

## WORKBC REGISTRATION

### PART 1 – CREATE A BCEID or if already have skip to PART 2

Go to [www.bceid.ca/register/](http://www.bceid.ca/register/)

- Click on Register for **BASIC BCEID**
- Create a Username and password (minimum 14 characters including at least one lower and upper case letters, symbol and number)
- Select 2 Security Questions and Answers

### PART 2 - REGISTER

Open a new window and go to <https://apply.workbc.ca/>

- CLICK ON **REGISTER** (top right)
  - Select to register with your **BASIC BCEID (Recommended)**  
**OR**
  - If you have the BC Services Card app installed and set up on your mobile device, you may choose to register with the app instead.
- Create your Online Employment Services Account
- Select your service → Employment Services
- Select your location → New Westminster (click Search, then Select and move to the next page)
- Fill in your information and submit
- A verification code will be sent to your phone and/or email to verify - Input the code
- **LOGOUT** and **Return to the Homepage** (<https://apply.workbc.ca/>)

### PART 3 - SIGN IN

- CLICK ON **SIGN IN** with your **BCEID** or BC Services Card
- If a message to upgrade your account appears, please select **DON'T UPGRADE**
- You will then be directed to your account where you will click on “Start Application” – confirm the information and complete what’s missing.
  - If you don’t see the “Start Application” button, click on the **APPLICATIONS** tab from the menu and select “Resume” from the application you started or “Create New” if none is available.
- Once you have completed the entire application, submit and sign out of your account
- Confirm with the staff if your application was received - at the office or call 604-522-9701
- A Specialist will call and/or email you to schedule an Intake Interview.

If you have problems with your BCEID, please call (604) 660-2355

If you have any further questions, please call (604) 522-9701