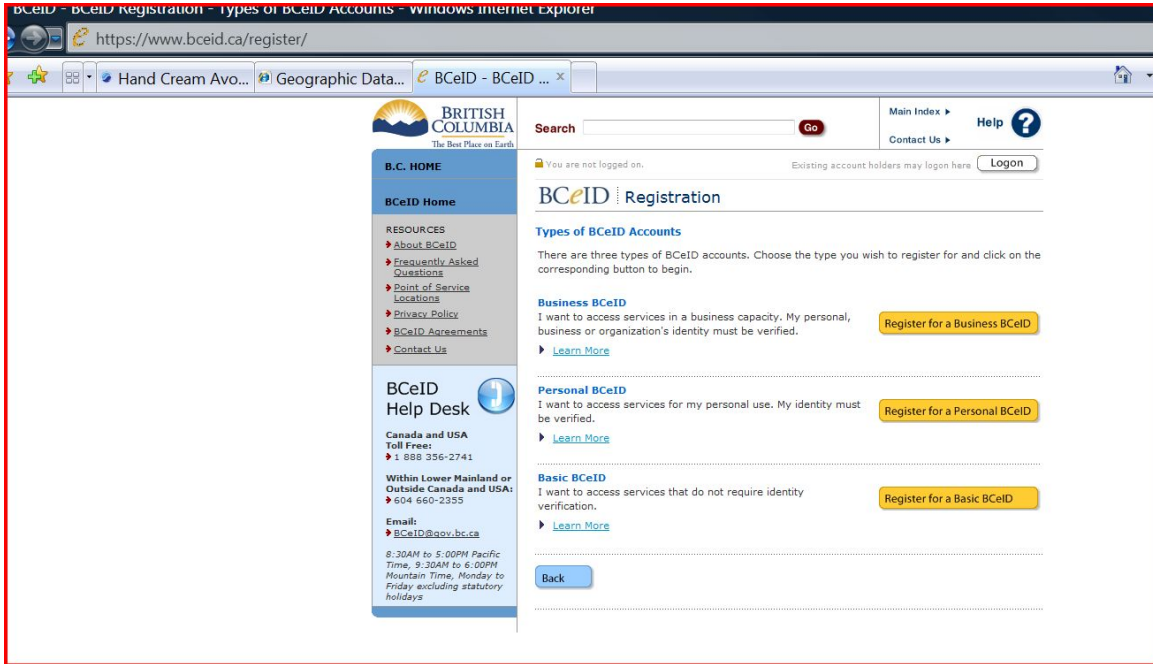


# Getting a BCeID

Getting a BCeID, if you do not already have one, is the first step in accessing the Ministry of Environment Fish Data Submission SharePoint Site.

**(1)** If you do not currently have a BCeID, you can register for one through <https://www.bceid.ca/register/>. There are three BCeID account “types”. There are three BCeID account “types”. It is recommended that you register for the more secure “Business BCeID”. While the simpler “Basic BCeID” is also accepted, the “Personal BCeID” type is inappropriate.



**(2)** When asked for an online service to register with, please select “Register without specifying an Online Service”.



**(3)** As part of your BCeID registration, you select your own 'UserID' and 'Password'. You will be asked to fill in some basic information and three security questions and answers that you will need if you want to change your password in the future. It is suggested that you keep a copy of this form on file.

**Account Details**

**Choose a User ID**

A user ID is the unique name you use to identify your BCeID account. It must be between three and twenty characters long and may only contain letters, numbers, periods, dashes and underscores. You may choose your own user ID or use one from the list below.

\* User ID:

**Password**

Enter a password that is at least 8 characters. A strong password is one that you will remember, yet will be hard for others to guess, and includes upper and lower case letters, numbers and symbols.

\* Password  [Password Guidelines](#)

Password Strength:  Weak  Medium  Strong

\* Confirm Password:

*Note: Keeping your password secure is important to protect your information and prevent unauthorized access to your account.*

**Contact Information**

There may be occasions when the BCeID Program needs to contact you for account administration purposes, such as:

- if we notice unusual activity on your account; or
- if you forget your password, we will send you a confirmation code to reset your password.

We prefer to use email if we need to contact you, but you may select either or both of the contact methods listed below. Your contact information will not be used for marketing or solicitation. Please see our [Privacy Policy](#) for more information.

\* Known As:  \* 4

\* Contact Email:  \*

Contact Phone Number:

**Password Hints**

Select a choice from each of the following drop down boxes and provide an answer, a name, and a date you will remember. Your responses will be used to prove you are the owner of your BCeID account should you forget your password and need to reset it. You will only be able to reset your password if you can answer all three of these questions correctly.

\* Question:

\* Answer:

\* Memorable Person:

\* Name:

\* Important Date:

\* Date:

**Security Control**

Below is a security device to prevent automated use of this service. Please enter the characters you see in the picture below into the space provided.

\* Text in Image:

(lower case is accepted)

**Terms of Use**

To complete this registration you must read and accept the [Terms of Use Agreement](#). If you do not accept, you will not be able to register.

Yes, I have read and I accept the Terms of Use Agreement. Continue my registration.

I do NOT accept the Terms of Use Agreement, cancel my registration.

Read the BCeID [Privacy Policy](#).

\* required fields

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**(3)** Fill in the Registration Form

The \*User ID and \* Password will be used to enter the SharePoint Site

**(4)** We will need \* your Name (*Known As*) and your Email address (*Contact Email*) for the SharePoint Site registry process, to Email you your access confirmation information and notifications.

The three Questions and corresponding Answers are key identifiers needed if you need to change your **Password**.

**(5)** Once you have completed the registration form, print a copy before you click the "Next" button. Once you click the "Next" button the form will not be accessible again.