BCEA Online User Guide

Registering a New User

To create a new BCEA online account, complete the Membership Application form with your organization and contact details, then set up your username and password.

Step 1: Organization Information

Fill in the organization details.

- Organization Name (required) – Enter the full name of your organization. Example: My New Company.

Step 2: Primary Point of Contact

Provide the main contact person for this account.

- First Name (required) – Enter your first name. Example: BCEA.
- Middle Name – Optional; you may leave this blank if not applicable.
- Last Name (required) – Enter your family name. Example: New User.
- E-mail (required) – Enter a valid email address that you can access. This will be used for login and notifications. Example: **vicap31432@gxuzi.com**.
- Mobile No. – Optional; enter your mobile number if you want BCEA to have a phone contact.
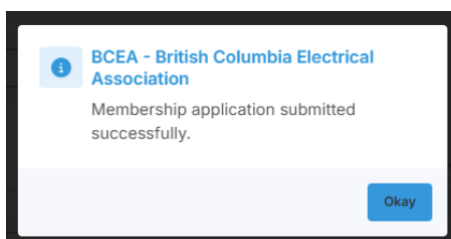
Step 3: Username and Password

Create your login credentials.

- Username (required) – Choose a unique username. You may use your email address. Example: **vicap31432@gxuzi.com**.
- Password (required) – Enter a password with a minimum of six (6) characters.
- Confirm Password (required) – Re-enter the same password to confirm.

After completing all required fields, click Submit to send your membership application and create your new user account.

You will see a confirmation message once the application is successfully submitted.

Logging In to Your BCEA Account

After your account is created and approved, you can log in using your username and password.

Step 1: Go to the Login Page

- Open your web browser and go to **https://www.bcea.bc.ca/.**
- Click the Login link or button (usually found in the site header or menu).

Member Log-in

Kindly enter your username and password.

vicap31432@gxuzi.com

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Forgot my password? or Account Locked-out?

LOG-IN

Create an account

Step 2: Enter Your Credentials

- In the Username field, enter the username or email address you registered with.
- In the Password field, enter your password.
- Click the Login button to proceed.

If your username and password are correct, you will be redirected to the legal agreements page before accessing your account.

Accepting Terms and Conditions

The first page you see after logging in is the Legal Agreements page, which includes the Terms and Conditions, End User License Agreement (EULA), and Privacy Policy for the BCEA QuickBooks Integration.

Note: This page will only appear once after confirmation.

Terms & Policies ✕

The App relies on QuickBooks Online, operated by Intuit Inc. BCEA is not responsible for Intuit's privacy practices.

7. User Rights

Where applicable, users may request access, correction, or deletion of data by contacting: 📧 support@bcea.bc.ca

8. Policy Updates

This Privacy Policy may be updated from time to time. Updates will be posted on: 🌐 https://www.bcea.bc.ca/

9. Contact Information

BC Electrical Association (BCEA)

574 Linton Street
Coquitlam, BC V3J 2J3
Phone: 778-244-4485
Email: support@bcea.bc.ca

☑ I acknowledge that I have read, understood, and agree to be bound by the Legal Agreements, including the Terms and Conditions, EULA, and Privacy Policy.

Cancel   Submit

Step 1: Review the Legal Agreements

- Carefully review the Terms and Conditions, EULA, and Privacy Policy displayed on the page.
- These documents explain how the BCEA QuickBooks Integration works, what data is used, and your responsibilities as a user.

Step 2: Confirm Your Acceptance

At the bottom of the page, you will see a confirmation checkbox and buttons.

- Check the box: "I acknowledge that I have read, understood, and agree to be bound by the Legal Agreements, including the Terms and Conditions, EULA, and Privacy Policy."
- Click Submit to confirm and continue to your account.
- If you do not agree, click Cancel to return to the login page.

Once you click Submit with the checkbox selected, your acceptance is recorded and you will proceed to your BCEA account area (such as your dashboard or profile).

Accessing My Account

After logging in and accepting the Terms and Conditions, you are taken to the My Account area.

From here you can access:

- My Profile
- My Associates
- My Organization
- My Directory Options
- Transactions
- Membership Renewal
- My Transactions
- Community & Activities, My Events, My Job Listings, Committees & Groups, Online Directory

Updating My Profile

In My Profile, you can review and update your personal and contact information.

Key sections on this page include:

- Personal Information: Name, title, member type, membership dates, and other read-only membership details.
- Contact Information: Address, city, province, postal code, country, email, and phone numbers. Required fields are marked with an asterisk (*).
- Communication Preferences: Primary and secondary email, email consent options, directory email display, primary member contact, and what type of BCEA communication and region-specific information you would like to receive.

After making changes, click Save changes to update your profile.

Viewing Transactions (Membership Renewals and Invoices)

The Transactions section in the My Account menu is where you can see all your BCEA-related financial activity.

In Transactions and My Transactions, you can:

- View a list of your historical and current transactions with BCEA (such as event registrations, purchases, and fees).
- See membership renewal transactions when you renew your membership.
- View invoices issued to your account, including details like date, description, and amounts due or paid.

Use this area whenever you need to:

- Confirm if a membership renewal has been processed.
- Check the status of an invoice or payment related to BCEA activities.
- Download or reference past transactions for your records (where available).

Membership Renewal

The Membership Renewal option in the My Account menu lets you renew your BCEA membership directly from your account.

From this section, you can:

- Review your current membership expiration date.
- Start the renewal process, which will create a renewal transaction and corresponding invoice visible under Transactions / My Transactions once completed.

Using "Forgot Password" / OTP Login

If you cannot remember your password or cannot log in, you can access your account using a One Time Password (OTP) sent to your registered email address.

Step 1: Go to the Login Page

- Open your web browser and go to **https://www.bcea.bc.ca/.**
- Click LOG-IN in the site header to open the Member Log-in page.

Step 2: Request a One Time Password (OTP)

On the Member Log-in page, you will see the OTP login form.

- In the Username or Email field, enter the email address associated with your BCEA account. Example: **vicap31432@gxuzi.com**.
- Click Send OTP.
- An email will be sent to your registered address containing a One Time Password (OTP). Check your inbox (and spam/junk folder if needed).

Step 3: Enter the OTP and Log In

- In the One Time Password field, enter the OTP code you received by email. Example: 1234 (for illustration only).
- Click SUBMIT to log in.

Member Log-in

Kindly enter your username and OTP.

👤 vicap31432@gxuzi.com

Send OTP

🔑 1234

SUBMIT

Back

If the OTP is correct and still valid, you will be logged in to your BCEA account and redirected to your My Account area (such as My Profile).

If the OTP is incorrect or expired:

- You may see an error message on the page.
- Request a new OTP by repeating the steps above (enter email, click Send OTP).

Need Help or Support?

If you have trouble logging in, do not receive your One Time Password (OTP), or see an issue with your membership or transactions, you can contact BCEA for assistance.

- Use the Contact us link in the website header or footer to reach the BCEA office.
- You can also contact BCEA by mail or phone:
    - BC Electrical Association (BCEA), 574 Linton Street, Coquitlam, BC V3J 2J3
    - Phone: 778-244-4485

For questions about:

- Login or account access – mention that you are having issues with your BCEA online account.
- Membership, renewals, or invoices – include your organization name and any invoice or transaction details so the team can assist you more quickly.