

New method of adding BC Online as payment in Societies Online & new functionality for managing users

New method of adding payment method in Societies Online

New users will add BC Online as a payment method from Societies Online as of March 31st, 2017.

1. **Logon to the Societies Online application with a basic BCeID - www.gov.bc.ca/SocietiesOnline**
2. If you do not already have a Basic BCeID, choose Register for BCeID. *Note: Business BCeID is not accepted with Societies Online.*

Env. Info - Environment: TST RootPathForUser: /societies regl-service: http://toon.bc.gov:4444/regl-service/ nro-service: http://toon.bc.gov:4444/nro-service/v1/

BRITISH COLUMBIA Societies Online

Societies Home Home Help

Welcome to Societies Online

With Societies Online you can:

- Incorporate a Society
- File a Transition Application
- File an Annual Report
- Change registered office address
- Update director information
- Change bylaws
- Access certified documents
- Register an Extraprovincial Non-share Corporation
- And more

Transition to the new Societies Act

The new B.C. Societies Act came into effect November 28, 2016. All societies in B.C. have two years to transition to the new Act (by November 28, 2018).

Read the following resources before you transition:

- Transition Guide - Preparing your society's documents
- Filing Guide: How to file a Transition Application in Societies Online

Get Started

To use Societies Online you will need a **Basic BCeID** account (Business and Personal not accepted). [Tell me about BCeID](#)

[Register for BCeID](#) [Log in with BCeID](#)

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BC Registry Services

Log in with BCeID [Quick link](#)

User ID
Use a Basic BCeID

Password

[Continue](#)

[Forgot your user ID or password?](#)

No account?
[Register a BCeID](#)

[Cancel and return to Societies Online](#)

Need help?
[Contact the BCeID Help Desk](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

Disclaimer Privacy Accessibility Copyright

3. At the Home page, select the Payment Methods tab. If you are accessing Societies Online for the first time, your Home page will look like this:

The screenshot shows the Societies Online Home page for a user named Test. The page has a dark blue header with the British Columbia logo and 'Societies Online' text. A navigation bar below the header contains 'Home', 'Payment Methods', and 'Help' tabs. The main content area is titled 'Hello Test! How would you like to begin?' and features two primary options: 'Access an Existing Society' and 'Incorporate a New Society'. The 'Access an Existing Society' section includes a list of actions: 'Transition to the new Act', 'File an Annual Report', and 'Change Directors or other information'. The 'Incorporate a New Society' section outlines a two-step process: 'Step 1: Request a Name - submit a new request or find your name approval request' (with a sub-point 'You must have an approved name before you incorporate.') and 'Step 2: Complete the Incorporation Application'. Below these are links to 'Read more about incorporation'. A section titled 'Other Options' lists various services with corresponding 'Read more' links: 'Register an Extraprovincial Non-share Corporation', 'Restore a Dissolved Society', 'Amalgamation', 'Continuation Into B.C.', 'Reinstate the Registration of a Cancelled Extraprovincial Non-share Corporation', and 'Conversion of Special Act'.

If you have previously accessed Societies Online and entered a Registry Key for a Society, your home page will appear as below:

The screenshot shows the Societies Online Home page for a returning user named Patrick Heath. The header and navigation bar are identical to the first-time user page. The main content area is titled 'Patrick Heath' and features a 'My Societies' section. A mouse cursor is pointing at the 'Payment Methods' tab. The 'My Societies' section includes a 'Help on Managing Societies' link, an 'Access another existing society' button, and a table listing the user's societies. The table has two columns: 'Society Name' and 'Actions'. The first row shows 'ARBUS SINGERS CHOIR KIDS SOCIETY (50051418)' with a 'Remove Access' button. Below the table is a link to 'Click here to return to Societies Home' and a survey prompt: 'Help us make this site better! Take a short survey (5 minutes)'. The footer contains links for 'BC Government', 'Disclaimer', 'Privacy', 'Accessibility', 'Copyright', 'Contact Us', and a system ID: 'SO-USR2 // REGLR104.S27.0.4708 - 2017-03-15 12:58'.

4. Click on 'Add Account'

The screenshot shows the 'Societies Online' dashboard for user Patrick Heath. The user is logged in, as indicated by the name and 'Log Out' link in the top right. The main navigation bar includes 'Home', 'Payment Methods', and 'Help'. On the left, a sidebar lists various actions: 'Incorporate a New Society', 'Register an Extraprovincial Non-share Corporation', 'Restore a Dissolved Society', 'Amalgamation', 'Continuation Into B.C.', 'Reinstate the Registration of a Cancelled Extraprovincial Non-share Corporation', and 'Conversion of Special Act'. Below the sidebar is a link to return to the Societies Home and a survey prompt. The main content area is titled 'BC OnLine Payment Account' and contains the text: 'There are no BC OnLine Accounts associated with your user.' A blue button labeled 'Add Account' is visible in the top right of this section, with a mouse cursor hovering over it. An information icon and a note below the text state: 'To set up a Pre-Authorized Debit Account for a Society or Extraprovincial Non-share Corporation, go to the Payment Method tab on the appropriate entity's Dashboard.' The footer contains links for BC Government, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us, along with the URL SO-USR4 // REGLR104.S27.0.4708 - 2017-03-15 12:58.

5. A panel will open prompting for your BC OnLine userid and password. Enter the fields then click the 'Verify' button.

The screenshot shows a modal window titled 'Add a new Payment Method' with a 'Cancel' button in the top right. The text inside the modal reads: 'Add a BC OnLine Account as a Payment Method by User patiom4n4.' Below this text are two input fields: 'BC OnLine User ID *' and 'BC OnLine Password *'. A blue 'Verify' button is located at the bottom right of the modal. The background shows the same dashboard as the previous screenshot, but it is dimmed. The footer is identical to the previous screenshot, showing the same navigation links and URL: SO-PM-BCOL1 // REGLR104.S27.0.4708 - 2017-03-15 12:58.

6. If valid, the Account Number and Account Name from your BC OnLine logon will display.

Click on the 'I confirm...' statement then the 'Add Account' button.

Env. Info - Environment: TST RootPathForUser: /societies regi-service: http://toon.bcgov:4444/regi-service/ nro-service: http://toon.bcgov:4444/nro-service/v1/

BRITISH COLUMBIA Societies Online Patrick Heath | Log Out

Add a new Payment Method

Cancel

Add a BC OnLine Account as a Payment Method by User patiom4.

BC OnLine User ID *
PB14596

BC OnLine Password *

BC OnLine Account *
913280

Account Name *
KAGIS, MIKE

I, Patrick Heath, confirm that the BC OnLine Account is to be added as a Payment Method in the Societies Online application.

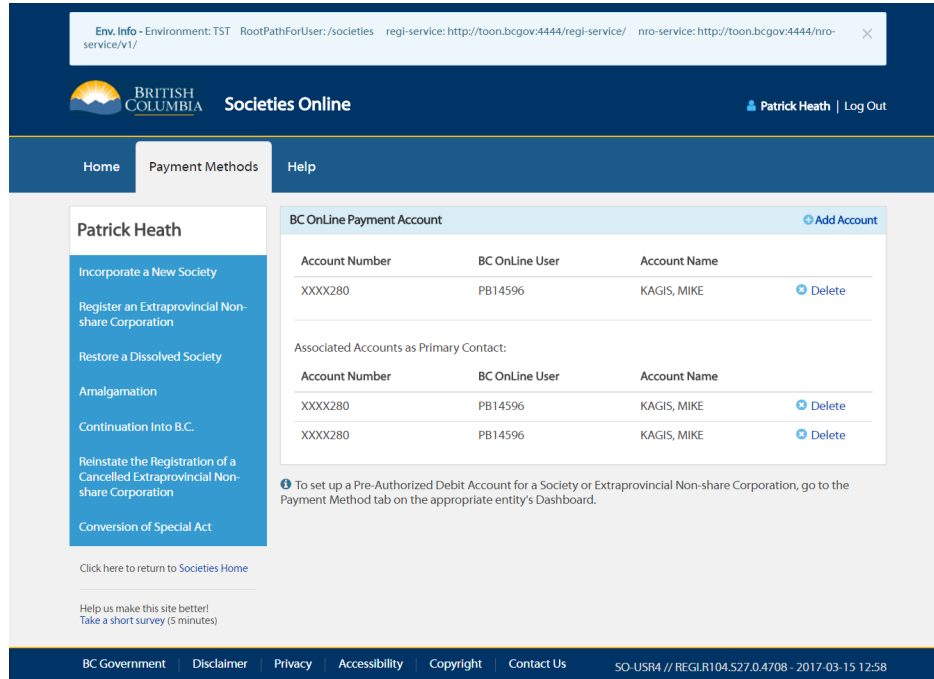
Add Account

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www2.gov.bc.ca/gov/content/home/copyright SO-PM-BCOL1 // REG1R104.527.0.4708 - 2017-03-15 12:58

Note: BC OnLine payment methods can only be setup between the hours of 6 am and 11 pm.

Managing your account users

If you are the Primary contact for the BC Online account, you will have the functionality of managing users. You now have the ability to delete users.



The screenshot displays the BC Societies Online dashboard for user Patrick Heath. The page is titled "BC OnLine Payment Account" and includes an "Add Account" button. It features two tables listing accounts with columns for Account Number, BC OnLine User, and Account Name, each with a "Delete" button. A note at the bottom explains how to set up a Pre-Authorized Debit Account.

Env. Info - Environment: TST RootPathForUser: /societies regi-service: http://toon.bc.gov:4444/regi-service/ nro-service: http://toon.bc.gov:4444/nro-service/v1/

BRITISH COLUMBIA Societies Online Patrick Heath | Log Out

Home Payment Methods Help

Patrick Heath

- Incorporate a New Society
- Register an Extraprovincial Non-share Corporation
- Restore a Dissolved Society
- Amalgamation
- Continuation Into B.C.
- Reinstate the Registration of a Cancelled Extraprovincial Non-share Corporation
- Conversion of Special Act

Click here to return to Societies Home

Help us make this site better!
Take a short survey (5 minutes)

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Account Number	BC OnLine User	Account Name	
XXXX280	PB14596	KAGIS, MIKE	Delete

Associated Accounts as Primary Contact:

Account Number	BC OnLine User	Account Name	
XXXX280	PB14596	KAGIS, MIKE	Delete
XXXX280	PB14596	KAGIS, MIKE	Delete

To set up a Pre-Authorized Debit Account for a Society or Extraprovincial Non-share Corporation, go to the Payment Method tab on the appropriate entity's Dashboard.

More Resources

For more information about the new *Societies Act* and Societies Online please visit www.gov.bc.ca/Societies

Questions

Contact the BC Online Help Desk for more information 1-800-663-6102