ca and completed Step 2 below.