

Your Company

Overview

Create Company Password and Email Address

The following overview provides information on how to create a password and email address for your company on Corporate Online. Click on a particular topic of interest below, or read the whole guide using the scroll bar.

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Background

BC companies that were created prior to March 29, 2004, can create their own passwords on Corporate Online. Extraprovincial companies do not require a company password.

To create a company password and email address, you will need the access code. You can use ANY access code from past Annual Report reminders.

If you have received a paper copy of the Annual Report Reminder the company's access code is located in Box C. If you have received an Annual Report Reminder in an email the company's access code is displayed in the message.

If you have requested a reminder, it is sent to the company in advance of its anniversary date.

If you do not have the access code, click the option "I want the Corporate Registry to generate a password for me and mail it to the company's registered office."



Law firms that have BC OnLine accounts do not require an access code to set the password for a company.

Video Demonstrations

[How to use Corporate Online](#)

[Creating a Company Password](#)

Downloads

[Download this overview for printing](#)

To view the downloads, you require Adobe Acrobat Reader



Important Information

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Address Information

If you do not have the access code AND the company's registered office address is out of date, you will need to submit a Notice of Change of Address on paper along with a covering letter explaining the situation to the Corporate Registry. Once the office addresses have been corrected, you will be able to request that a company password is generated and mailed to the company's registered office mailing address.



Once the company password has been set, you can change it at any time by clicking "Change Company Password" on the Services Menu. Or you can click the "Your Company" tab. You must be [logged](#) in.



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Emailing Annual Report Reminders

If an annual report for your company is outstanding, a message indicating this will be displayed at the top of the Company Information screen. Then, if an email address is added or changed, an email reminder for each outstanding annual report will be sent to the new company email address.

The message is only displayed if the company has 1 or more outstanding annual reports to be filed.

To view the Company Information screen you must be [logged](#) in first. Once you are logged in, click on "Change Company Password" or "Your Company" tab.



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Declining Annual Report Reminders

You have the option to decline receiving the annual report reminder completely or to continue receiving the annual report reminder.

If you choose to receive your annual report reminder, then it will be emailed as long as the company does not have any outstanding annual reports and the company email address is on file.

If the email address is not on file or if the company has outstanding annual reports, then the company will receive a paper annual report reminder by regular mail.

To view the Company Information screen you must be [logged](#) in first. Once you are logged in, click on "Change Company Password" or "Your Company" tab.



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Getting Started

Select "Create Company Password OR Email Address" from the Services Menu. To access the Services Menu, click "Other filings, services and paper forms" from the Main Menu.

You can choose to create the company password yourself, in which case you need an [access code](#), or the password can be generated and mailed to the company's registered office mailing address. To have a password generated for the company, you only require the company's incorporation number. If you will be creating the company password yourself, ensure you have the following information on hand before you begin:

1 The company's incorporation number.
2 The company's access code .
3 The proposed password for the company. The password must be between 8 and 15 characters. You can use any combination of letters or numbers, but cannot use special characters (for example ^ or /). Letters are case sensitive, so abc is different from ABC.
4 A hint to remind you of the password should you forget it (optional).
5 The company's email address (optional). The email address will be used to email the password to the company should you forget it.

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