

Applying for a Business BCeID

Archaeological Permit Tracking System

In order to access the Archaeological Permit Tracking System you will require a Business BCeID. If you already have a BCeID, and aren't sure if it's a Business ID, you can check by going to the BCeID website at <https://www.bceid.ca/>. Click on the link on the right hand side of the screen labeled "Is My Business Already Registered?" If you can't find your business by browsing or using the search tool, you will need to apply for a Business BCeID.

There are several types of Business BCeIDs available. We encourage you to use the "Client Test" version of the BCeID sign-up process at www.test.bceid.ca in order to view sign-up options and determine which Business Type best fits your situation. If you are a BC resident and don't qualify under the categories: General Partnership, BC Corporation, Extra Provincially Registered Company or Other, as described on this website, you can qualify for the "Proprietorship" category. For BCeID purposes, all people in the province are considered sole proprietorships even if they are not part of any other business or organization.

Once you have had an opportunity to view the options on the test website please follow these steps:

1. Proceed to the BCeID Registration page at <https://www.bceid.ca/register/> to process your application. Please note that if you have an existing Basic BCeID account it can be converted to become the first Business BCeID account for the business/organization. Your existing BCeID username and password will remain the same. All subsequent BCeID accounts for your organization or business will be created by you as the business account manager or business profile manager. Additional accounts that you create will require a new username and password.
2. Choose the first yellow button labeled "Register for a Business BCeID Account." You will now see the Online Services Directory. Since the Archaeological Permit Tracking System is not listed in the Online Services, you should click on the link near the top of the page [Register without specifying an Online Service](#)
3. The next screen asks if your organization is registered with BCeID.
4. The next screen asks "*are you a principal of your organization, or a person authorized by a principal.*" If "Yes" 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.
5. 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.

The final step in the BCeID registration process depends on your organization type. For example, a corporation could complete the process completely online.

Once you have your BCeID account you are ready to E-mail your contact

information to the [eService Email Contact](#) so they can verify your information and complete the access process. You must include the following:

- e-mail address.
- Organization Name.
- Job Title / Position.
- Full mailing address, including postal code.
- Your BCeID user ID.
- Telephone Number.

You will receive an e-mail confirmation from BCeID when your access has been confirmed.