
registers (authenticates) you with CRC Online. For this reason, there is one more step that must be completed before you can enter CRC Online.

Step Five – Enter CRC Online for the first time

WYW3PT2 FSN

IF you're using a BCeID

When ready to start the online Criminal Record Check process for the first time, the PIN number and subscription code are required.

1. Go to the BCeID website: www.bceid.ca/subscribe
2. Select 'Yes, I have a BCeID already' and select 'Next'
3. Enter your BCeID username and password, and select 'Next'
4. On the 'Activate your subscription code' screen, enter the subscription code and select 'Next'
5. On the 'Enter your Party ID and acronym for the service (PIN number)' screen, enter the PIN number and select 'Next'
6. After successfully entering the PIN number, you need to close your browser. Then open a new browser and you enter CRC online at www.pssg.gov.bc.ca/criminal-records-review/eservice
7. Select the 'Sign In' button, this takes you to the BCeID logon page.
8. Enter your BCeID username and password and select 'Next'. The online service Welcome page will be displayed and you have successfully signed in.

IF you're using an IDIR

After you have sent the completed Online Service Agreement to the Criminal Records Review Program (Step 3) and received confirmation that your IDIR user id is linked to the organization you represent:

1. Go to the CRRP website at www.pssg.gov.bc.ca/criminal-records-review/eservice
2. Select the 'Sign In' button, this takes you to the BCeID logon page.
3. Click the tab 'government employees', enter your IDIR userid and password and select 'Next'
4. The online service Welcome page will be displayed and you have successfully signed in.

AFTER the first visit to CRC Online, authentication is established and authorized users can access CRC Online directly at www.pssg.gov.bc.ca/criminal-records-review/eservice

You will sign in using your BCeID or IDIR as applicable, which in turn will direct you to the eservice.

Payment Information and Options

Fee Payable for each Criminal Record Check Request

There is a \$28 non-refundable processing fee per criminal record check request (CRC request). The online service accepts two forms of payment from organizations: pre-established draw-down account withdrawal or credit card. Your preferred payment option is established in the online service agreement.