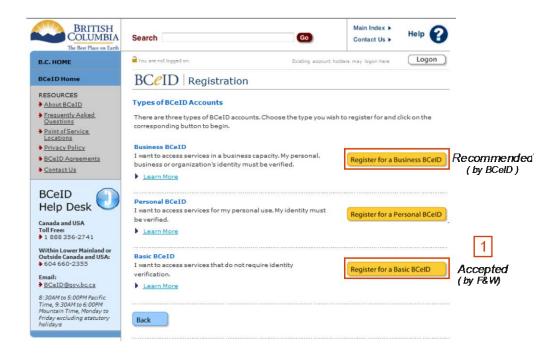# Getting a BCeID

Getting a BCeID is the first step in accessing the F & W Branch Angling Guide Reporting SharePoint Site. If you already have a Business BCeID, you can use this to request access to the Share Point Site.

(1) If you do not currently have a BCeID, you can register for one through **https://www.bceid.ca/register/**. There are three BCeID account "types". It is recommended that you register for the more secure **"Business BCeID"**. While, the simpler **"Basic BCeID"** is also accepted, the "Personal BCeID" type is inappropriate.

(2) When asked for an online service to register with, please select "Register without specifying an Online Service".

(3) As part of your BCeID registration, you select your own 'UserID' and 'Password'. You will be asked to fill in some basic information and three security questions and answers that you will need if you want to change your password in the future. It is suggested that you keep a copy of this form on file.

(3) Fill in the Registration Form

The *User ID and * Password will be used to enter the SharePoint Site

(4) We will need *your Name *(Known As)* and your Email address *(Contact Email)* for the SharePoint Site registry process, to Email you your access confirmation information and notifications.

The three Questions and corresponding Answers are key identifiers needed if you need to change your **Password**.

(5) Once you have completed the registration form, print a copy before you click the "**Next**" button. Once you click the "Next" button the form will not be accessible again.