

Registration Process

The eRISP registration is a three-part process. These three steps are:

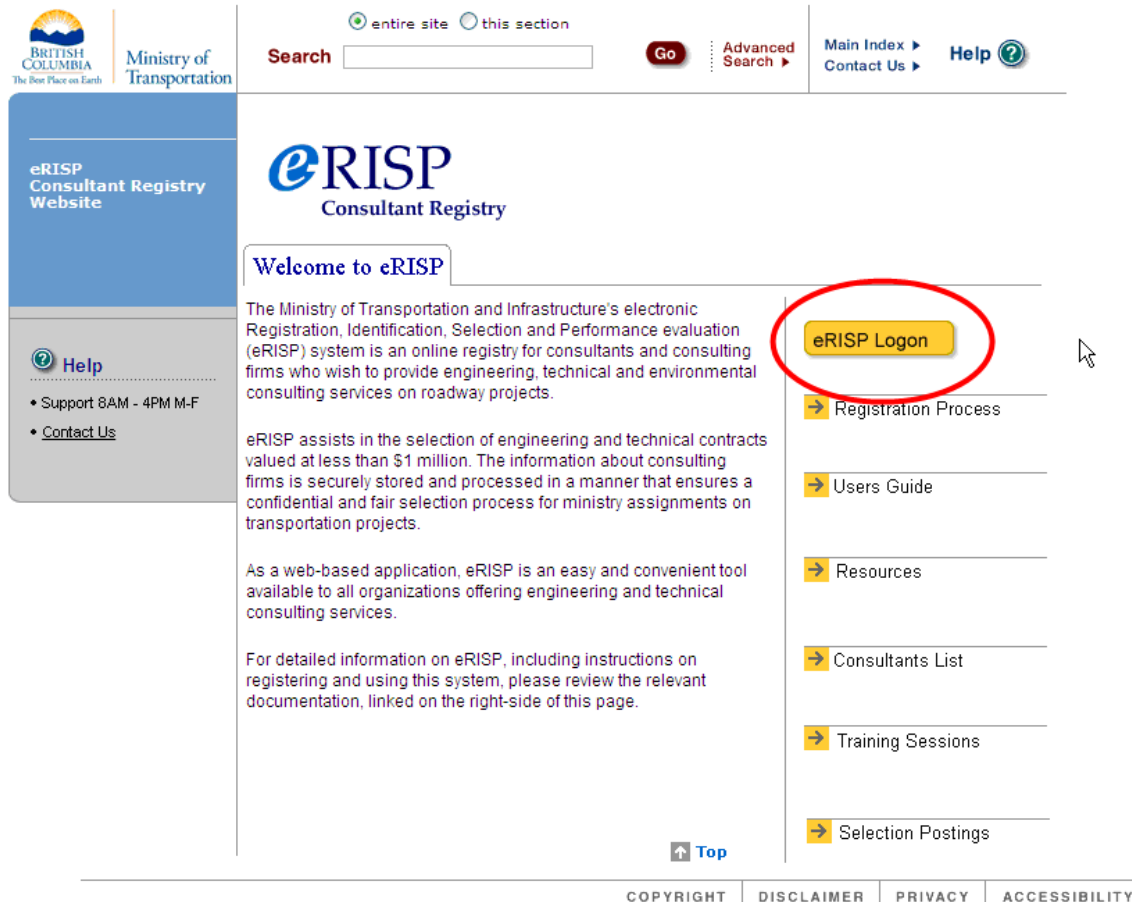
- [Part 1 – Office Information](#)
- [Part 2 – Employee Information](#)
- [Part 3 – Category Information](#)

Once steps 1 through 3 have been completed, the application should be [submitted for review](#).

Before you begin the registration process, you will need a valid BCeID. To obtain a BCeID, please visit <http://www.bceid.ca>

Note, when you are logged into the RISP website, the session will time-out after one hour of in-activity. Save your work often during data entry.

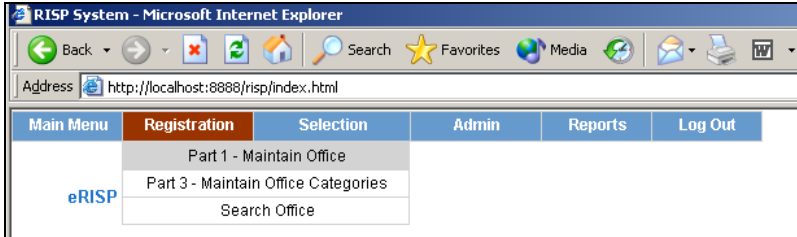
To begin the registration process, visit the RISP homepage <http://www.th.gov.bc.ca/erisp/> and click on the 'eRISP Logon' button found on the top-right of the screen.



The screenshot shows the eRISP website homepage. At the top left is the British Columbia logo and 'Ministry of Transportation'. A search bar is present with 'entire site' and 'this section' radio buttons, a 'Go' button, and an 'Advanced Search' link. On the right, there are links for 'Main Index', 'Contact Us', and 'Help'. The main header features the 'eRISP Consultant Registry' logo. Below this is a 'Welcome to eRISP' section with a paragraph of text. To the right of the text is a yellow 'eRISP Logon' button, which is circled in red. Below the button is a vertical menu with links: 'Registration Process', 'Users Guide', 'Resources', 'Consultants List', 'Training Sessions', and 'Selection Postings'. At the bottom right of the main content area is a 'Top' button. The footer contains links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Part 1- Office Information

Part 1 of the Registration Process (Maintain Office) starts with the Maintain Office screen, and is accessed from the Registration menu.



The Maintain Office Screen – RSP 100 appears. Complete the screen with all relevant data. Fields with a star ✱ beside it are mandatory. Greyed-out fields, are locked, and can not be completed.

RSP100 - Maintain Office

• Please enter Office Registration details and invoke the "Save" button when complete.

RISP Office Id:	<input type="text"/>	Registration Status:	
Legal Entity Name:	<input type="text"/> ✱	Main Office Name:	
Main Office Id:	<input type="text"/>	Province:	<input type="text" value="British Columbia"/> ✱
Street Address:	<input type="text"/> ✱	Country:	<input type="text" value="Canada"/> ✱
City:	<input type="text"/> ✱	Contact First Name:	<input type="text"/> ✱
Postal Code:	<input type="text"/> ✱	Contact Last Name:	<input type="text"/> ✱
Contact First Name:	<input type="text"/> ✱	Contact Email:	<input type="text"/> ✱
Contact Last Name:	<input type="text"/> ✱	Contact Phone:	<input type="text"/> ✱
Contact User Id:	<input type="text" value="BCEIDICGRAY1"/> ✱	CC Main Office:	<input type="checkbox"/>
Incorporation or BC Registration Number:	<input type="text"/>	Year Office started doing business:	<input type="text"/>
Selection Status:	<input type="text" value="Inactive"/>	Out of Province:	<input type="checkbox"/>
Date Validated:		Full Time Employee Count:	
Valid Office Approved By:		Part Time Employee Count:	
		Type:	
		Bonus Points:	0
		Penalty Points:	0
		Most Recent Performance Evaluation Score:	Not Available

Once complete, click the 'Save' button

RSP100 - Maintain Office

Saved successfully.

RISP Office Id:	<input type="text" value="3440"/>	Registration Status:	Draft
Legal Entity Name:	<input type="text" value="ABC123 Test"/> *		
Main Office Id:	<input type="text" value="3440"/>	Main Office Name:	ABC123 Test (Townville)
Street Address:	<input type="text" value="123 Maple St"/> *		
City:	<input type="text" value="Townville"/> *	Province:	<input type="text" value="British Columbia"/> *
Postal Code:	<input type="text" value="V8V 2N7"/> *	Country:	<input type="text" value="Canada"/> *
Contact First Name:	<input type="text" value="John"/> *	Contact Email:	<input type="text" value="jdoe@email.com"/> *
Contact Last Name:	<input type="text" value="Doe"/> *	Contact Phone:	<input type="text" value="250-555-1212"/> *
Contact User Id:	<input type="text" value="BCEID\CGRAY1"/> * Change Contact	CC Main Office:	<input checked="" type="checkbox"/>
Incorporation or BC Registration Number:	<input type="text" value="12345678"/>	Year Office started doing business:	<input type="text" value="2005"/>
		Out of Province:	<input type="checkbox"/>
		Full Time Employee Count:	1
		Part Time Employee Count:	0
Selection Status:	<input type="text" value="Inactive"/>	Type:	T
Date Validated:		Bonus Points:	0
Valid Office Approved By:		Penalty Points:	0
		Most Recent Performance Evaluation Score:	Not Available
	<input type="button" value="Part 2: Employees"/>	<input type="button" value="Part 3: Categories"/>	<input type="button" value="Save"/> <input type="button" value="Submit"/>

This completes the 'office' portion of the registration. Now proceed to part 2, by clicking on the 'Part 2: Employees' button.

Part 2 – Employee Information

The first employee screen (RSP 115) displays all employees currently associated with your office. Since you are beginning the registration process, only one employee – the office contact entered in part 1 - will appear in the list (in the example below, its employee 'John Doe'). You are now required to complete the detailed information about this employee. To do this, click on the 'Details' button next to the name.

RSP115 - Employee Part 2

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Registration Status: Draft
 RISP Office Id: 3440 Office Contact: John Doe [\(Change\Add New\)](#)
 Office Name: ABC123 Test (Townville) Office Assistant: Not Specified [\(Change\Add New\)](#)

[Add New Employee](#)

Technical Employees

Name	Last Updated		
John Doe	2008-07-22 08:51:48	Details	Delete

Professional Employees

Name	Last Updated
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Screen RSP 110 – Maintain Employee is where we associate an employee with specific engineering categories. Begin with the top portion of the page, by completing the Title and APEGBC information if appropriate.

RSP110 - Maintain Employee

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Office Name: ABC123 Test
 Office Id: 3440
 User Id: *
 First name: *
 Last name: *
 Title:
 APEGBC Reg. Number: APEGBC Membership Type:
 RPF: P.A.: A.SCT: RP.Bio: MCIP:
 Reg Year: Valid Emp. Date:
 Employment Status: * Valid Emp. User Id:
 Professional/Technical: Technical

[Save](#) [Add New Employee](#)

Category: Adjudicated Status: Adjudicated Date: Work Experience Accept Count: Work Experience Decline Count: Work Experience Pending Count:

[Back](#) [Save](#)

You now need to add the appropriate categories that for this particular employee. Do this by selecting the appropriate field detail from the 'category' list of values. Please not that some categories are associated with 'professional' employees, and some with 'technical' employees. For details on categories, please refer to the [Category Glossary](#). Only select categories in which the employee has valid work experience.

Category

- 01-10 DESIGN - SUSP SPAN, CABLE, HINGED ARCH
- 01-12 DESIGN - CONT. BEAM SPAN STRUCTURE
- 01-14 DESIGN - SIMPLE BEAM SPAN STRUCTURE
- 01-16 DESIGN - CULVERTS, RET. WALLS & MISC. STRU
- 01-17 STRUCTURAL DRAFTING SERVICES
- 01-18 SEISMIC - SUSP SPAN, CABLE, HINGED ARCH
- 01-20 SEISMIC - INT TO LONG SPAN STRUCTURE
- 01-22 SEISMIC - SHORT SPAN STRUCTURE
- 01-26 SEISMIC - DECK REHABILITATION
- 01-27 DECK CONDITION INSPECTION
- 01-29 WOOD TRUSS STRUCTURE INSP.
- 01-31 STEEL STRUCTURE COATING INSP.
- 01-32 REHAB - SUSP SPAN, CABLE, HINGED ARCH
- 01-34 REHAB - INT TO LONG SPAN STRUCTURE
- 01-36 REHAB - SHORT SPAN STRUCTURE
- 01-39 UNDERWATER BRIDGE INSPECTION
- 01-40 FORENSIC ANALYSIS
- 01-50 MARINE STRUCTURES DESIGN & REHAB
- 01-61 PROJ. SUPV'N - BRIDGE/STRUCT. - SMALL

Once a category has been selected, click 'Save'. This category will now appear in a list.

RSP110 - Maintain Employee

Office Name: ABC123 Test
 Office Id: 3440
 User Id: *
 First name: *
 Last name: *
 Title:
 APEGBC Reg. Number: APEGBC Membership Type:
 RPF: P.A.: A.SCT: RP.Bio: MCIP:
 Reg Year: Valid Emp. Date:
 Employment Status: * Valid Emp. User Id:
 Professional/Technical: Technical

Category	Adjudicated Status	Adjudicated Date	Work Experience Accept Count	Work Experience Decline Count	Work Experience Pending Count	
01-14 - DESIGN - SIMPLE BEAM SPAN STRUCTURE	Pending		0	0	1	<input type="button" value="Save"/> <input type="button" value="Experience"/> <input type="button" value="Notes"/> <input type="button" value="Delete"/>

Repeat until all appropriate categories have been selected. Once complete, you are ready to proceed to step 3 – category information.

Part 3 – Category Information

Now that specific categories have been associated with a specific employee, we are ready to add experiences to those categories, to validate the category. To begin, click on the 'experience' button next to a category in the employee's category list.

RSP110 - Maintain Employee

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Office Name: ABC123 Test
 Office Id: 3440
 User Id: *
 First name: *
 Last name: *
 Title:
 APEGBC Reg. Number: APEGBC Membership Type:
 RPF: P.A.: A.SCT: RP.Bio: MICIP:
 Reg Year: Valid Emp. Date:
 Employment Status: * Valid Emp. User Id:
 Professional/Technical: Technical

[Save](#) [Add New Employee](#)

Category	Adjudicated Status	Adjudicated Date	Work Experience Accept Count	Work Experience Decline Count	Work Experience Pending Count	
<input type="text" value="01-14 - DESIGN - SIMPLE BEAM SPAN STRUCTURE"/>	Pending		0	0	1	Experience Save Notes Delete

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You will be presented with screen 'RSP 120 – Maintain Employee Experience'. By default, since you have not yet added any work experience, this page will be empty. To populate with relevant experiences, click on the 'Add New Experience' button.

RSP120 - Maintain Employee Experience

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Employee Id: 23384
 First name: John
 Last name: Doe
 Category: 01-14 - DESIGN - SIMPLE BEAM SPAN STRUCTURE
 Employee Category Status: Pending

Client Name	Duration Note	End Date	Fee Amount \$	Capital Cost \$	Prime Consultant	Sub Consultant	Experience Status	
								Add New Experience

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You will be presented with screen RSP 130 – Maintain Employee Experience Detail.

RSP130 - Maintain Employee Experience Detail

Employee Id: 23384
 First Name: John Employee Category Status: Pending
 Last Name: Doe Experience Status: Pending
 Category: 01-14 Description: DESIGN - SIMPLE BEAM SPAN STRUCTURE

Client Name: *

Duration Note: * End Date:

Fee Amount \$: Capital Cost \$:

Prime Consultant: Sub Consultant:

Responsibility: *

Description of project: *

Description:

Complete the fields with the appropriate data for the particular experience you are entering. Once complete, press 'Save'. You may click the 'Back' button, to go back screen RSP 120. You should see the experience now listed.

RSP120 - Maintain Employee Experience

Employee Id: 23384
 First name: John
 Last name: Doe
 Category: 01-14 - DESIGN - SIMPLE BEAM SPAN STRUCTURE
 Employee Category Status: Pending

Client Name	Duration Note	End Date	Fee Amount \$	Capital Cost \$	Prime Consultant	Sub Consultant	Experience Status	<input type="button" value="Add New Experience"/>
Municipality of Sometown	3 Years	2007-01-15	250000	125000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	<input type="button" value="Details"/> <input type="button" value="Notes"/> <input type="button" value="Delete"/>

To add additional experiences for this employee and this category, simply click on the 'Add New Experience' button and repeat the process outlined for RSP 130.

If you are complete, click the 'Back' button again to go to the RSP 120 screen, and 'Back' again to return to the 'RSP 115 – Employee Part 2' screen.

RSP115 - Employee Part 2

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Registration Status: Draft
 RISP Office Id: 3440 Office Contact: John Doe [\(Change/Add New\)](#)
 Office Name: ABC123 Test (Townville) Office Assistant: Not Specified [\(Change/Add New\)](#)

[Add New Employee](#)

Technical Employees

Name	Last Updated	
John Doe	2008-07-22 08:51:48	Details Delete

Professional Employees

Name	Last Updated
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If you would like to add a new employee, click on the 'Add New Employee' button, and repeat the steps outlined above, adding APEGBC credentials, assigning categories, and adding work history for the new employee(s).

Once you have completed the process of adding employees, their credentials, and their experiences, you can specify the value of contracts, up to which you feel your office has the capacity to manage. To begin, return to the main office screen through the top menu, by clicking on 'Registration' and 'Part 3 – Maintain Office Categories'.

Main Menu	Registration	Reports	Log Out
RSP180 - Mai	Part 1 - Maintain Office		
	Part 3 - Maintain Office Categories		

Clicking on 'Part 3 – Maintain Office Categories' will navigate you to the RSP 180 screen. Here you will see a list of the categories currently associated with your office.

RSP180 - Maintain Office Category Fields

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Office ID: 3440
 Office Name: ABC123 Test (Townville)

Office Category Field Details

Cat Field Code	Description	Preferred Contract \$ (\$5KMin) *	Requested Change \$ (\$5KMin)	Status	Actual Amount	
01	01-26 - SEISMIC - DECK REHABILITATIO	0		Pending		Cancel Save Update Notes Delete

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Click on the 'update' button next to one of the categories (in our example above, the office only has a single category – 01-28 seismic deck rehabilitation). Next, enter the dollar value that you feel your office has the capacity to manage. If you are unsure of a dollar value to enter for a category, here is a useful way to estimate: determine the number of employees that you would be using on a team for a project in that category, determine the monthly charge-out-rate for this team (including overhead), and multiply that value by ten.

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Office ID: 3440
Office Name: ABC123 Test (Townville)

Office Category Field Details

Cat Field Code	Description	Preferred Contract \$ (\$5KMin)*	Requested Change \$ (\$5KMin)	Status	Actual Amount	
01	01-26 - SEISMIC - DECK REHABILITATION	<input type="text" value="75000"/>	<input type="text"/>			Cancel Save
01	01-26 - SEISMIC - DECK REHABILITATIO...	0		Pending		Update Notes Delete

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Once complete, click 'Save'.

[Main Menu](#) [Registration](#) [Reports](#) [Log Out](#)

RSP180 - Maintain Office Category Fields

Saved successfully.

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Office ID: 3440
Office Name: ABC123 Test (Townville)

Office Category Field Details

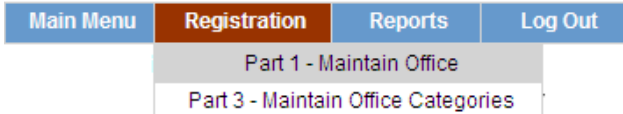
Cat Field Code	Description	Preferred Contract \$ (\$5KMin)*	Requested Change \$ (\$5KMin)	Status	Actual Amount	
01	01-26 - SEISMIC - DECK REHABILITATIO...	<input type="text" value="75000"/>	<input type="text"/>	Pending		Cancel Save
						Update Notes Delete

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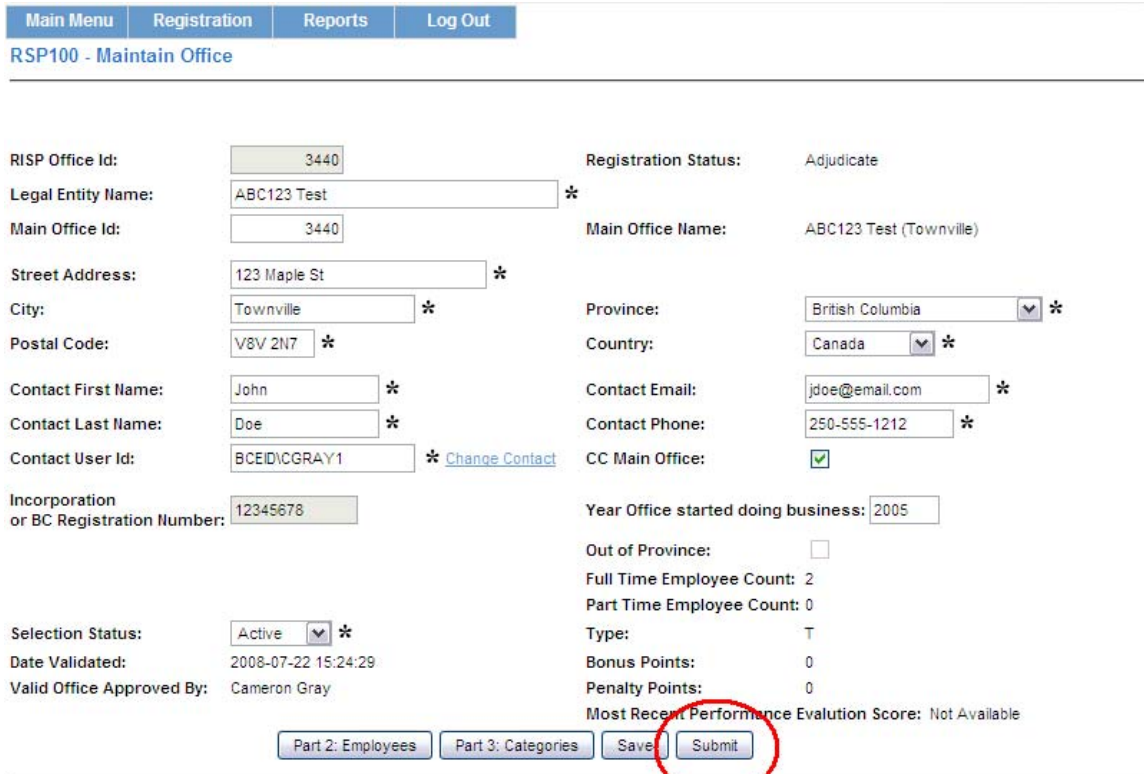
Once this process is complete, you are ready to submit your office for validation and adjudication. Proceed to the final step – Submitting Data.

Submitting Data

Return to the office main screen (Part 1 – Maintain Office) through the top navigation menu.



If required, you can once again navigate to the employees and categories section as needed to continue to add employees and work experiences.



Main Menu | **Registration** | **Reports** | **Log Out**

RSP100 - Maintain Office

RISP Office Id: Registration Status: Adjudicate

Legal Entity Name: *

Main Office Id: Main Office Name: ABC123 Test (Townville)

Street Address: *

City: * Province: *

Postal Code: * Country: *

Contact First Name: * Contact Email: *

Contact Last Name: * Contact Phone: *

Contact User Id: * [Change Contact](#) CC Main Office:

Incorporation or BC Registration Number: Year Office started doing business:

Out of Province:

Full Time Employee Count: 2

Part Time Employee Count: 0

Selection Status: * Type: T

Date Validated: 2008-07-22 15:24:29 Bonus Points: 0

Valid Office Approved By: Cameron Gray Penalty Points: 0

Most Recent Performance Evaluation Score: Not Available

If you are complete, and would like to submit your office's information for validation, and adjudication, click on the 'Submit' button.

RSP105 Cover Memo

Please provide comments about this submission.

Office id: 3440
Office Name: ABC123 Test (Townville)
Submission Comment:

[Style] [Font] [Size]

B *I* U |

This is our office submission. |

You will be given an opportunity to include any special notes with your submission. Once you have added any relevant notes, click on the submit button.

RSP100 - Confirm Submission

Please confirm you'd like to continue with submission

Click on 'Continue' on the RSP100 screen to confirm that you are indeed wishing to submit your office for adjudication.

RSP100 - Maintain Office

Office Submission has been saved and sent to the RISP administrator.

RISP Office Id:	<input type="text" value="3440"/>	Registration Status:	Submitted
Legal Entity Name:	<input type="text" value="ABC123 Test"/> *	Main Office Name:	ABC123 Test (Townville)
Main Office Id:	<input type="text" value="3440"/>	Province:	<input type="text" value="British Columbia"/> *
Street Address:	<input type="text" value="123 Maple St"/> *	Country:	<input type="text" value="Canada"/> *
City:	<input type="text" value="Townville"/> *	Contact First Name:	<input type="text" value="John"/> *
Postal Code:	<input type="text" value="V8V 2N7"/> *	Contact Email:	<input type="text" value="jdoe@email.com"/> *
Contact Last Name:	<input type="text" value="Doe"/> *	Contact Phone:	<input type="text" value="250-555-1212"/> *
Contact User Id:	<input type="text" value="BCEIDICGRAY1"/> * Change Contact	CC Main Office:	<input checked="" type="checkbox"/>
Incorporation or BC Registration Number:	<input type="text" value="12345678"/>	Year Office started doing business:	<input type="text" value="2005"/>
Selection Status:	<input type="text" value="Inactive"/>	Out of Province:	<input type="checkbox"/>
Date Validated:		Full Time Employee Count:	1
Valid Office Approved By:		Part Time Employee Count:	0
		Type:	T
		Bonus Points:	0
		Penalty Points:	0
		Most Recent Performance Evaluation Score:	Not Available

You will receive an onscreen notification that your office has submitted. Also, at this point you will no longer have the ability to click 'submit'. The ability to make changes will remain locked until the validation and adjudication process is complete. If you require changes or modifications to your account before the validation and adjudication process is complete, please contact the RISP administrator (risp.administrator@gov.bc.ca), who will unlock your office, cancelling the validation and adjudication process, allowing you to make further changes to your office's account.