

Ministry of Transportation and Infrastructure

**Commercial Vehicle Safety and Enforcement** 

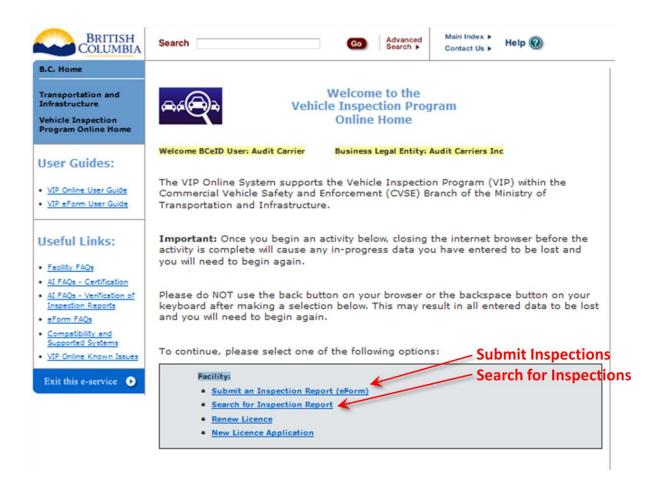
## eForm Quick Reference Guide

## 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**

- New process after an inspection report is submitted by a facility, the <u>AI indicated as the</u> <u>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 **<u>time limit</u>** and **<u>count limit</u>** 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.
- IMPORTANT: Once these limits are exceeded for an AI, <u>verification is considered overdue and</u> <u>eForm will not</u> allow the submission of inspection reports <u>for the AI who has overdue</u> <u>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</u> <u>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. Al verification of inspections is done through the following steps:
  - a. Go to the VIP Online System page at <u>http://www.th.gov.bc.ca/cvse/e-forms\_project.htm</u> 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 Al'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.