



Applying for a Business BCeID

In order to access various Archaeology Branch online services, including: RAAD, the Provincial Archaeological Report Library and the Archaeological Permit Tracking System, you will require 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 BusinessType 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 the steps below. Please ensure that you consent to the information sharing options shown during the course of registration, including an option related to online services registered with BCeID and an option to share information with other BCeID account holders. If you don't consent to these options you will not be able to access any Archaeology Branch online services.

1. Proceed to the BCeID Registration page at <https://www.bceid.ca/register/> to process your application.
2. Choose the first yellow button labeled "Register for a Business BCeID Account." You will now see the Online Services Directory. Since Archaeology Branch applications are not listed in the Online Services, you should click on the link [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.