

How to Register for a Basic BCeID

A BceID is a secure way to access online government services & is required to create a My Self Serve Account.

Go to the BCeID homepage.	https://www.bceid.ca 
Click the Register for a Basic BCeID link located under the words "Register for a BCeID"	 · Register for a Basic BCeID
Register for a Basic BCeID Fill out the form as follows: Middle Names and Phone Number are optional. So you do not need to fill this out if you don't want to.	Registering Surname/Last Name: <input type="text"/> Given/First Name: <input type="text"/> Middle Name/s: <input type="text"/> Email: <input type="text"/> Phone Number: <input type="text"/>  <input type="button" value="Next"/>
Choose a User ID and Password. You will need your User ID and Password when logging in. Password Requirements <i>Must be 8-14 characters long. Passwords should have lower & upper case letters, numbers and symbols.</i>	User ID: <input type="text"/> Password: <input type="text"/> Confirm Password: <input type="text"/>
Password Reset Questions There are 3 questions you will need to remember if you forget your password and need to reset it. You will be prompted to choose from a list of questions.	You can write your questions & answers below to remember. Question 1: <input type="text"/> Answer: <input type="text"/> Question 2: <input type="text"/> Answer: <input type="text"/> Question 3: <input type="text"/> Answer: <input type="text"/>
Accept Terms and Conditions & click Continue	 <input type="button" value="Continue"/>

Create My Self Serve Account

Go to the My Self Serve homepage.	https://www.myselfserve.gov.bc.ca 
Click the <i>Create an account</i> link located under the words “Welcome to My Self Serve”	 
<p>Step 1: Creating a My Self Serve account</p> <p>Choose from the following:</p> <ul style="list-style-type: none"> • I’m making an account for myself • I’m making an account for myself with help from someone else. (Consent form require to be filled out). • I’m a legal representative who is creating an account on behalf of someone else. (Power of Attorney documents are required). 	<p>Fill out an attach forms if required and continue to step 2.</p>  <input type="button" value="Continue"/>
<p>Step 2: Register for My Self Serve</p> <p>Choose a User ID and Password. You will need your User ID and Password when logging in.</p> <p>Password Requirements <i>Must be 8 characters long, to a max of 14 characters long. Passwords should have lower & upper case letters, numbers and symbols.</i></p>	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p>
<p>Step 3</p> <p>Click on the link sent to your email account</p>	<p style="text-align: center;">Emailed Link</p> 
<p>Step 4</p> <p>Create a 4 digit pin number</p> <p>You need this pin number when you are filling out your income report so don’t forget it!</p>	<p>You can write your pin # below to remember.</p> <p>4 Digit Pin: <input type="text"/></p>
<p>YOU ARE DONE!</p>	

MY SELF SERVE

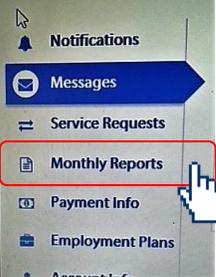
Submitting Your Monthly Report

You have until the **5th of each month** to submit your monthly manual report and **paystubs** to the Ministry office.

You have until the **2nd Friday of each month** to submit your online myselfserve income report with digital copies of your paystubs.

Income Reporting Month Format		
Income Received	ManualStub Reported On	Deducted From Income Assistance
January 1-31	February 5 th	March
February 1-28	March 5 th	April
March 1-31	April 5 th	May
April 1-30	May 5 th	June
May 1-31	June 5 th	July
June 1-30	July 5 th	August
July 1-31	August 5 th	September
August 1-31	September 5 th	October
September 1-31	October 5 th	November
October 1-31	November 5 th	December
November 1-30	December 5 th	January

Go to the "My Self Serve" homepage.	https://myselfserve.gov.bc.ca/ 
Log in. Click "log in" button located under the words "Welcome to My Self Serve!"	Welcome to My Self Serve! 
BCeID Information. Enter your Basic BCeID username and password in the boxes provided and then click "Next."	Basic BCeID User BCeID: <input type="text"/> Password: <input type="password"/>  <input type="button" value="Next"/>

<p>On the left side of the page click on <i>Monthly Reports</i></p>	
<p>Click the green button that says “<i>Complete (month) Report.</i>” The month will change each time you submit your report.</p>	
<p>Section 1: Eligibility This section asks you to declare any changes/needs to your income. It has 9 questions which are outlined below:</p>	
<p>1. Are you still in need assistance?</p>	<p>Yes or No</p>
<p>2. Has your family unit received or disposed of any assets?</p>	<p>Yes or No</p>
<p>3. Any changes to shelter costs?</p>	<p>Yes or No (Has your cost of rent changed? If yes how much?)</p>
<p>4. Changes in dependents or persons living in the home?</p>	<p>Yes or No “Dependents” means children, spouse, or anyone else who relies on you for help with money.</p>
<p>5. Are you attending/enrolled in school/training?</p>	<p>Yes or No</p>
<p>6. Are you looking for work? <i>Explain in comment box</i></p>	<p>Yes or No Explain in comment box why your answer is Yes or why your answer is no</p>
<p>7. Any employment changes?</p>	<p>Yes or No Explain in comment box what changes. <i>Have you started a new job or left an old job?</i></p>
<p>8. Have you moved or entered a facility?</p>	<p>Yes or No</p>
<p>9. Outstanding warrants for your arrest?</p>	<p>Yes or No</p>

Section 2: *Income Declaration* This section asks you to declare all of the money you made that month. It has 16 questions which are outline below.

1. Your Employment Income	<p>This is your NET PAY - Your pay after taxes. Look on your pay stub for this information.</p> <p>If you get paid by direct deposit, Net Pay is the amount deposited into your bank account.</p> <p>You will have 2 paystubs and will need to add both Net Pay amounts together to get Your Employment Income Total.</p>
2. Your Employment insurance	Are you receiving money from EI? If yes enter the amount if no leave the amount at "0".
3. Your spousal support/alimony	Are you receiving money for spousal support/alimony? If yes enter the amount if no leave the amount at "0".
4. Your child support	Are you receiving money for child support? If yes enter the amount if no leave the amount at "0".
5. Your WorkBC financial support	Are you receiving money from WorkBC? If yes enter the amount if no leave the amount at "0".
6. Your Student funding	Do you have any student loans or bursaries? If yes enter the amount you receive, if no leave the amount at "0".
7. Your room/board income	Are you getting any money from someone living with you? If no leave the amount at "0".
8. Your Rental Income	Are you getting any money from someone living in your home? If no leave the amount at "0".
9. Your Worker's compensation	Are you receiving money from a workplace injury? If no leave the amount at "0".
10. Your Private pensions	Are you receiving money for retirement or disability? (<u>This is not PWD</u>). If no leave the amount at "0".
11. Trust income	Are you receiving money from a Trust Fund? If no leave the amount at "0".

12. OAS/GIS	Are you receiving money for Old Age Security & Guaranteed Income Supplement? If no leave the amount at "0".
13. Canada pension plan	Are you receiving a pension? If no leave the amount at "0".
14. Tax credits	Have you received any tax credit money? If no leave the amount at "0".
15. Child tax benefits	Are you receiving money for child benefits? If no leave the amount at "0".
16. Income tax refunds	Have you received a tax refund? If no leave the amount at "0".
17. Income of dependent children	Are you receiving money? If no leave the amount at "0".

Commented [AS1]: Guaranteed Income Supplement (GIS) provides a monthly non-taxable benefit to Old Age Security (OAS) pension recipients who have a low income and are living in Canada

Commented [AS2]: GST/HST tax credit to reimburse some or all of the federal portion of sales taxes to low-income households

Section 3: Other Declaration This section asks you to declare any additional changes. It has 1 question which is outline below.

1. Do you have any additional changes to declare, including income?	Yes or No
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Section 4: Add Supporting Documents

Scan or take a photograph and save your paystubs onto your computer. Click "attach file" and attach your paystubs then click "upload attachments."

You must upload all documents (both paystubs). If you miss one, they will withhold your PWD cheque until they have received the missing document.

Section 5: Personal Information This section asks you to review your SIN number (optional) and your phone number.

Review Monthly Report and Submit. You will be able to look over the form and double check your answers. Once you are satisfied that the information is correct click submit report at the bottom of the page.

Submit Report



USE THE 4 DIGIT PIN YOU CREATED AT THE START TO FINISH SUBMITTING REPORT

Commented [AS3]: 4 Digit Pin you choose when you created your My Self Serve account.

If you miss the reporting due date, which is the 5th of the month – you will need to fill out the printed paper report and bring it into the Ministry in person.

You're done!