BRITISH COLUMBIA | Ministry of Transportation and Infrastructure

eForm Quick Reference Guide

How to Access eForm

VIP eForm is now accessible through the VIP Online System.

To log in to the VIP Online System and access eForm:
- Go to http://www.th.gov.bc.ca/cvse/e-forms_project.htm
- Click on the blue button "Log on to VIP Online".
- On the BCeID Login page, enter your facility's business BCeID username and password.
- You will be taken to the VIP Online Homepage.
- Click on "Submit an Inspection Report (eForm)" in the blue box to enter inspections.
- Click on "Search for Inspection Reports" in the blue box to search for inspections.

Requirement for Inspection Verification

1. New process – after an inspection report is submitted by a facility, the <u>AI indicated as the Primary Inspector must verify their inspection(s) by logging in with their Personal BCeID</u> (not the business BCeID belonging to the Facility).

2. There is a **time limit** and **count limit** for an AI to verify their inspection reports. These limits are:
   a. within 30 days of completing the inspection; and
   b. after 10 unverified inspection reports are accumulated where you are the primary inspector.

3. **IMPORTANT:** Once these limits are exceeded for an AI, <u>verification is considered overdue and eForm will not</u> allow the submission of inspection reports <u>for the AI who has overdue verifications</u>. To ensure inspection reports can always be submitted for inspections, AIs must be sure to verify inspection reports. Overdue verification occurs when:
   a. 10 unverified inspections have been accumulated for an AI, or;
   b. An AI has at least one unverified inspection in the last 30 days or more.

Action /Steps if Unable to Submit Inspections due to Overdue AI Verification

1. If eForm displays a notice that an inspection report cannot be submitted because <u>the entered primary AI has overdue unverified inspections</u>, the facility must contact the AI who has the overdue verifications and the AI must verify them online using their Personal BCeID.

2. **IMPORTANT:** The Inspection Verification feature is <u>ONLY available to Authorized inspectors</u> after logging in with their Personal BCeID – the feature is not available if a user logs in with a facility's Business BCeID.

3. AI verification of inspections is done through the following steps:
   a. Go to the VIP Online System page at http://www.th.gov.bc.ca/cvse/e-forms_project.htm   and click the blue button.
   b. Inspector logs in with their Personal BCeID and password.
   c. Click the link "Verify Inspection Reports".
   d. Review all Unverified inspection reports that display to ensure accuracy.
   e. Inspection reports that are <u>overdue for Verification will display in red</u> and must be verified in order to be able to continue submitting inspection reports in eForm using that AI's Inspector Number.
   f. To verify inspection reports, click the checkbox beside each report to be verified then click the 'Verify Inspection Report' button at the bottom of the screen.
   g. The status will change from 'Unverified' to 'Verified'.

4. When steps a. to g. are complete eForm will allow inspection reports to be submitted with that AI as the primary inspector.