



Business BCeID Step-by-Step Guide

1. Getting Started

- Go to the **BCeID website** and choose [Register for a Business BCeID](#).
- Review the 5-step registration process overview.
- Confirm your institution is **not already registered** by searching the Business Directory.
- Ensure you are **authorized** to register the institution.

2. Select Business Type

- Choose **Business Type: Other**.
- Review the **Business BCeID Registration Agreement**.

3. Business Contact Information

Complete the required fields with accurate business contact and address information.

Complete these fields:

- **Legal Name** of the institution
- **Operating Name** (if applicable)
- **Business Address**

⇒ Street

⇒ City

⇒ Province/State

⇒ Country

⇒ Postal/ZIP Code

- **Business Phone Number**
- **Business Email Address**

4. Create User ID & Password

- Create a **BCeID User ID** for the registering official.
- Create a **password of at least 14 characters**.

5. Verify Business Details (“Other” Category)

Provide the following:

- **Legal Name** (must match documentation)
- **Correct Business Address** (used for activation code mailing)
- **Business Email**
- **Business Phone**
- **Organization Description** (e.g., “Post secondary educational institution outside B.C.”)
- **Identity/verification documents** as prompted in the workflow (if applicable)

6. Accept Terms

- Accept the **Terms of Use and Business BCeID Registration Agreement** to complete registration.

7. Activation Code Letter

- BCeID will mail an activation code to the **CFO or Senior Official** at the verified business address.
- Enter the activation code within **30 days** of mailing.
(*Extensions may be possible per BCeID guidance.*)

8. Final Activation

- Log in with user ID and password.
- Enter activation code to **activate the Business BCeID**.

What to do if you have problems setting up your Business BCeID:

- If you have issues setting up your Business BCeID, you can contact their Tier 2 support team directly by emailing them at BCeIDRegistrationDesk@gov.bc.ca.