Before accessing the Wildlife Features (WHF) data submission site (first time only)

Once your data is formatted to the standardized WHF data template, you are ready to log in and submit your data.

1. **You need a valid user account to access the data submission site.** Government employees use their IDIR accounts; all others must use a BCeID account. A user can only view submissions submitted by the specific user account, a user cannot view entries made with other user accounts.

Instructions for setting up a Basic BCeID:
- **Visit: https://www.bceid.ca**
- Click "Begin Registration"
- Click "Basic BCeID"
- Click "Register without specifying an online service"
- Enter your details & OK.

2**. Go to the WHF data submission site** – access will be denied the first time. When this happens, click on "Request Access". An email will arrive shortly thereafter granting you access to the site.

Trouble Shooting

- When connecting, preface the username with BCeID\, i.e.: **BCEID\username**
- Note - We have seen issues with mixed case domain causing issues, ensure it is "BCEID\"
- The instructions on the following location will help them to log on to the site http://www.for.gov.bc.ca/mof/errors/logoninstructions.htm
- Receiving an **unauthorized** error? Configure your web browser
- **Repeated login** attempts. Possibly your password has expired. Passwords expire every 2 years. Change and reset your password by logging in here with expired password