



## B.C. Employer Training Grant

### Business BCeID Questions and Answers

In order to submit an application to the B.C. Employer Training Grant, you will need to be an authorized representative of your organization and have a Business BCeID account. Obtaining a Business BCeID account is simple and there is no cost.

What do I do when ...	Answer
<p>I know my organization is registered with BCeID but I do not have a Business BCeID.</p> <p>I have a Business BCeID but I have forgotten it.</p> <p>I have a Business BCeID but I forget the password.</p>	<p>Contact the authorized representative in your organization that manages your Business BCeID account. This person is your Business Profile Manager or Business Accounts Manager and can issue you a Business BCeID or reset your password.</p>
<p>I am not the person with the authority to register our organization with BCeID.</p>	<p>Contact your manager or the appropriate department in your organization and ask that an authorized representative of your organization register your organization with BCeID.</p> <p>You must be an authorized representative of your organization to use the B.C. Employer Training Grant.</p>
<p>My organization has never registered with BCeID.</p>	<p>An authorized representative of your organization can go to <a href="http://www.BCeID.ca">www.BCeID.ca</a> and start the registration process. There is no cost for registering.</p>
<p>I have a Business BCeID from my last employer.</p>	<p>You must have a Business BCeID issued to you by your current employer. Contact the person in your organization that manages your Business BCeID account.</p>
<p>I have a Business BCeID issued to me by my organization.</p>	<p>Login to the <a href="#">Skills Training Grants System</a> and get started creating a B.C. Employer Training Grant application.</p> <p>You must be an authorized representative of your organization to use the B.C. Employer Training Grant.</p>
<p>I have a question about the Business BCeID registration process or agreement.</p> <p>I don't know who is managing the BCeID account in our organization.</p>	<p>Contact the BCeID help desk identified at <a href="http://www.BCeID.ca">www.BCeID.ca</a>.</p>

What do I do when ...	Answer
<p>I want to update our BCeID organizational profile owner in the Skills Training Grants System.</p>	<p>If you wish to update the organizational profile owner in the STG online system, the new owner must have a Business BCeID issued to them. Please use the following directory to identify the Business Profile Manager (BPM) or Business Account Manager (BAM) within your organization. These roles can issue BCeID's and re-set passwords.  <a href="https://www.bceid.ca/directories/whitepages/default.aspx">https://www.bceid.ca/directories/whitepages/default.aspx</a></p> <ol style="list-style-type: none"> <li>1. Once your organizations' BPM or BAM has issued that person a Business BCeID, they must log into the <a href="#">STG online system</a> and create their own user profile.</li> <li>2. After steps one and two are complete, please contact us at <a href="mailto:ETG@gov.bc.ca">ETG@gov.bc.ca</a> and we will then be able to select that person as the organizational profile owner.</li> </ol>



This program is funded by the Government of Canada and the Province of British Columbia.