

Signing On

If you want to change your password using your existing password, or if your password has been reset to your default password, please follow the instructions below. You will be able to access your account after the password has been changed.

1. On the BC OnLine home page, click the link [Need to change your password?](#)



REGISTERED CUSTOMERS

Registered customers, please sign on below.

User ID:

Password:

☐ I agree

By clicking "I agree", I confirm that I have read and understood, and that I agree to be unconditionally bound by, the [BC OnLine Terms and Conditions of Agreement](#)

[Need to change your password?](#)

Welcome to BC OnLine

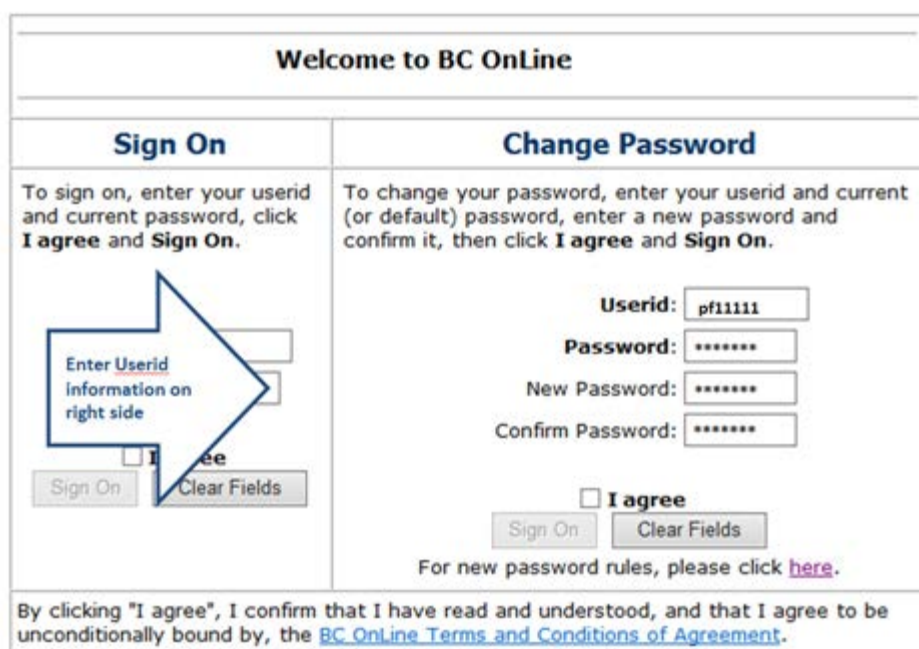
BC OnLine is your Internet access to e-government services for Legal, Business, Government and Professionals

The Province of British Columbia makes BC OnLine available to Subscribers, subject to the [BC OnLine Terms and Conditions of Agreement](#), privacy, security and payment terms. Users are reminded to keep their Password. Your continued use of the BC OnLine Website is an acceptance of these [BC OnLine Terms and Conditions of Agreement](#) of the [Privacy Policy](#) and [Copyright and Disclaimer](#).

Without limiting other remedies, the Province and its licensors take all legal steps to prevent, suspend or terminate non-compliance with access. The terms and conditions are governed by, and to be in accordance with the laws applicable in British Columbia.

Bookmark this site for quick and easy access to information

2. Enter your User ID information on the **right hand side**.



Welcome to BC OnLine

Sign On	Change Password
<p>To sign on, enter your userid and current password, click I agree and Sign On.</p> <p>Enter Userid information on right side</p> <p><input type="checkbox"/> I agree</p> <p><input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/></p>	<p>To change your password, enter your userid and current (or default) password, enter a new password and confirm it, then click I agree and Sign On.</p> <p>Userid: <input type="text" value="pf11111"/></p> <p>Password: <input type="password" value="*****"/></p> <p>New Password: <input type="password" value="*****"/></p> <p>Confirm Password: <input type="password" value="*****"/></p> <p><input type="checkbox"/> I agree</p> <p><input type="button" value="Sign On"/> <input type="button" value="Clear Fields"/></p> <p>For new password rules, please click here.</p>

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Changing Your Password

3. In the **Change Password** part of the screen, click the **Userid:** field and **type** your seven-character *BC OnLine userid*. (please do not cut and paste).
4. In the **Password:** field, **type** your *current BC OnLine password* **OR**, if you are a new user or had your password reset, **type** your *default BC OnLine password* (if unknown, a Prime user will find this on the 'Authorization letter' or send a request by email to bcolaccounts@gov.bc.ca).
5. In the **New Password:** field, **type** a *new password* using from 6 to 8 letters and numbers. See Rules for Creating Passwords.
6. In the **Confirm Password:** field, **type** the same *new password* again to verify your typing.
7. Check the **I agree** box for agreement to the Terms and Conditions.
8. Click the **Sign On** button. A confirmation screen will appear. If an error message appears, please follow directions in the message.
9. Click **Submit** to continue to the Main Menu.

Rules for Creating Passwords

- Passwords must contain a minimum of six characters and a maximum of eight characters. For your protection, we recommend eight character passwords. The longer your password is, the more secure it is.
- Passwords must be made up of a combination of standard alphanumeric characters (A-Z, a-z, 0-9). The system treats uppercase letters (A-Z) and their lowercase equivalents (a-z) as identical.
- Optional accepted special characters are: @, #, \$
- Passwords must not contain spaces or international characters such as â, è, or å.
- New passwords must differ from any previous by at least one character – alpha or numeric.

If you have any questions, contact us at 1-800-663-6102.