

## RAAD Access Now Requires a Business BCeID

All RAAD users 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](http://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 RAAD 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. As you have already confirmed your organization is not registered, you will choose “No” and select the *Next* button.
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.

**Important Note:** In order to access RAAD, and many other web-based government applications, please ensure that you consent to the Information Sharing Options as shown in the following screenshot.

**B.C. HOME**

**BCeID Home**

Cancel Registration

RELATED LINKS

- ▶ [About BCeID](#)
- ▶ [FAQs](#)
- ▶ [Service Status](#)
- ▶ [Privacy Policy](#)
- ▶ [BCeID Terms and Conditions](#)

**BCeID Help Desk**



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)

7:30AM to 7:30PM Pacific  
8:30AM to 8:30PM Mountain  
Monday to Friday excluding  
statutory holidays

You are not currently logged on.

Logon

## BCeID Business BCeID Registration

- 1 Getting Started
- ▶ 2 Account Details
- ▶ 3 Business Details
- ▶ 4 Registration Confirmation

### Information to be entered in the BCeID Business Directory

The following information will be placed in the Online Business Directory. This is intended to allow employees or agents of your business to see if your business has already been registered for a Business BCeID Account.

#### Business Directory Information

Legal Name:	<b>My Legal Name</b>
Doing Business as Name:	<b>My DBA</b>
Business Profile Manager:	<b>My First Name My Last Name</b>
e-mail address:	<b>myemail@email.com</b>
Department:	
Telephone:	<b>888-555-1234</b> <input type="checkbox"/> Yes, publish this number

#### Information Sharing Options

- I consent to BCeID sharing my business' contact information with online services registered with BCeID.
- I consent to BCeID sharing my business' contact information with other BCeID account holders.  
*This is required to allow me to act on behalf of other BCeID account holders.*

Back

Next

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.

### When your BCeID Business Account has been confirmed:

**Previous RAAD users** should send a list of all BCeID users in your organization to the Archaeology Branch generic email address at [ARCWEBFEEDBACK@gov.bc.ca](mailto:ARCWEBFEEDBACK@gov.bc.ca). For each user, please include full name, BCeID username, affiliation, and email address. We will advise when your account has been set up to access RAAD.

**New RAAD users** should complete an [Archaeological Information Sharing Agreement](#) and forward it to the Archaeology Branch by fax, 250-953-3340, or email [ARCWEBFEEDBACK@gov.bc.ca](mailto:ARCWEBFEEDBACK@gov.bc.ca)