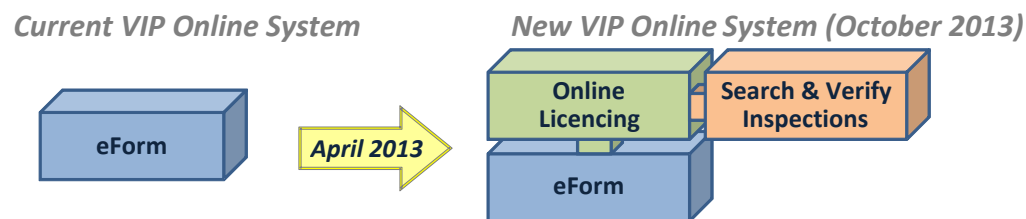


VIP Online System – October 2013

As part of CVSE's ongoing efforts to continuously improve the VIP Online System, a major enhancement will be implemented **October 2013**. Below is a summary of planned improvements and how these will impact you.

1. What Improvements and Changes Will You See?

- ✓ **New Online Licencing Feature**
Inspectors and Facilities will be able to submit online licence renewals and payment to CVSE (online submission of renewals will require a valid credit card).
- ✓ **Enhanced VIP eForm System**
Includes a new inspection search feature specifically for AIs and a new AI Inspection Report verification process to protect AIs from data entry errors.
- ✓ **Single Portal Access**
From a single web page, users can securely access VIP eForm, licence renewals and conduct inspection report searches.



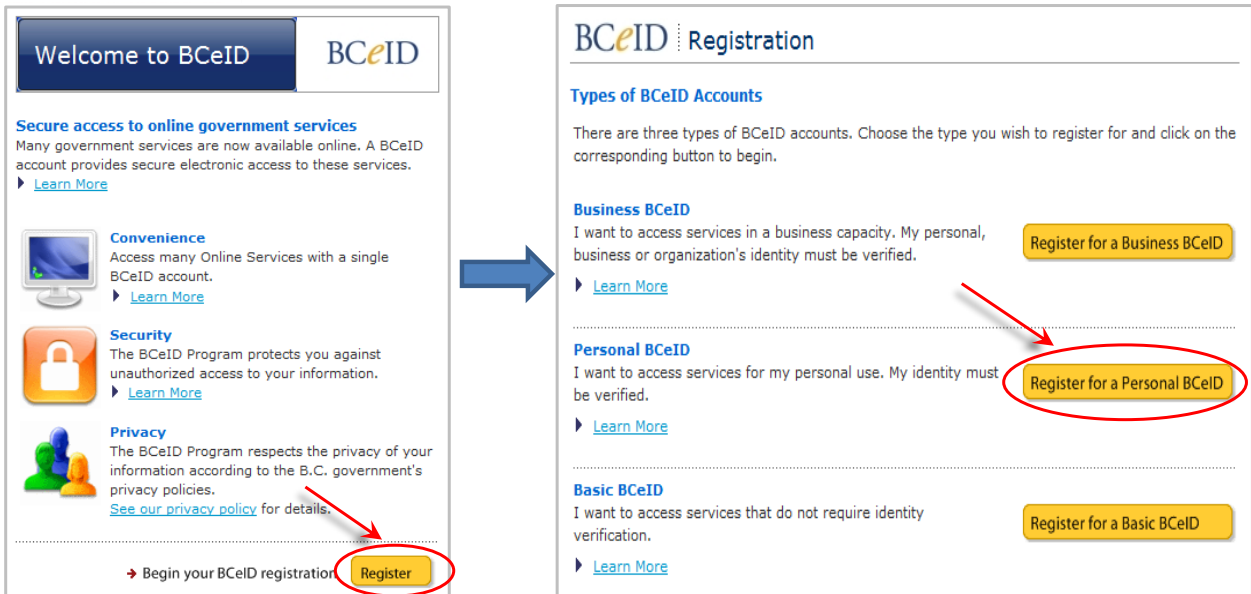
2. Additional Details for Authorized Inspectors

- ✓ **Each Inspector must have a personal email address**
Online Inspector Licence Renewals will require a personal (non-work) email address to which the electronic renewed licence will be sent. This will speed up the turn-around time to receive a renewed licence and improve communications with VIP.
- ✓ **Each Authorized Inspector must obtain a Personal BCeID**
To ensure secure access once the above changes are implemented, each AI will be required to have a **Personal BCeID** account. This is in addition to any Business BCeID account Inspectors currently use to submit inspections.

Inspectors Please Note: Setting up an account may take several days. Therefore, it is strongly recommended that all Inspectors obtain this account well in advance to ensure they can access the VIP Online system and verify inspections. Please follow the easy steps below to register for your Personal BCeID.

3. How Inspectors Can Obtain a Personal BCeID account BEFORE November 2013:

1. Access the BCeID web page at www.bceid.ca
2. Click on the 'Register' button at bottom right.
3. Click 'Register for a Personal BCeID' button on the right (do not register for a Business BCeID).



Welcome to BCeID

Secure access to online government services
Many government services are now available online. A BCeID account provides secure electronic access to these services.
▶ [Learn More](#)

Convenience
Access many Online Services with a single BCeID account.
▶ [Learn More](#)

Security
The BCeID Program protects you against unauthorized access to your information.
▶ [Learn More](#)

Privacy
The BCeID Program respects the privacy of your information according to the B.C. government's privacy policies.
[See our privacy policy](#) for details.

▶ Begin your BCeID registration **Register**

BCeID Registration

Types of BCeID Accounts
There are three types of BCeID accounts. Choose the type you wish to register for and click on the corresponding button to begin.

Business BCeID
I want to access services in a business capacity. My personal, business or organization's identity must be verified.
▶ [Learn More](#) **Register for a Business BCeID**

Personal BCeID
I want to access services for my personal use. My identity must be verified.
▶ [Learn More](#) **Register for a Personal BCeID**

Basic BCeID
I want to access services that do not require identity verification.
▶ [Learn More](#) **Register for a Basic BCeID**

4. Follow the online instructions for registering for a Personal BCeID.
5. After online registration is complete, you must present your identity documents in person at a Point of Service location within 60 days to verify your identity and finish registration. **The two pieces of identification selected during your online registration process must be presented to the authorized BCeID Point of Service agent when verifying the BCeID application.** To find the closest Point of Service location, click on the 'Point of Service Location' link on the left or at bottom of the BCeID web pages.

4. Q & A: BCeIDs for VIP Online:

Q: Why do I have to get a Personal BCeID?

A: To securely access government and VIP Online systems. AIs are considered system users even if they are not DIF Operators or businesses.

Q: How does this affect me?

A: The Personal BCeID provides AIs with a method to review and verify inspections submitted using their specific authorization number. To prevent the misuse of authorization numbers, AIs must access VIP Online using their personal BCeID and review inspection reports that have been submitted to ensure accuracy.

Q: Business BCeID vs. Personal BCeID?

A: The business BCeID is used by the facility for the submission of inspection reports and online renewals for that specific facility licence. The personal BCeID is used only by AIs for the purpose of verifying inspections submitted by him or her and to renew their Authorized Inspector Certification. The current process for submitting inspections will not be affected by the requirement of a Personal BCeID. AIs will be required to verify inspections submitted with their authorization number at a define interval.



Q: What is my Personal BCeID Password?

A: The password you enter when registering with BCeID is the password that will be used at the verification process. It is important that you remember the information and password that you enter online when registering to streamline the verification of your credentials.

5. Where to Find More Information

- **Online Updates:** Click on 'VIP - What's New' at http://www.th.gov.bc.ca/cvse/vehicle_inspections.htm
- **By Email:** Contact the Vehicle Inspection Program at vehicle.inspections@gov.bc.ca
- **By Phone:** Contact CVSE at (250) 952-0577.