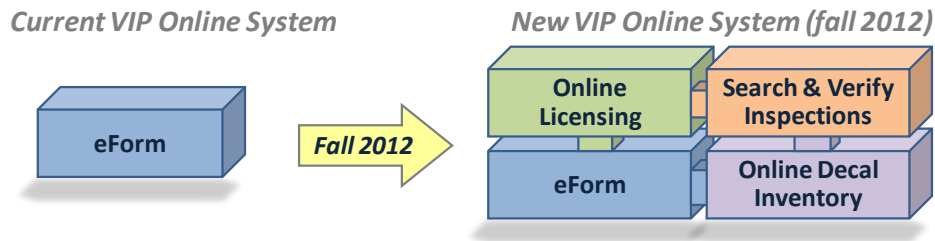


Planned Improvements to VIP Online System – Fall 2012

A major enhancement will be implemented in **Fall 2012** as part of CVSE's ongoing efforts to continuously improve the VIP Online System. 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 renewal will require a valid credit card).
- ✓ **New Online Decal Inventory Feature**
Online stock control form to track decal inventory. PM facilities will also be able to order decals online.
- ✓ **Enhanced VIP eForm System**
Includes: a new inspection search feature specifically for AIs, an improved decal entry feature to reduce duplicates, 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, decal inventory information and conduct inspection report searches.



2. Additional Details for Facilities

- ✓ **Facilities must place separate decal orders**
For security and decal tracking purposes, all facilities will be required to place a separate order for their own decals. Transfer of decals between facilities will not be possible in the new system.
- ✓ **Access to secure online decal inventory for each facility**
All facilities will be required to enter decals into their secure online decal inventory prior to issuing them on Inspection Reports. Online inventory will automatically update as decals are issued, helping facilities to reconcile their online and physical decal inventories.

3. 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 (and separate from) 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 continue to submit inspections. Follow the easy steps below to get your Personal BCeID.

4. How Inspectors Can Obtain a Personal BCeID account BEFORE fall of 2012:

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).



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. You will need 2 pieces of ID. For example, a valid BC Driver's Licence with a photograph taken within the last 5 years and a Birth Certificate. 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.

5. Where to Find More Information

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