



**BC ASSESSMENT**

# Website User Guide

---

**User Guide**

Version 3.0

Last Updated: May-19

## Table of Contents

Purpose of this User Guide.....	4
Accessing the Website .....	4
Computer Set-Up.....	4
Setting up Trusted Sites.....	4
Setting up Prompting for File Downloads .....	6
Allowing Pop-Ups .....	6
Navigating the Website .....	8
User Authentication .....	9
Accessing Data Advice .....	10
Accessing Reports.....	10
Reports .....	10
Accessing Data Advice .....	11
Data Advice Files .....	11
Data Advice Requests.....	12
Viewing Requests .....	12
Understanding Requests .....	13
Viewing Output Parameters.....	15
Understanding Output Parameters.....	16
How to Submit a Data Advice Request.....	18
How to Submit a New Data Advice Request from an Existing Data Advice Request (Using ‘Create a Copy’).....	20
How to Submit a Change to an Existing Request on Data Advice .....	22
Accessing Roll Reports.....	24
Accessing Statutory Reports.....	24
Accessing Address Accuracy Reports .....	26
Accessing Grant Rolls .....	27
Preparing to Upload a Permit File .....	29
BC Assessment Standard Building Permit Report Specifications .....	29
Upload a Permit File .....	30
Preparing to Manually Key Permits.....	33
Enter Individual Permits.....	33
Permits without small permit inventory .....	38
Permits for small permit inventory only .....	38

- Permits for additions and alterations AND small permit inventory..... 39
- Editing or Deleting Permits Added to the List ..... 40
- Download a Report of Manually Keyed Permits ..... 41
  - Importing Pipe Delimited Files in MS Excel ..... 42
- Troubleshooting Permits..... 43
- Customer Contact Information ..... 45
  - My organization ..... 45
    - How to Update Contact Information ..... 46
  - Users..... 47
- Accessing Data Advice Bulletins ..... 48
- Accessing Data Advice User Guides..... 50
- Accessing Data Advice Processing Schedule ..... 50
- Error Messages..... 51

## Purpose of this User Guide

This guide was created to provide our users with:

1. Instructions on how to use the website
2. Contact details for where to find further help

## Accessing the Website

To access the Website:

1. Open an Internet Explorer browser window.
2. Type into the address bar: <https://www.bcasessment.ca/>

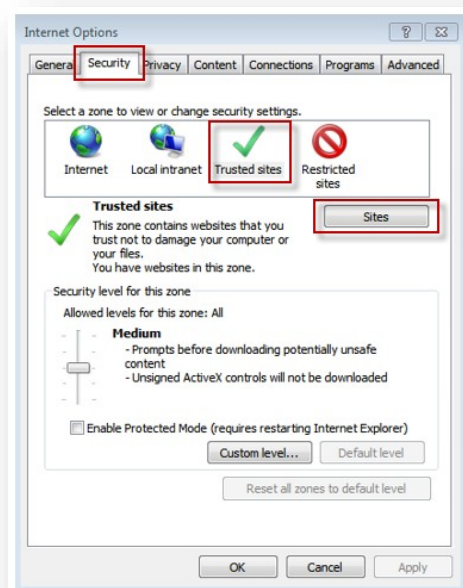


## Computer Set-Up

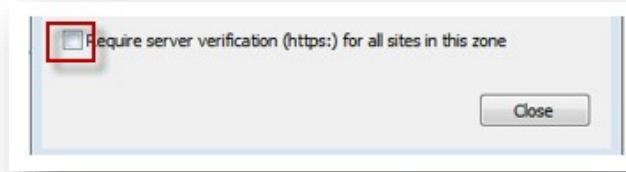
As different organizations have a variety of security settings, there is often a very different experience for individual users. To ensure our users have the same experience, and to limit their technical issues, we suggest following the steps below:

### Setting up Trusted Sites

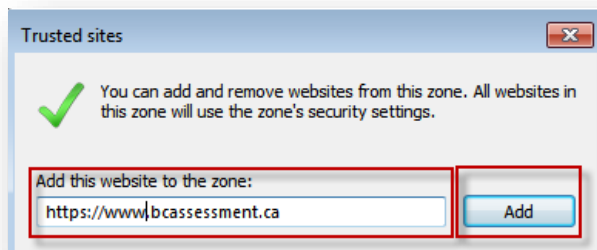
1. Open an Internet Explorer browser window (If you are using Google Chrome, Firefox, or Safari the instructions may differ)
2. Click on **Tools > Internet Options**
3. Click on the **Security** Menu option, select **Trusted sites** and click on the **Sites** button



4. Ensure that the checkbox for ‘Require server verification (https:) for all sites in this zone’ is blank (i.e. unchecked)



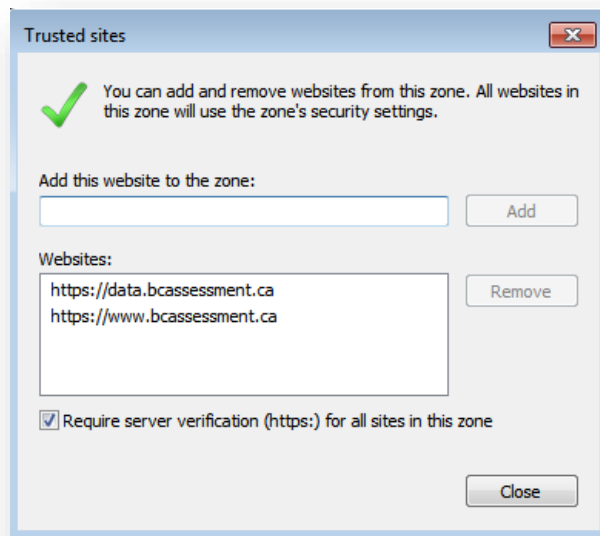
5. Type <https://www.bccassessment.ca> in the text box under the words “Add this website to the zone”, then click the **Add** button



6. Click the **Close** button

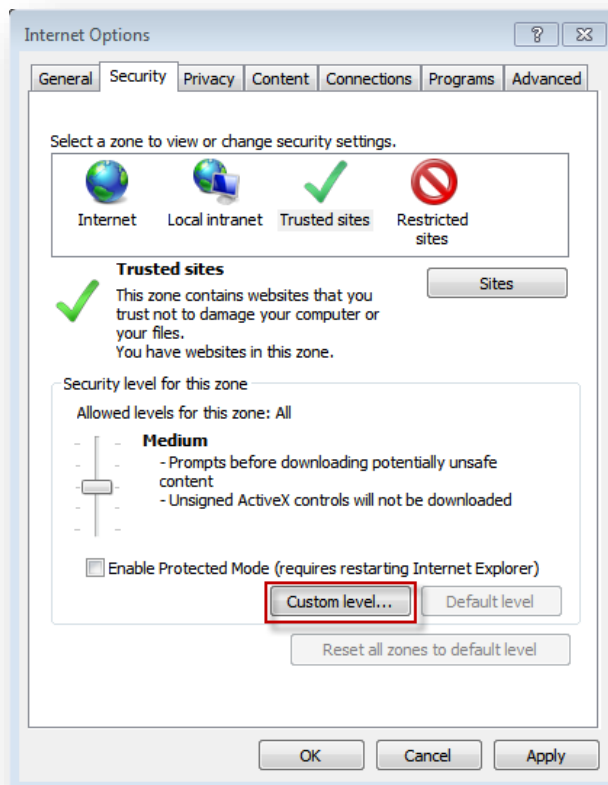


7. There may be other websites in your list but the ones just added should look like this:

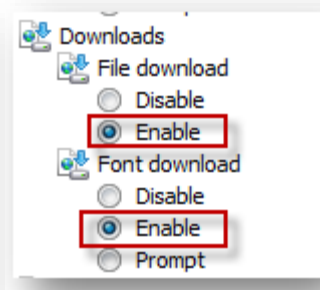


## Setting up Prompting for File Downloads

1. While still on the Security Menu option for the Trusted sites zone, click the **'Custom level'** button

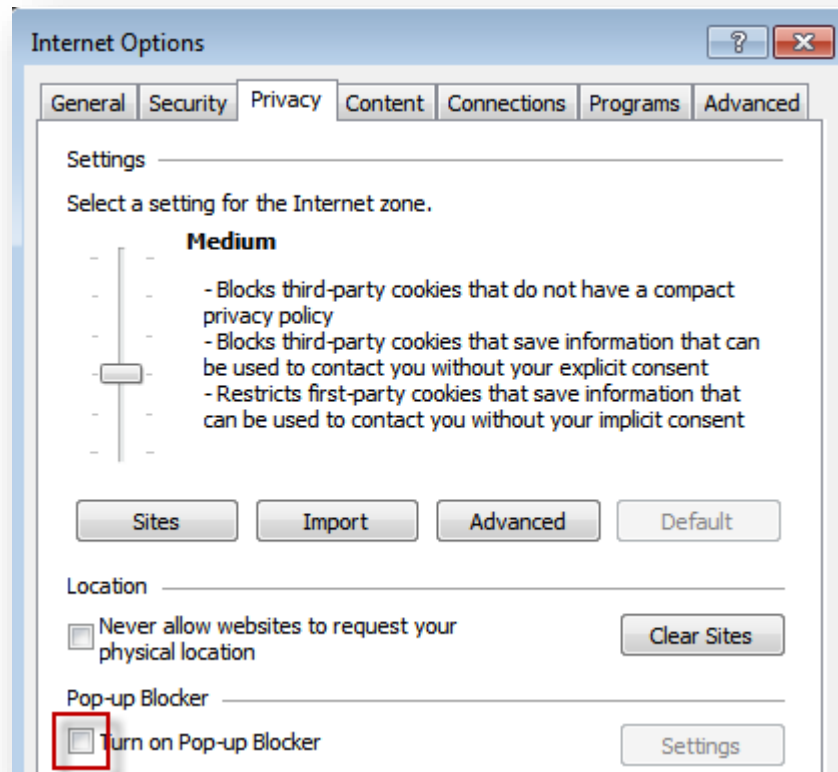


2. Scroll down in the Settings window until you see the **'Downloads'** menu options
3. Change the options so that all three download options are enabled



## Allowing Pop-Ups

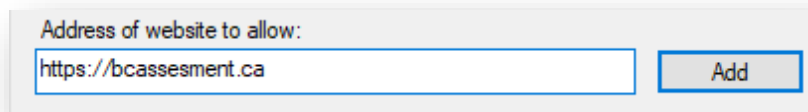
1. Open an Internet Explorer browser window
2. Click on **Tools > Internet Options**
3. Click on the **Privacy** menu option, there is a menu option for the Pop-up Blocker. If the pop-up blocker is turned off, then the website will be able to function without any problems



4. However, if the pop-up blocker is turned on as shown in the image below, then the website will need to be added to the settings



5. Click on the Settings button and type the URL into the address text box then click the Add button

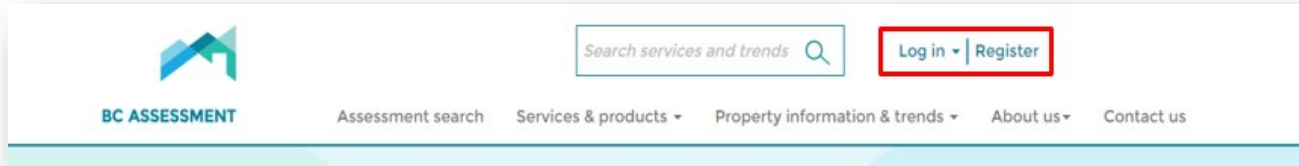


6. Click the **Close** button to close the pop-up blocker settings
7. Click **OK** to close Internet Options
8. **NOTE:** If you have any add-ons with pop-up blockers, the preferences for these will also need to be updated.

Your browser is now correctly configured to access the website.

## Navigating the Website

When you visit <https://www.bcasessment.ca/> you will see a Log in at the top right hand side of the page:

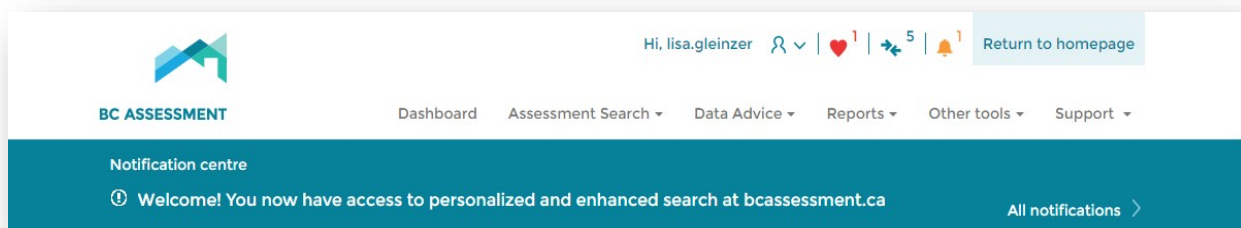


When you click Log in, you will see a drop down menu where you can select whether you want to log in with your IDIR or BCeID:



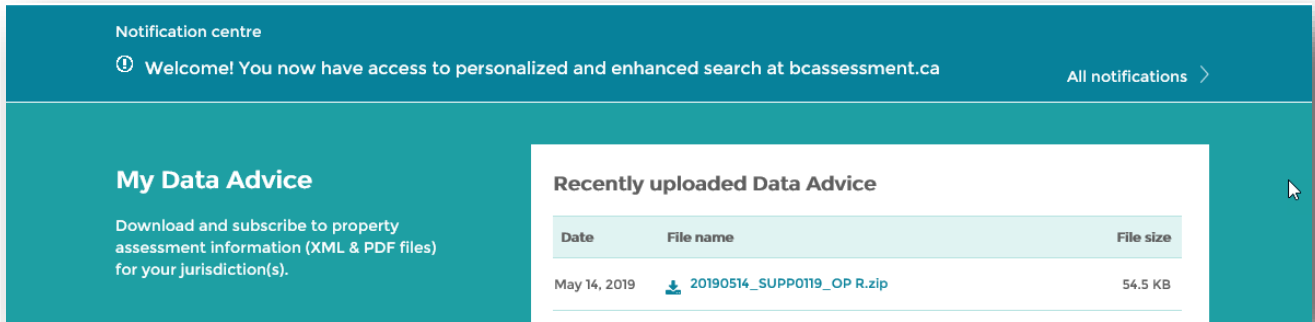
Upon successful Log in, you will come to a landing page where information is sorted into categories: the Dashboard, Assessment Search, Data Advice Files, Reports, Other tools and Support files. The Reports menu option contains Roll reports, Statutory reports, Grant rolls and Address accuracy reports. The Support menu option has User guides, Data Advice Bulletins and the Data Advice processing schedule.

Note: Subscribers will see different menu options depending on what products they subscribe to.



If you are a user that subscribes to Data Advice, you will see “My Data Advice” upon log in with a snapshot of your recently uploaded Data Advice.





The screenshot shows a notification center at the top with a teal background. It contains a welcome message: "Welcome! You now have access to personalized and enhanced search at bcassessment.ca" and a link for "All notifications". Below this is a section titled "My Data Advice" with a sub-heading "Recently uploaded Data Advice". The "My Data Advice" section includes text: "Download and subscribe to property assessment information (XML & PDF files) for your jurisdiction(s)". The "Recently uploaded Data Advice" section features a table with columns for Date, File name, and File size.

Date	File name	File size
May 14, 2019	<a href="#">20190514_SUPP0119_OP R.zip</a>	54.5 KB

Secured files such as Data Advice and Statutory Reports do require our customers to have an authenticated User ID. If you and your organization require access to BCA's products, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.825.8322 ext. 00119.

#### If you cannot remember your password:

- If you are a BCeID user and cannot remember their BCeID or have forgotten your password, call BCeID at 1.888.356.2741 or reset your password here [https://www.bceid.ca/clp/forgot\\_password.aspx](https://www.bceid.ca/clp/forgot_password.aspx).
- If you are a government user, and have an IDIR you will need to contact your organizations IT department

## User Authentication

A BCeID account is needed in order to access the secure product files within the website.

*Note: If you already have an IDIR, a BCeID may not be required. Please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.825.8322 ext. 00119 or for more information.*

To acquire a BCeID account, please contact Shared Services BC:

#### BCeID Help Desk

An agent is available to assist you, 8:30AM to 5:00PM Pacific Time, 9:30AM to 6:00PM Mountain Time, Monday to Friday excluding statutory holidays.

Canada and USA Toll Free: **1 888 356-2741**

Within Lower Mainland or  
Outside Canada and USA: **604 660-2355**

E-mail: [BCeID@gov.bc.ca](mailto:BCeID@gov.bc.ca)

Once you have obtained a Business BCeID, you can gain access to secure files for your organization following this log in process:

- Open an Internet Explorer browser window
- Type into the address bar: [bcassessment.ca](http://bcassessment.ca)
- Log in with your BCeID or IDIR user ID

## Accessing Data Advice

Data Advice is an electronic data feed that provides BC Assessment’s customers with assessment information. Data Advice includes assessment, legal description, civic address, property ownership, and sales information. It can be run at different times of the year and for varying reporting periods of time depending on customer needs.

The Data Advice product is written in Extensible Markup Language (XML) and is the standard product for consumption of BCA data in bulk format. The Legacy Data Advice product was retired September 1, 2018.

If you and your organization require access to Data Advice please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.825.8322 ext. 00119.

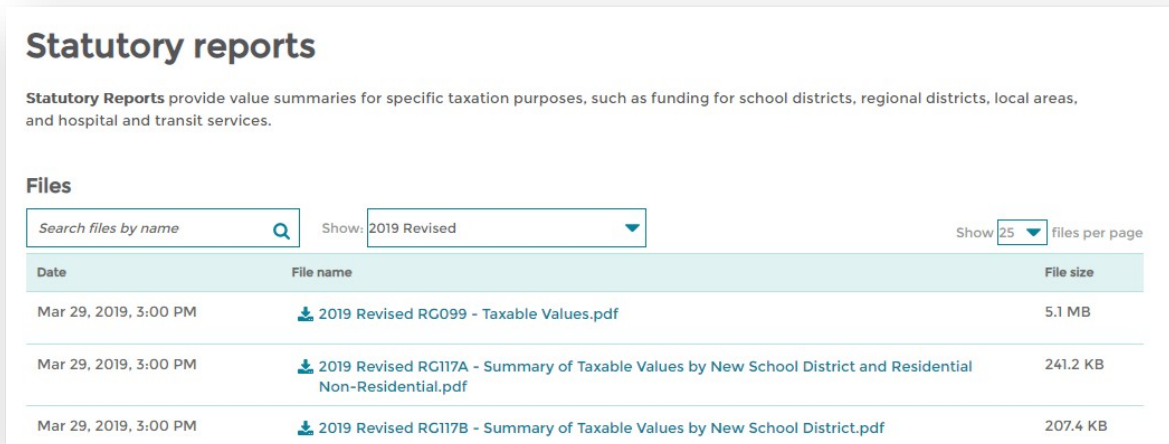
## Accessing Reports

### Reports

Roll Reports, Statutory Reports, Grant Rolls and Address Accuracy Reports will be delivered under the Reports menu option.

To access these products:

1. Enter [bcassessment.ca](http://bcassessment.ca) into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Reports**
4. Navigate to the type of report you require
5. Files for your jurisdiction or per your request will display as shown below (using Statutory Reports for example). Click directly on the file name to download your file:



**Statutory reports**

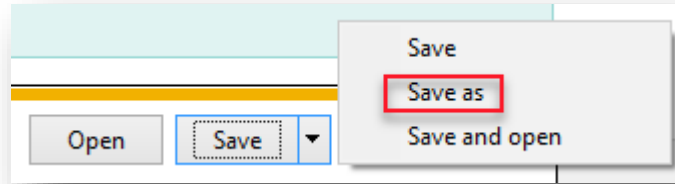
Statutory Reports provide value summaries for specific taxation purposes, such as funding for school districts, regional districts, local areas, and hospital and transit services.

**Files**

Search files by name   Show: 2019 Revised  Show  files per page

Date	File name	File size
Mar 29, 2019, 3:00 PM	<a href="#">2019 Revised RG099 - Taxable Values.pdf</a>	5.1 MB
Mar 29, 2019, 3:00 PM	<a href="#">2019 Revised RG117A - Summary of Taxable Values by New School District and Residential Non-Residential.pdf</a>	241.2 KB
Mar 29, 2019, 3:00 PM	<a href="#">2019 Revised RG117B - Summary of Taxable Values by New School District.pdf</a>	207.4 KB

6. A pop up will appear at the bottom of your web browser, select the option appropriate for your needs. If you need to save the file in a specific location, select the down arrow beside the “Save” button to select “Save As” to specify the folder location:



If you have any trouble downloading files, first check to make sure your computer is configured as instructed in the [Computer Set up Instructions in the User Guide](#). If you are still experiencing issues, please contact Property Information at 1.866.825.8322 ext. 00119 or [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca). Make sure you provide them with a step by step break down of the steps you have taken.

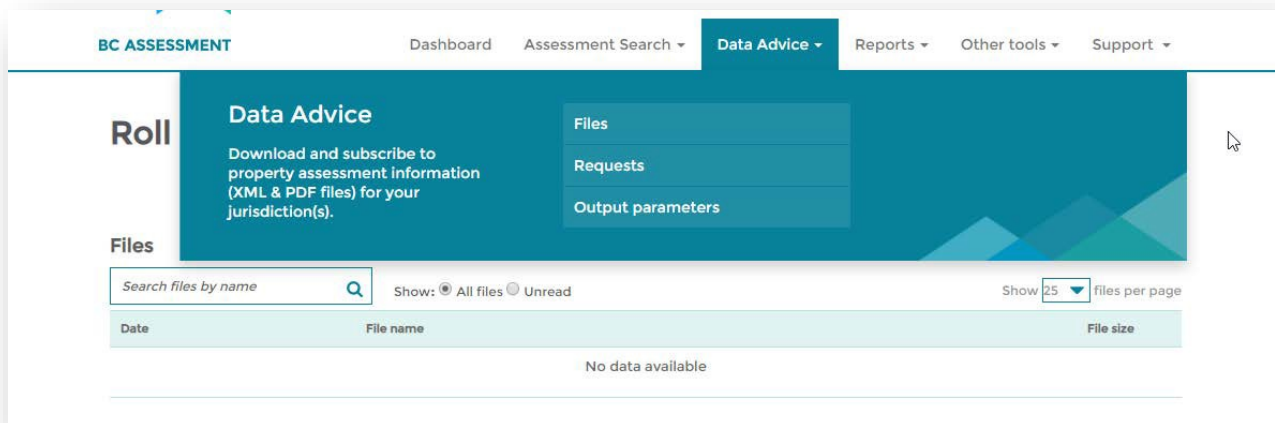
## Accessing Data Advice

### Data Advice Files

Data Advice files are provided in one single zip file. Depending on your subscription, the zip file can contain 2 or more files. Providing all files within one convenient zipped file reduces the need to download each Data Advice file and support file separately.

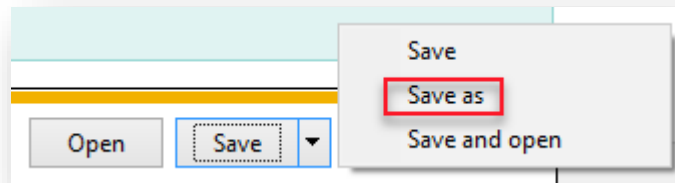
To access your (XML) Data Advice products:

1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate **Data Advice > Files**

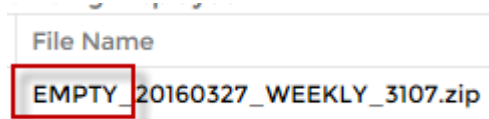


4. Files for your jurisdiction or as requested, will display as shown below. Click directly on the file name to download your file.

5. A pop up will appear at the bottom of your web browser, select the option appropriate for your needs. If you need to save the file in a specific location, select the down arrow beside the “Save” button to select “Save As” to specify the folder location:



**IMPORTANT NOTE:** If the regularly scheduled Data Advice files have no content to report, the file name will not be clickable. Instead the regular file name will be preceded with the word “EMPTY” to inform you that the request has been processed, but that there is nothing to download.



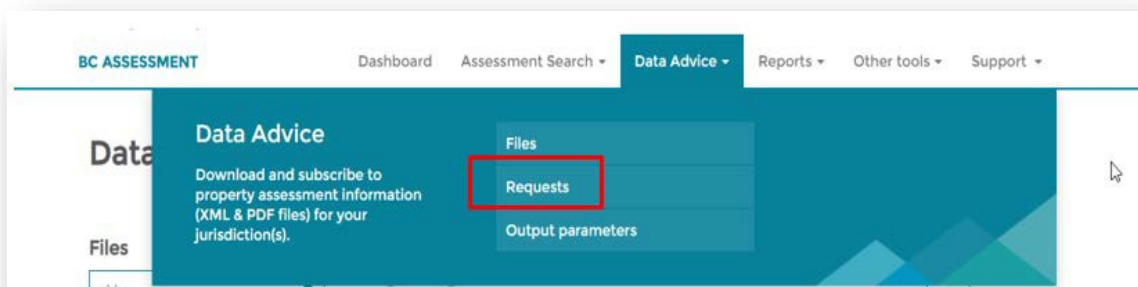
## Data Advice Requests

The Data Advice requests page contains a current and historical list of all requests that have been run for your organization. It is important to understand the information in the requests as it will help you decide if and what types of changes you need to make. It is also very important to [understand what Output Parameter \(OP\)](#) was used to create the requests, as these will greatly affect the output of your Data Advice.

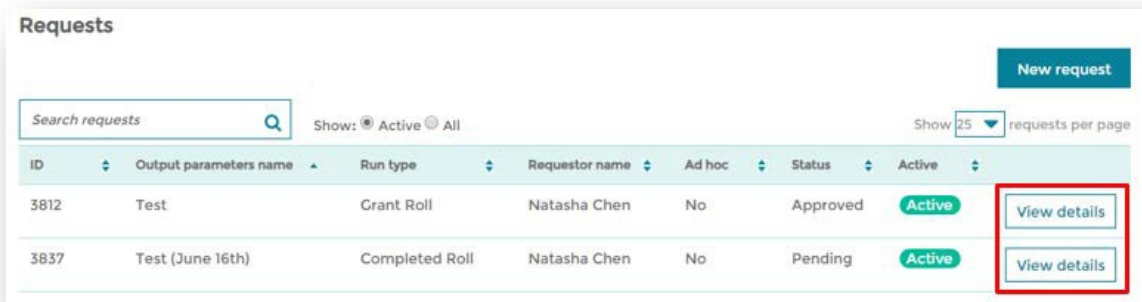
### Viewing Requests

To review what requests are currently in active subscription:

1. Enter <https://www.bcassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Data Advice>Requests**



4. All available Requests should now be visible in a summary view, to find out more information, click ‘View Details’



ID	Output parameters name	Run type	Requestor name	Ad hoc	Status	Active	
3812	Test	Grant Roll	Natasha Chen	No	Approved	Active	<a href="#">View details</a>
3837	Test (June 16th)	Completed Roll	Natasha Chen	No	Pending	Active	<a href="#">View details</a>

The summary view of requests above is defaulted to be sorted by Output Parameters Name. The list is also defaulted to show only active and approved requests.

- To view other requests, use the search field or the drop down selections available in the grid
- To find a specific request, use the search field or the drop down and filter selections available in the grid

### Understanding Requests

Each customer will have one request for every run type they have within their contract or agreement. For example, most customers will have at least one annual run type (ex. Completed Roll) and one periodical run type (ex. monthly). Each request will require the identification of one output parameter (OP) as well as other run type requirements. More information can be found for each request by clicking the 'View Details' button.

### Data Advice requests

**Request details**


[← Return to list](#)
[Edit](#)
[Copy](#)

Request ID	5726 <span style="color: green; font-weight: bold;">Active</span>																		
Organization	BC Assessment																		
Requestor	Natalie McGrath																		
Status	Pending																		
Effective date	May 14, 2019																		
Expiry date																			
Ad hoc	<input checked="" type="checkbox"/>																		
Run type	Completed Roll																		
Roll year	2018																		
Ownership year	2017																		
<b>Output parameters</b>																			
Output parameters name	OP Regression																		
Description	OP regression testing r3																		
Attributes deviation from default	<table border="1"> <thead> <tr> <th>Attribute</th> <th>Include</th> <th>Exclude</th> </tr> </thead> <tbody> <tr> <td>Assessment Area</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Assessment Area Code</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Jurisdiction</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Jurisdiction Code</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Folio Record</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Attribute	Include	Exclude	Assessment Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Area Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jurisdiction Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Folio Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attribute	Include	Exclude																	
Assessment Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Assessment Area Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Jurisdiction Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Folio Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
<b>Boundary</b>																			
Boundary ID	2284																		
Boundary name	Regression BD																		
Boundary description	Regression testing release 3 BD																		
Key file	<input type="checkbox"/>																		
<b>Request history</b>																			
Created by	DDWFIELD	Last modified by	DDWFIELD																
Created date	May 14, 2019, 5:55 PM	Last modified date	May 14, 2019, 5:55 PM																
Version	1																		

[← Return to list](#)

1. **Organization:** The name of your organization
2. **Status\*:** Describes the status of the request
  - a. **Approved:** These are requests that are actively being used to produce Data Advice and are set up to run either Ad Hoc, Annually or Periodically
  - b. **Rejected:** These are requests that were not approved
  - c. **Pending:** These are requests that are either brand new or changes have been submitted to existing approved requests which have not been reviewed by the Property Information team
3. **Requestor:** Name of the user who directly submitted the request or whom the request was submitted on behalf of
4. **Request ID\*:** A unique number (system generated) to identify the specific request
5. **Effective Date\*:** The date in which the request first became active
6. **Expiry Date\*:** The date in which the request became or will become inactive. If there is a date in this field, it either indicates that the request is no longer active, or a predetermined date in which the contract or agreement will end

Last Updated: May-19

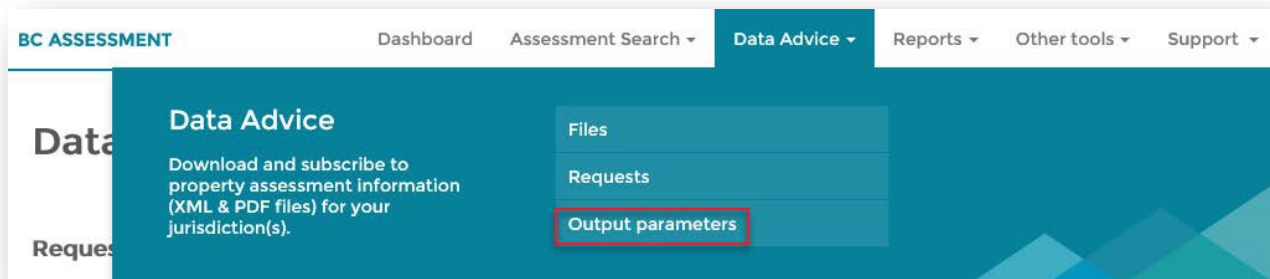
7. Ad Hoc: A True or False flag indicating whether this request is a one-time occurrence or is to be run continuously until the expiry date
8. Run Type: Identifies the run type requested. Only one run type can be selected per request. There are multiple choices available:
  - a. **Completed Roll**: Annual Data Advice run reporting out data from the Completed Roll
  - b. **Revised Roll**: Annual Data Advice run reporting out data from the Revised Roll
  - c. **Revised + Supp Roll**: Annual Data Advice run reporting our data from the Revised + Supplementary Cycle 1 Roll (If Ad Hoc is True, this selection may also may be used to indicate a different Revised + Supplementary Cycle Run by also making a Supplementary roll cycle number)
  - d. **Supplementary Roll**: Periodical Data Advice run reporting out data from each Supplementary Cycle
  - e. **Grant Roll**: Annual Data Advice run reporting out data from the Grant Roll
  - f. **Decision Roll**: Annual Data Advice run reporting out data from the period of time between the Completed and Revised Roll
  - g. **PAAB Roll**: Annual Data Advice reporting our data from PARP
  - h. **Monthly**: Periodical Data Advice run reporting changes occurring within a monthly cycle (Not Available for Ad Hoc)
  - i. **Weekly**: Periodical Data Advice reporting our changes occurring within a weekly cycle (Not Available for Ad Hoc)
9. Output Parameters Name: Identifies the output parameters to be used to create the output associated with the request. Choices will depend on if you have one or more output parameters selections
10. Output Parameter Description\*: A short description provided to help distinguish between multiple Output Parameters
11. Boundary ID\*: A unique number (system generated) used to identify the specific boundary definition
12. Boundary Name\*: A descriptive name provided to help distinguish between multiple boundary definitions
13. Boundary Descriptions\*: A listing of all Assessment Area and Jurisdictions or keyfile attributes
14. Keyfile\*: A True or False flag indicating whether this boundary definition uses a keyfile
15. Attribute Deviations\*: A listing of deviations made by exception to the default Data Attributes. An exact listing of what data attributes will be provided in the output can be found in the associated Output Parameter detail view.
16. Notes: A text box available to enter any information that may help to identify or distinguish one request from another. It may also be used as a communication tool or reminder menu option. To add notes, click the button  while editing or creating a new Data Advice request
17. Created By\*: The credentials (BCeID or IDIR) of the user who originally created the request
18. Created Date\*: The date and time of when the original request was created
19. Last Modified By\*: The credentials (BCeID/IDIR) of the last user to edit the specific request
20. Last Modified Date\*: The date and time when the last modification to the specific request was made
21. Version\*: Number of the current version

*\*Indicates Read Only fields*

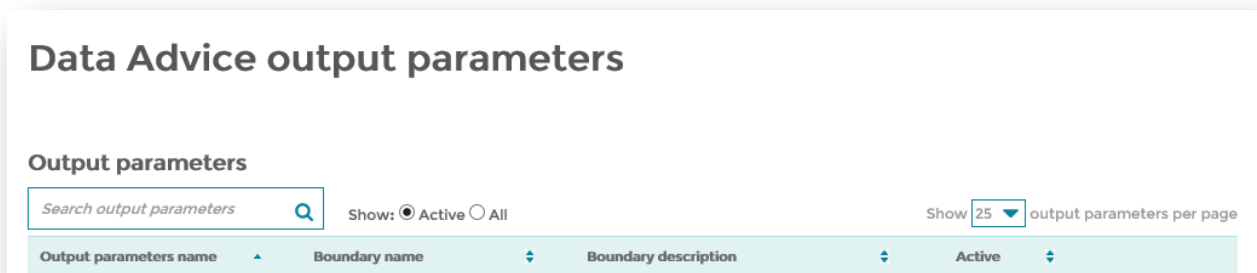
## Viewing Output Parameters

If you are interested in reviewing the Output Parameters that are currently available to you and your organization, and which can be used to create or modify an existing request:

1. Enter <https://www.bcassessment.ca/> into your address bar
2. Log In using your BceID or IDIR user ID
3. Navigate to **Data Advice > Output parameters**



4. All available Output Parameters should now be visible in a summary view. To find out more information, click 'View Details'



The summary view of output parameters above is defaulted to be sorted by Output Parameters Name.

- To find a specific request, use the filter selections available in Searchoutput parameters

### Understanding Output Parameters

Each customer may have one or more Output Parameter (OP). An OP is defined by its unique combination of customer requirements. The OP is used for the creation of Data Advice requests. The same OP should be used for all subscriptions of Data Advice being used for the same database.

#### OUTPUT PARAMETER = BOUNDARY DEFINITION + DATA ATTRIBUTES

Boundary Definition is made up of the customer’s specific Assessment Area and Jurisdictions’ needs or by a keyfile. For example:

- Customer Alpha’s boundary definition may consist of all jurisdictions (236 – City of White Rock, 326 – City of Surrey, 736 – Lower Mainland Rural) within Area 11 Surrey-White Rock;
- Customer Omega’s boundary definition consists of all of their privately owned properties across BC. These unique collection of properties will be identified by a **keyfile**

Data Attributes is the list of data that the customer has either requested or has been deemed entitled to receive. For example:

- Customer Alpha has requested and is entitled to the default data attributes (ex. Legal, Valuation, Situs Address)
- Customer Omega has requested and is entitled to only Legal data attributes



Each customer’s OP(s) is set up by a BCA staff based on requirements outlined in the customer’s contract or agreement. Certain attributes or boundaries may only be permitted if the request complies with the Freedom of Information and Protection of Privacy Act (FOIPPA). To find out more about entitlement and OP changes, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119.

## Data Advice output parameters

### Output parameter details

[← Return to list](#)

Output parameters name	[REDACTED]
Output parameters description	[REDACTED]
Boundary name	[REDACTED]
Boundary description	[REDACTED]

### Data attributes

Highlight default attributes

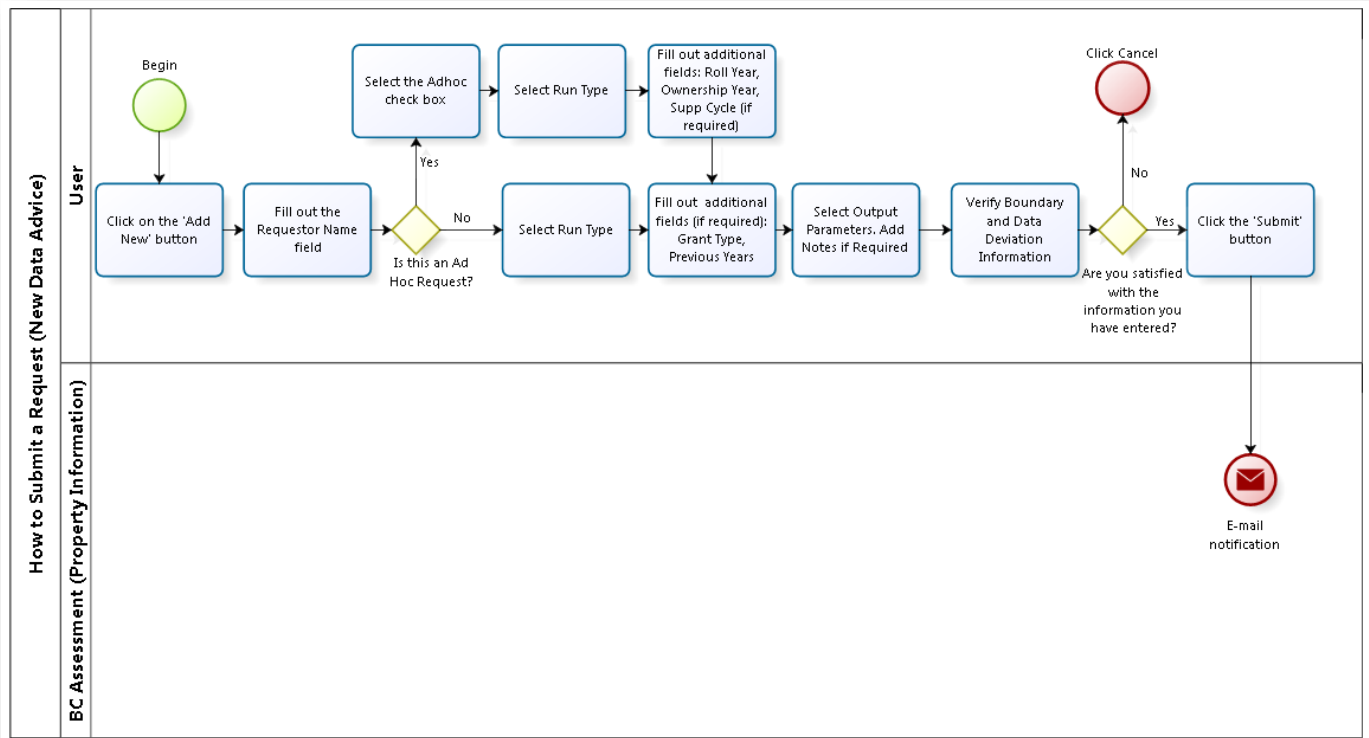
<ul style="list-style-type: none"> <li>--- Data Advice                             <ul style="list-style-type: none"> <li>--- Assessment Area                                     <ul style="list-style-type: none"> <li>--- Assessment Area Code</li> <li>--- Assessment Area Description</li> </ul> </li> <li>--- Jurisdiction                                     <ul style="list-style-type: none"> <li>--- Jurisdiction Code</li> <li>--- Jurisdiction Description</li> </ul> </li> <li>--- Folio Record                                     <ul style="list-style-type: none"> <li>--- Roll Number</li> <li>--- Folio Status   <ul style="list-style-type: none"> <li>--- Folio Status Description</li> </ul> </li> <li>--- Folio Action   <ul style="list-style-type: none"> <li>--- Folio Add   <ul style="list-style-type: none"> <li>--- Assessment Area Code</li> <li>--- Assessment Area Description</li> <li>--- Jurisdiction Code</li> <li>--- Jurisdiction Description</li> <li>--- Roll Number</li> </ul> </li> <li>--- Folio Delete   <ul style="list-style-type: none"> <li>--- Assessment Area Code</li> <li>--- Assessment Area Description</li> <li>--- Jurisdiction Code</li> <li>--- Jurisdiction Description</li> <li>--- Roll Number</li> <li>--- Delete Reason Code</li> <li>--- Delete Reason Description</li> </ul> </li> </ul> </li> <li>--- Folio Address   <ul style="list-style-type: none"> <li>--- Primary Flag</li> <li>--- Unit Number</li> </ul> </li> </ul> </li> </ul> </li> </ul>
---

[← Return to list](#)

1. **Output Parameters Name:** A unique ID used by BCA to identify a specific Output Parameter. (To reduce customer disruption, the OP name will most likely be the job set number that Legacy Data Advice customers were used to seeing associated with their jobs.)
2. **Output Parameters Description:** A short description provided to help distinguish between multiple OPs
3. **Boundary Name:** A descriptive name provided to help distinguish between multiple boundary definitions
4. **Boundary Description:** A listing of all Assessment Area and Jurisdictions or description of key file attributes
5. **Data Attributes Box:** A listing of all data attributes included in the Output Parameter. Teal highlighted attributes indicate that they are part of the default Data Advice offering, grey attributes indicate that they have been added to reflect customer requirements and/or entitlement.

### How to Submit a Data Advice Request

If you are a Data Advice customer that has a need for a new Data Advice request (Scheduled or Ad Hoc) you will need to submit a new request. If you are unsure what product will best suit your data needs please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119.



1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BceID or IDIR user ID
3. Navigate to **Data Advice > Requests**
4. From the summary view, click “New Request”
5. Fill out the “Requestor”
6. Set Ad Hoc to True (if appropriate. If not, leave check box blank)
7. Select Run Type
8. Select Output Parameters Name

Last Updated: May-19

## Data Advice requests

**Request**

[← Return to list](#)
Submit for approval

\* indicates a required field

Organization **BC Assessment**

---

Requestor\*

---

Status **Pending**

---

Ad hoc

---

Run type\*

---

**Output paramaters**

Output parameters name\*

---

Description

Attributes deviation from default Attribute Include Exclude ↕

---

**Boundary**

Boundary ID

Boundary name

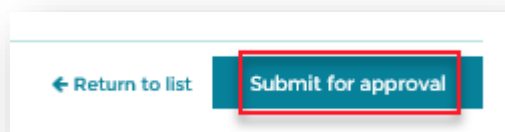
Boundary description

Key file

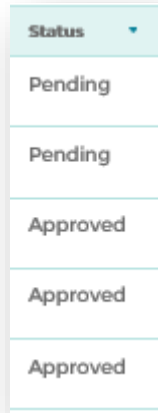
---

[← Return to list](#)
Submit for approval

9. Verify in the menu option below that all the boundary and data deviation information appears to be correct
10. If you are satisfied with the information you have entered, click “Submit for approval”, if you do not want to submit this request click “Return to list”



11. Your submitted request will be sent to our Property Information team to be processed. You can now see this request by filtering the “Request Status” to “Pending”

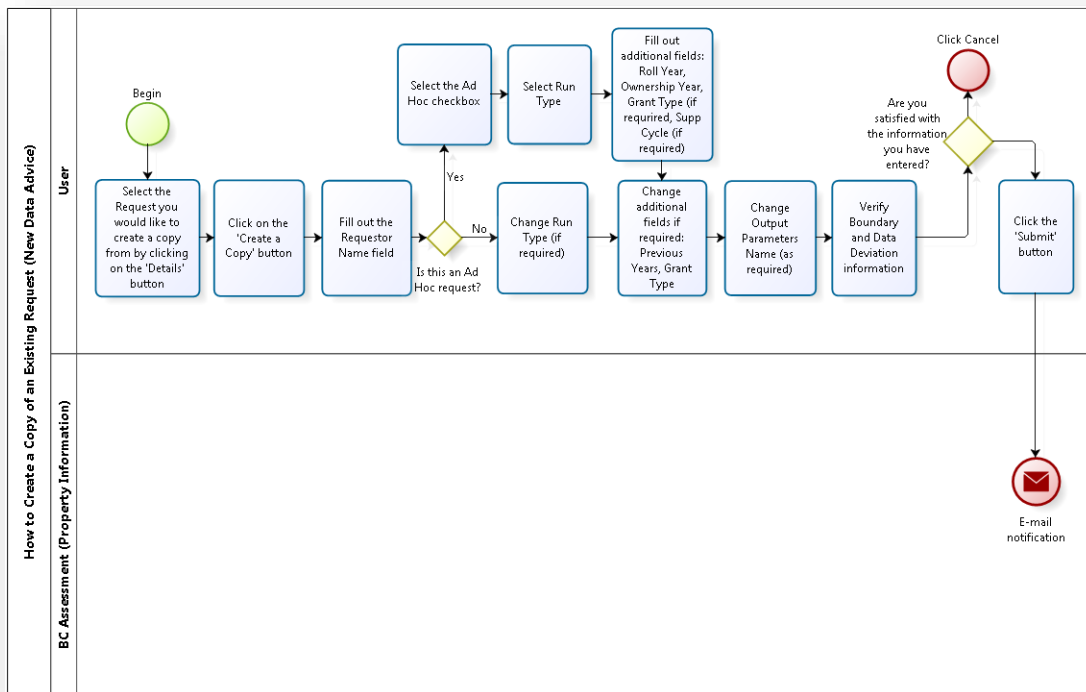


- Once Property Information staff has approved your request, the Primary Contact (which can be found on the Customer Contact Information Profile page) will receive an e-mail confirming the Data Advice request will be run

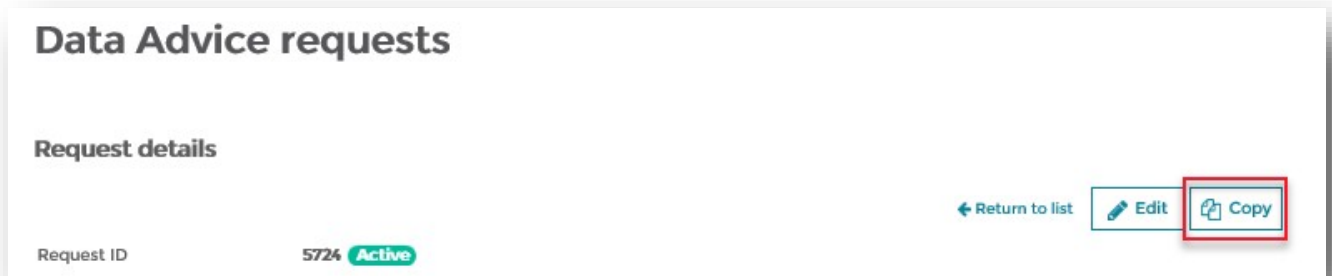
If you have any questions about this process, or want to inquire about the status of your submitted request, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119

### How to Submit a New Data Advice Request from an Existing Data Advice Request (Using 'Create a Copy')

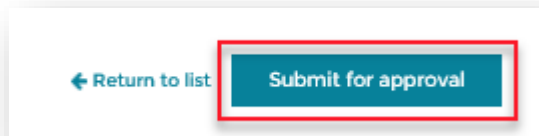
Organizations may have an existing request they would like to use as the template to create other requests for other run types for the same database. New requests for the same system can be easily created using the “Create a Copy” feature.



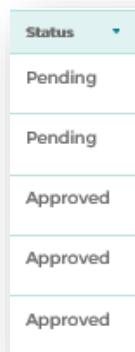
1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Data Advice > Requests**
4. Once on the summary view of all the requests, click “View details” on the request you would like to create a copy from
5. Once on the detail view of the specific request, click “Create a Copy”



6. Fill out the “Requestor”
7. Set Ad Hoc to True (if appropriate. If not, leave check box blank)
8. Change Run Type (as required)
9. Change Output Parameters Name (as required)
10. Verify in the menu option below that all the boundary and data deviation information appears to be correct
11. If you are satisfied with the information you have entered, click “Submit for Approval”, if you do not want to submit this request click “Return to list”



12. Your submitted request will be sent to our Property Information team to be processed. You can now see this request by filtering the “Request Status” to “Pending”

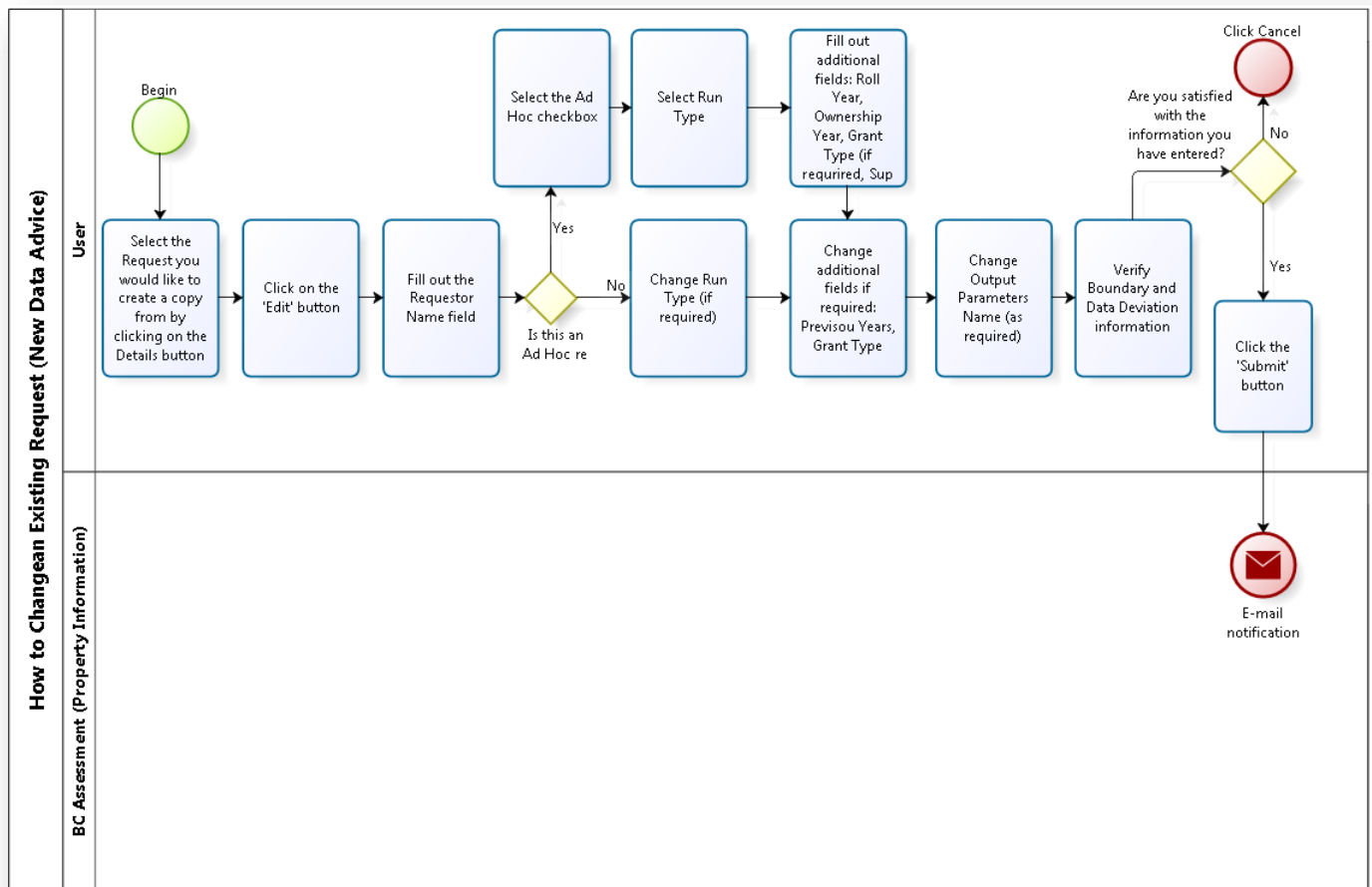


- Once Property Information staff has approved your request, the Primary Contact (can be found on the Customer Contact Information Profile page) will receive an e-mail confirming the Data Advice request will be run

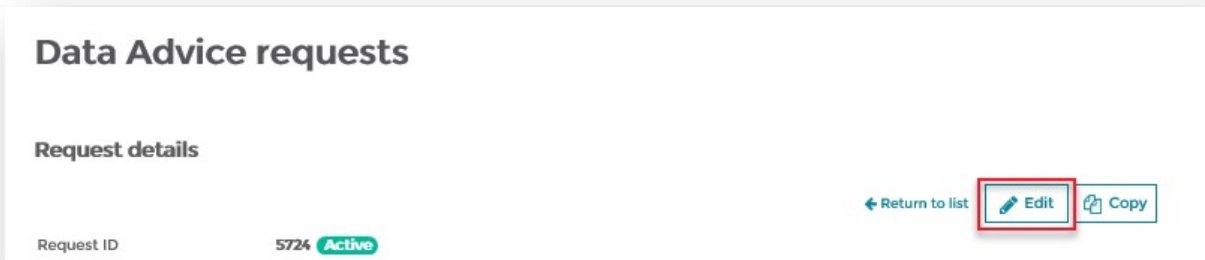
If you have any questions about this process, or want to inquire about the status of your submitted request, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119.

### How to Submit a Change to an Existing Request on Data Advice

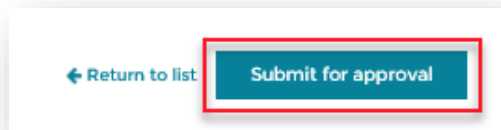
If you need to change an existing Data Advice request (Scheduled or Ad Hoc) you will need to submit a change request. If you are unsure what changes will best suit your data needs, please contact a Property Information representative.



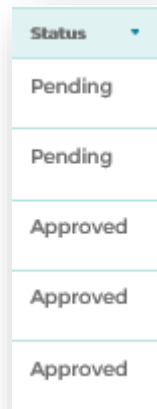
- Enter <https://www.bcasessment.ca/> into your address bar
- Log in using your BCeID or IDIR user ID
- Navigate to **Data Advice > Requests**
- Once on the summary view of all the requests, click "View details" on the request you would like to make changes to
- Once on the detail view of the specific request, click "Edit"



6. Change the Requestor (as required)
7. Set Ad Hoc to True (if appropriate. If not, leave check box blank)
8. Change Run Type (as required)
9. Change Output Parameters Name (as required)
10. Verify in the menu option below that all the boundary and data deviation information appears to be correct
11. If you are satisfied with the information you have entered, click "Submit for Approval", if you do not want to submit this request click "Cancel"



12. Your submitted request will be sent to our Property Information team to be processed. You can now see this request by filtering the "Request Status" to "Pending"

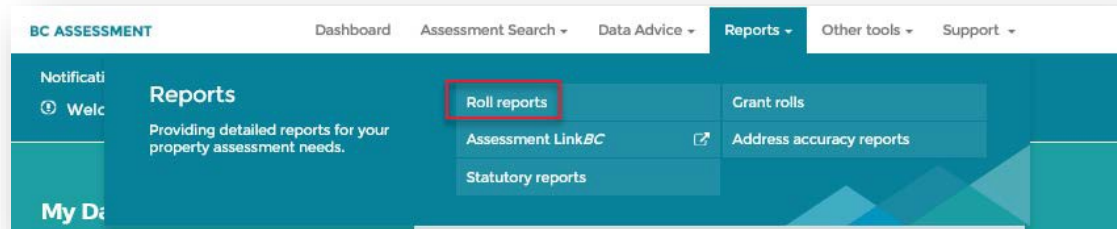


13. Once Property Information staff has approved your request, the Primary Contact (can be found on the Customer Contact Information Profile page) will receive an e-mail confirming the Data Advice request will be run

If you have any questions about this process, or want to inquire about the status of your submitted request, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119

## Accessing Roll Reports

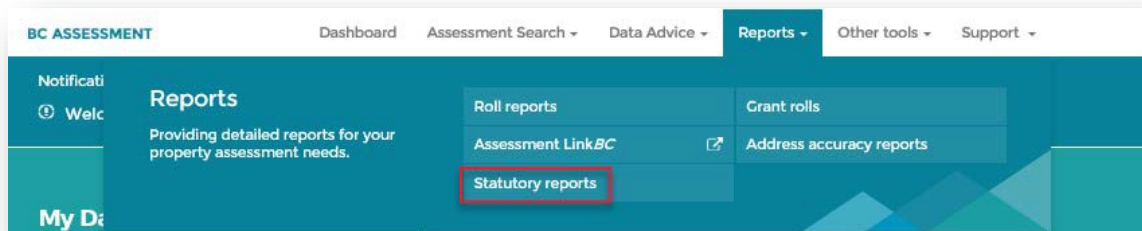
Roll reports provide detailed reports for property assessment needs. These are any reports received by an organization that is not Data Advice.



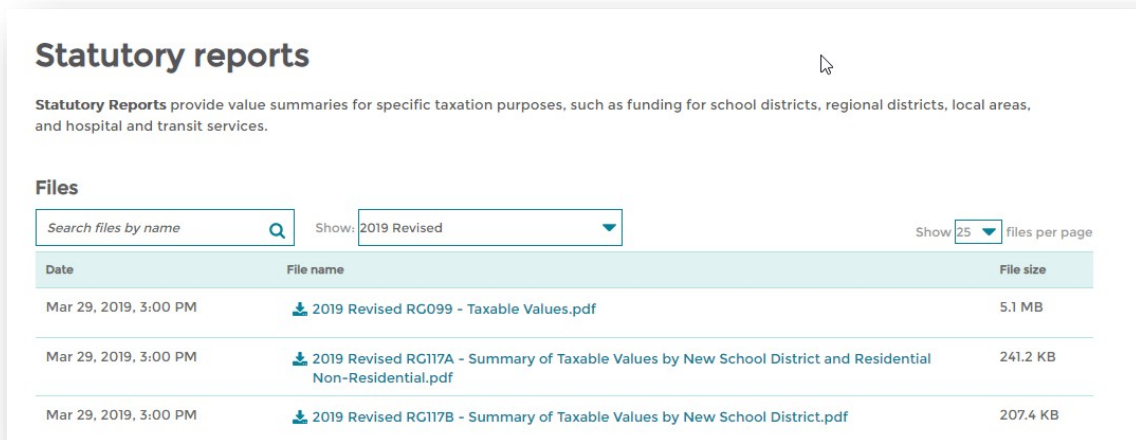
## Accessing Statutory Reports

Statutory Reports provide value summaries for specific taxation purposes, such as funding for school districts, regional districts, local areas, and hospital and transit services. Statutory Reports can only be accessed by approved organizations.

1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Reports > Statutory Reports**
4. Files presented default to the most recent cycle, if you need to select a previous cycle, use the drop down menu on the right side of the screen or menu option through the pages using the arrow keys or drop down menu:

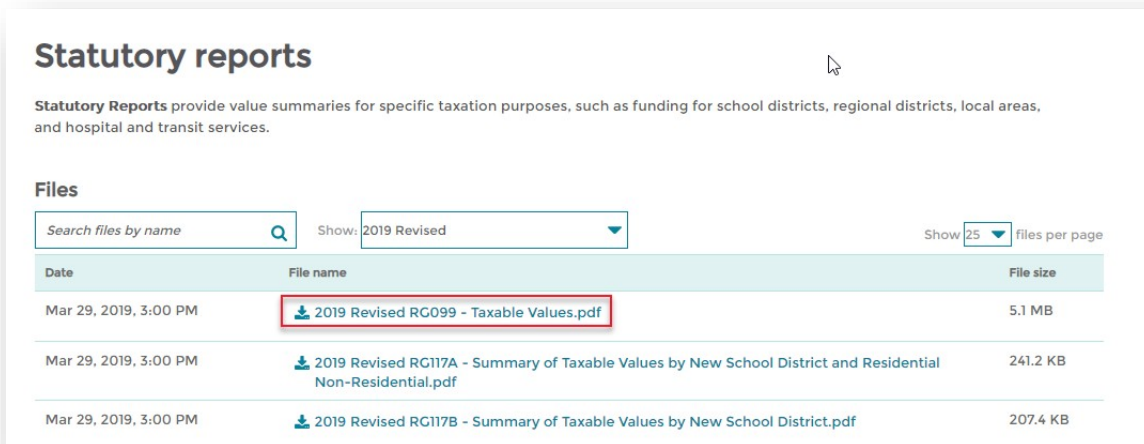




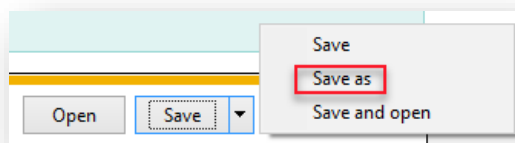


*Note: Only the three most recent cycles are available, if you require files previous to the last three cycles, please contact Property Information.*

- Files will display as shown below. Click directly on the file name to download the file:



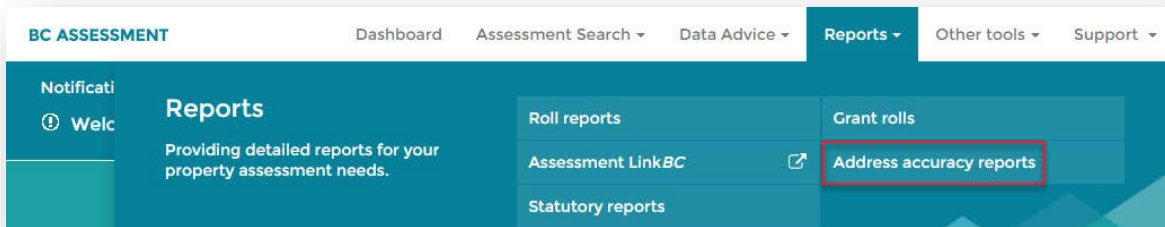
- A pop up will appear at the bottom of your web browser, select the option appropriate for your needs. If you need to save the file in a specific location, select the down arrow beside the “Save” button to select “Save As” to specify the folder location:



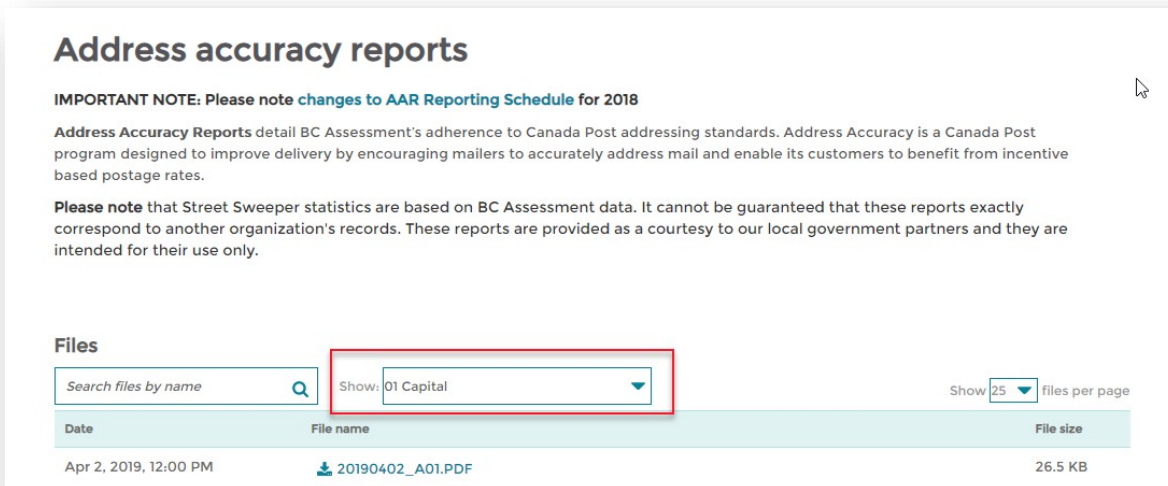
## Accessing Address Accuracy Reports

Address Accuracy Reports (AAR) detail BC Assessment’s adherence to Canada Post addressing standards. Address Accuracy is a Canada Post program designed to improve delivery by encouraging mailers to accurately address mail and enable its customers to benefit from incentive based postage rates. AAR can only be accessed by approved organizations.

1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Reports > Address accuracy reports**






4. Files are presented in default by assessment area in numerical order. If you need to select a different assessment area, use the drop down menu in the middle of the screen or menu option through the pages using the page numbers at the bottom right hand of the screen:



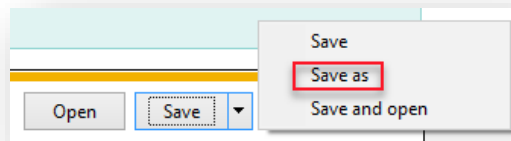
5. Files will display as shown below. Click directly on the file to download the file:

**Files**

Search files by name  Show: 01 Capital  Show 25 files per page

Date	File name	File size
Apr 2, 2019, 12:00 PM	 20190402_A01.PDF	26.5 KB
Feb 25, 2019, 8:00 AM	 20190219_A01.PDF	26.5 KB
Oct 10, 2018, 10:15 AM	 20180926_A01.PDF	26.5 KB

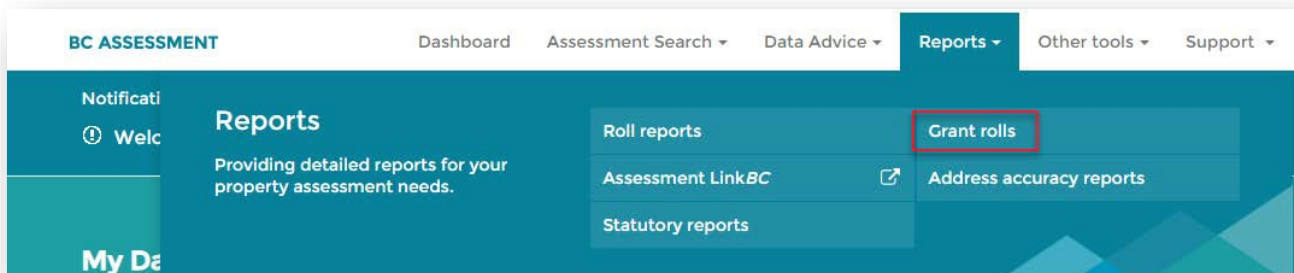
6. A pop up will appear at the bottom of your web browser, select the option appropriate for your needs. If you need to save the file in a specific location, select the down arrow beside the “Save” button to select “Save As” to specify the folder location:



## Accessing Grant Rolls

Grant Rolls contain the assessed value of properties that are exempt from property taxation, such as government properties, schools, and hospitals. These are issued annually and serve as the foundation for grants and payments in lieu of property taxes. Grant Rolls can only be accessed by approved organizations.

1. Enter <https://www.bccassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Reports > Grant rolls**



4. Files presented default by assessment area in numerical order, if you need to select a different assessment area, use the drop down menu on the right side of the screen or menu option through the pages using the arrow keys or drop down menu:

### Grant rolls

**Grant Rolls** contain the assessed value of properties that are exempt from property taxation, such as government properties, schools, and hospitals; these are issued annually and serve as the foundation for grants and payments in lieu of property taxes.

Grant/PILT Type	Completed	Revised	Revised + Supp 1	October
GR0B Ministry of Technology, Innovation and Citizens' Services Grant	X		X	
GR0D BC Rail Grant			X	
GR0E BC Hydro Grant			X	X
GR0F Federal Crown Corporation PILT			X	
GR0G Federal Government PILT			X	
GR0L Ministry of Forests, Lands and Natural Resource Operations			X	
GR0P Provincial Government Grant			X	
GR0Q Provincial Crown Corporation Grant			X	
GR0S RPT Fed/Prov PILT/Grant		X		
GR0T Police Financing Grant			X	

For Grant Roll Totals by area or jurisdiction and Grant Roll Entries by jurisdiction, please select the appropriate assessment area from the drop down menu.




**Files**

Search files by name   Show: 00 Provincial  Show 25  files per page

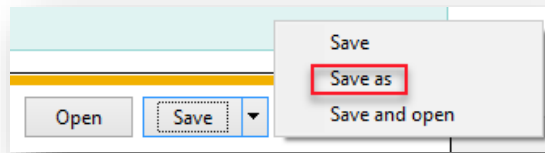
- Files will display as shown below. Click directly on the file name or on the green “download” icon to download the file:

**Files**

Search files by name   Show: 00 Provincial  Show 25  files per page

Date	File name	File size
Apr 1, 2019, 12:00 PM	 Grant Roll Provincial 2019 GR0B Roll Totals.pdf	132.0 KB
Apr 1, 2019, 12:00 PM	 Grant Roll Provincial 2019 GR0D Roll Totals.pdf	123.3 KB
Apr 1, 2019, 12:00 PM	 Grant Roll Provincial 2019 GR0E Roll Totals.pdf	131.0 KB

- A pop up will appear at the bottom of your web browser, select the option appropriate for your needs. If you need to save the file in a specific location, select the down arrow beside the “Save” button to select “Save As” to specify the folder location:



The Building permits tool enables Local Governments to upload building permit information to BC Assessment using one of two methods: uploading standard permit reports, or manually keying individual permits.

**IMPORTANT:** If you are a first-time user of the Building permits tool, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119 to learn about the details of creating a standard report or to begin submitting manually keyed permits.

### Preparing to Upload a Permit File

These user instructions are written based on the assumption that your organisation has worked closely with BCA staff to create the standard building permit report. For a successful experience in uploading standard permit reports, please ensure the report has been built in collaboration with a Property Information staff. The definition of a standard building report is as shown here:

#### BC Assessment Standard Building Permit Report Specifications

Standard building permit reports can be delivered weekly or monthly. The specifications of the standard report are:

- Standard export .txt file or .xls file (mandatory)
- Standard Naming Convention:
  - Jurname\_PermitsYYYYMMDD. Ex. Richmond\_Permits20131015 or CaribooRD\_Permits20131015
- Pipe delimited (for .txt file)
- Decimal only necessary if there are decimal values
- Fixed data format
- Imperial measure required for 'Permit Area' and 'Small Permit Area'
- 'Type' and 'Small Permit Type' fields each be mapped to one of four BCA 'types' defined below

Data rows will contain the details for each permit and must be in the order defined below:

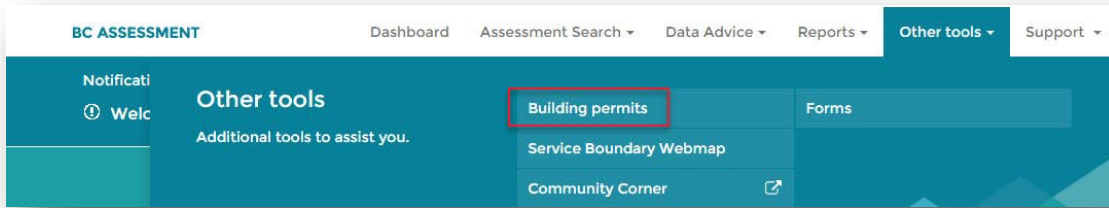
Header	Mandatory/Optional	Data type	Max. Field Length	Description	Examples
Jurisdiction	Mandatory	Text	3 characters	3-digit jurisdiction code	320 728
Folio	Optional	Text	15 characters	MUST include leading/trailing zeroes. No formatting.	R000899555 013975055
Permit Number	Mandatory	Text	15 characters		BLDG1234 BP0567890 13-324
Issue Date	Mandatory	Date		DD-MMM-YYYY	31-JAN-2014
Civic Address	Optional	Text	256 characters	Unit number, street number, pre directional,	1250 1 <sup>ST</sup> St W, North Vancouver

				street name, street type, post directional, city	4501 HWY 97 N, Ten Mile Lake
PID	Optional	Text	11 characters	Digits only; no formatting	001234566
Legal Description	Optional	Text	2000 characters	Freeform legal description	Lot 1, Plan VIP18239, DL 439, Victoria Land District
Contact Information	Optional	Text	2000 characters	Name and phone number of one of the following: Contractor <i>or</i> Builder <i>or</i> Owner	Devon Buildings Inc, 604-522-6333 John H. Ford, 250-492-1333
Type	Optional	Text		Assign permit to one of the following BCA types only: New Structure Additions and Alterations Demolitions Tenant Improvements	
Purpose	Mandatory	Text	2000 characters	Local government permit description	
Building Area	Optional	Number	18, 5	Convert m2 X 10.7639 to calculate square feet	1345 2111.33 1485.50000
Building Value	Optional	Number	18,5		60000 59885.73
Small Permit Type	Optional	Text		If a NEW small permit type, designate one of the following only: Carport Garage-Attached Garage-Detached Deck	
Small Permit Area	Optional	Number	18, 5	Square measure of the small permit type ONLY Convert m2 X 10.7639 to calculate square feet	200 340.50

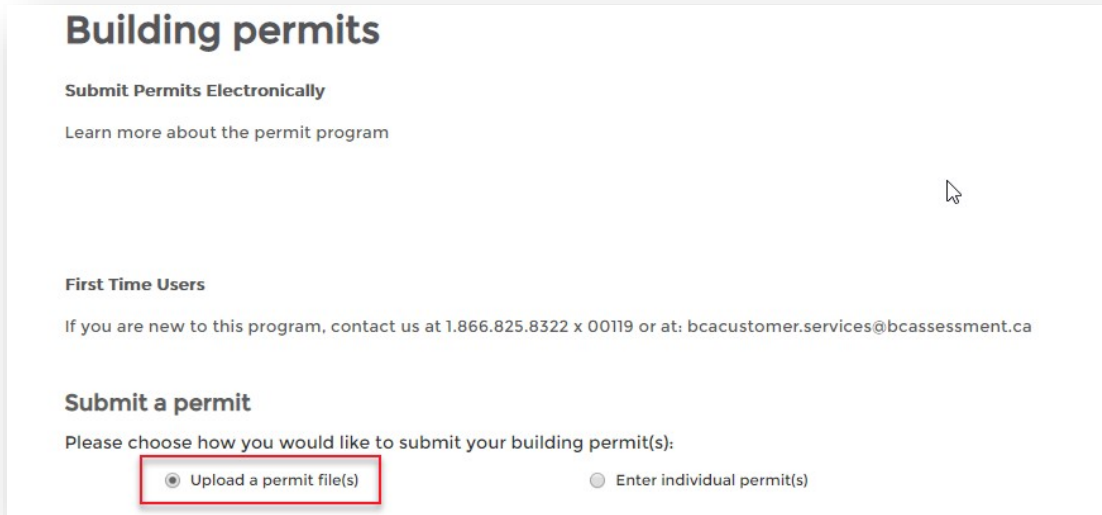
Before uploading a permit file, please verify that validated standard permit reports from your organization have been successfully tested and uploaded by a Property Information staff. Once this has been completed, your organization is ready to upload permit files as often as required.

### Upload a Permit File

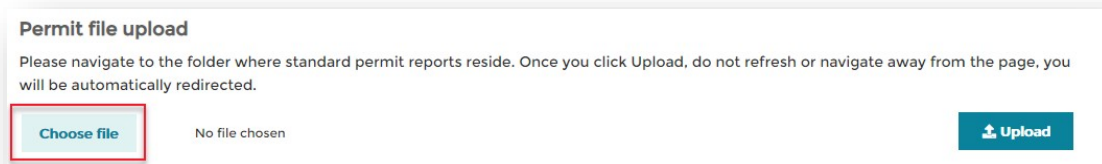
1. Enter <https://www.bccassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Other tools > Building Permits**



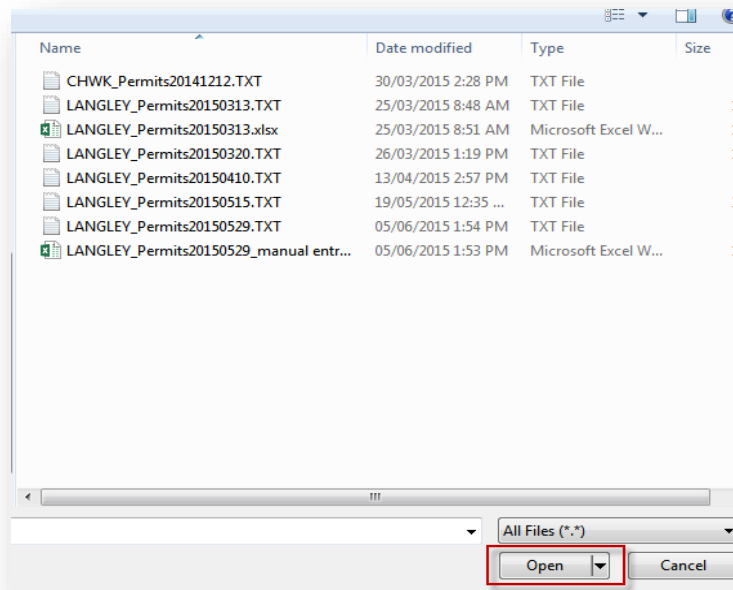
4. Select “Upload a Permit File”



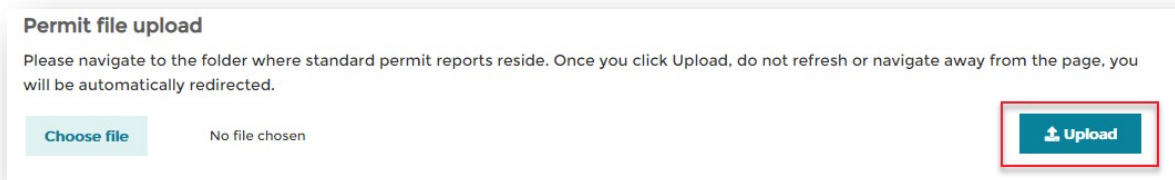
5. Click on the “Choose file” button



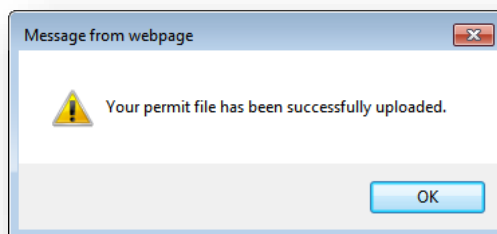
6. Navigate to the location on your local computer or server where the standard permit file is located, select and click “Open”



7. The selected file will populate the “Choose file” field. Click “Upload”

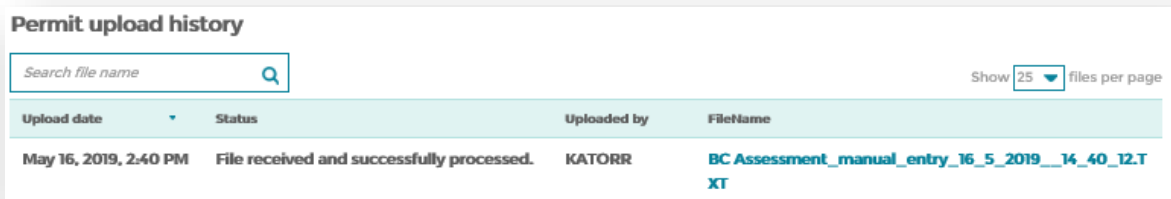


- 8. A message will display indicating your file is being uploaded. Large files may take several minutes.
- 9. Upon completion of upload, a message will be returned indicating the file successfully uploaded. Click “OK”.



10. The recently uploaded file will be recorded in the “Permit upload history” list. The history logs the date of upload, the status of the upload, the BCeID user name of the person who uploaded and the name of the file uploaded.





The screenshot shows a table titled "Permit upload history". At the top left is a search box labeled "Search file name" with a magnifying glass icon. At the top right is a "Show 25 files per page" dropdown menu. The table has four columns: "Upload date", "Status", "Uploaded by", and "FileName". One row is visible with the following data: "May 16, 2019, 2:40 PM", "File received and successfully processed.", "KATORR", and "BC Assessment\_manual\_entry\_16\_5\_2019\_\_14\_40\_12.TXT".

Upload date	Status	Uploaded by	FileName
May 16, 2019, 2:40 PM	File received and successfully processed.	KATORR	BC Assessment_manual_entry_16_5_2019__14_40_12.TXT

You have now successfully uploaded a standard permit file to BC Assessment. The permit upload history will remain and will be visible the next time the user returns to this site.

## Preparing to Manually Key Permits

Up to ten permits can be keyed using the manual entry form before being prompted to upload the permits to BC Assessment.

**Important Note:** Access to the Permits menu option will expire after 60 minutes if there is no activity on the site. To avoid losing data, upload manually entered permits if your computer must sit idle for 60 minutes or more. Permit data that has been added to the list but has not been uploaded will be lost if the session expires.

There are three basic scenarios to consider when entering permits:

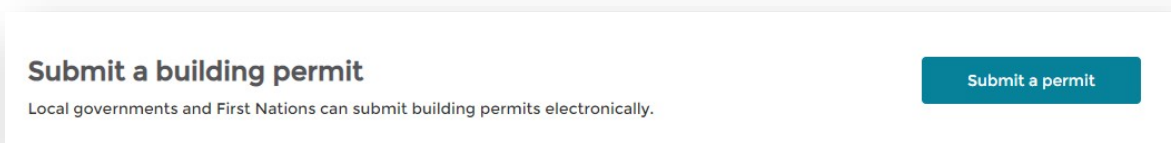
- Permits without small permit inventory
- Permits for small permit inventory only
- Permits for additions and alterations AND small permit inventory.

Small permits, for the purpose of providing permit data electronically to BCA, are NEW carports, attached garages, detached garages and decks.

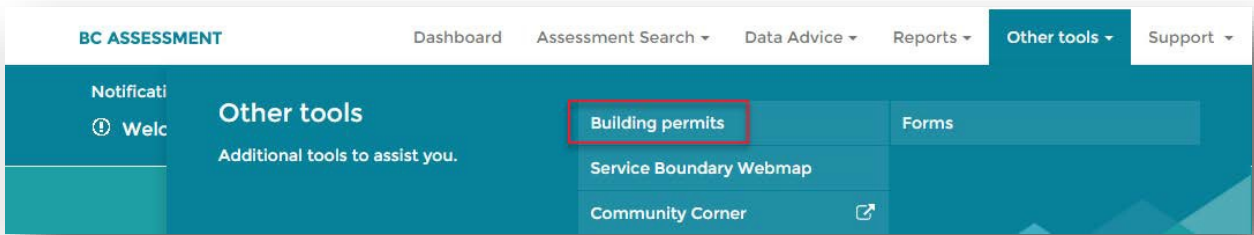
The following instructions below will show examples of the three scenarios as indicated above.

## Enter Individual Permits

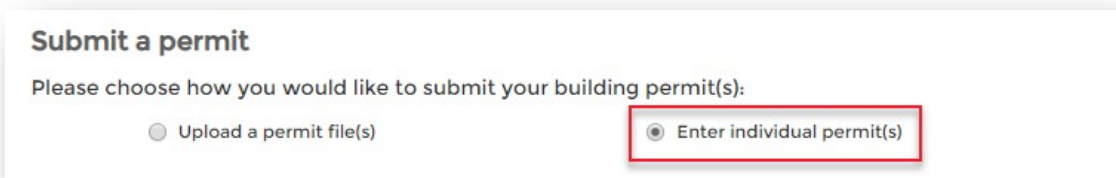
- Enter <https://www.bcassessment.ca/> into your address bar
- Log in using your BCeID or IDIR user ID
- Click on "Submit a building permit" at the bottom of the page



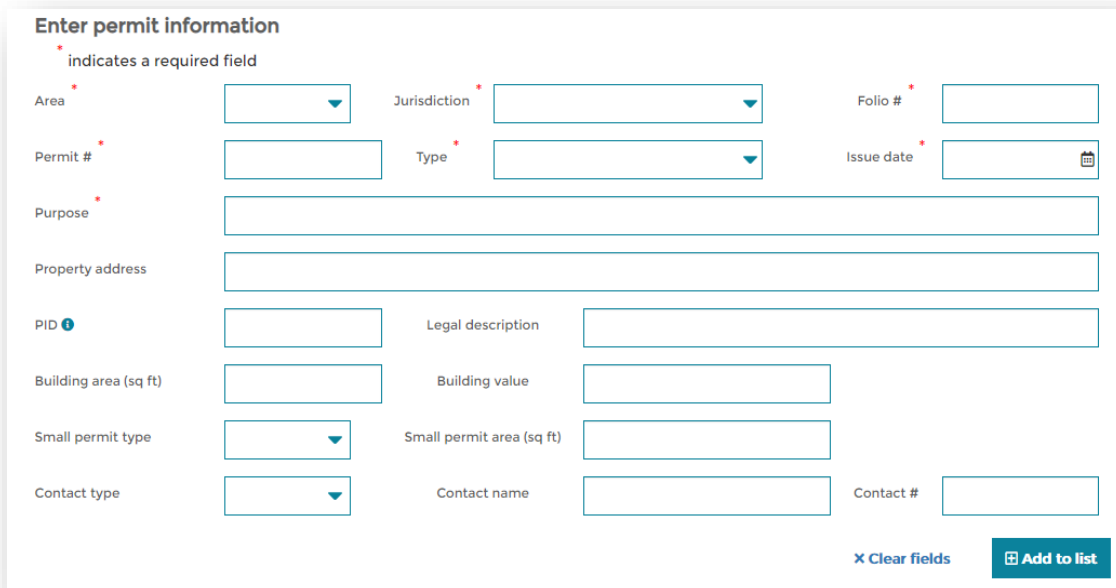
- Or, navigate to **Other tools > Building permits**



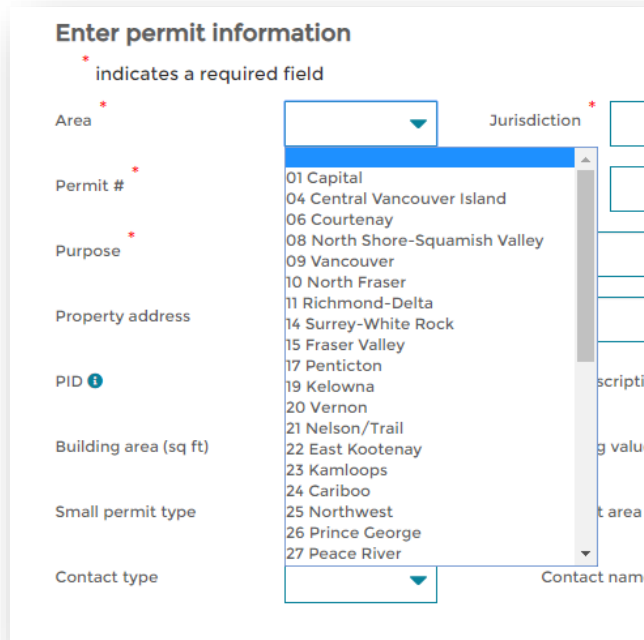
5. Select “Enter individual permit(s)” under Submit a permit.



6. A manual entry form will load. The form contains field boxes where permit information can be keyed. Fields with red asterisks ( \* ) are mandatory.



7. For fields with an arrow on the right-hand side of the box, click on the arrow to see a drop down a menu of selection items.
8. Select Area:



**Enter permit information**  
\* indicates a required field

Area \*  Jurisdiction \*

Permit # \*

Purpose \*

Property address

PID ⓘ

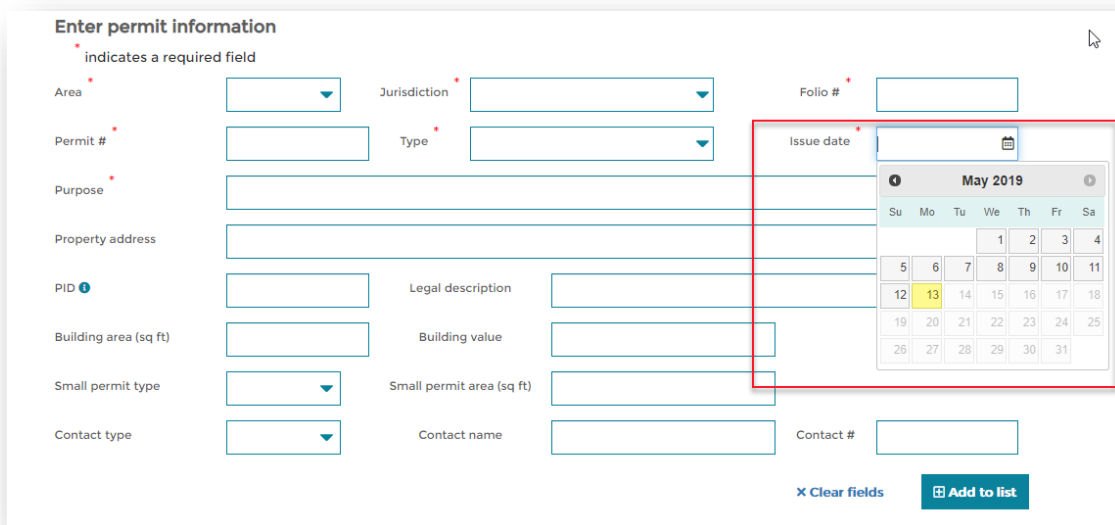
Building area (sq ft)

Small permit type

Contact type  Contact name

01 Capital  
04 Central Vancouver Island  
06 Courtenay  
08 North Shore-Squamish Valley  
09 Vancouver  
10 North Fraser  
11 Richmond-Delta  
14 Surrey-White Rock  
15 Fraser Valley  
17 Penticton  
19 Kelowna  
20 Vernon  
21 Nelson/Trail  
22 East Kootenay  
23 Kamloops  
24 Cariboo  
25 Northwest  
26 Prince George  
27 Peace River

- Fill in the fields with the data that pertains to the permit. For Issue Date, click on the icon to enable the calendar and select date:



**Enter permit information**  
\* indicates a required field

Area \*  Jurisdiction \*  Folio # \*

Permit # \*  Type \*

Purpose \*


Property address

PID ⓘ  Legal description

Building area (sq ft)  Building value

Small permit type  Small permit area (sq ft)

Contact type  Contact name  Contact #

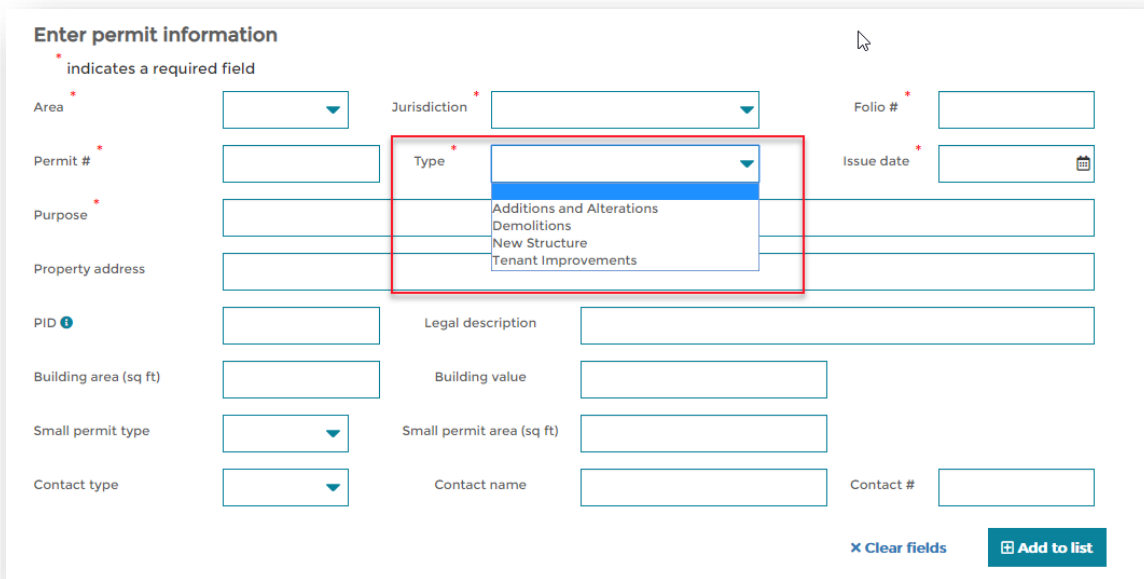
Issue date \*  

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[X Clear fields](#) [Add to list](#)

- The drop down menu associated with Type will list the following permit types: Additions and Alterations, Demolitions, New Structure, Tenant Improvements.



**Enter permit information**  
\* indicates a required field

Area  Jurisdiction  Folio #

Permit #  Type  Issue date

Purpose

Property address

PID  Legal description

Building area (sq ft)  Building value

Small permit type  Small permit area (sq ft)

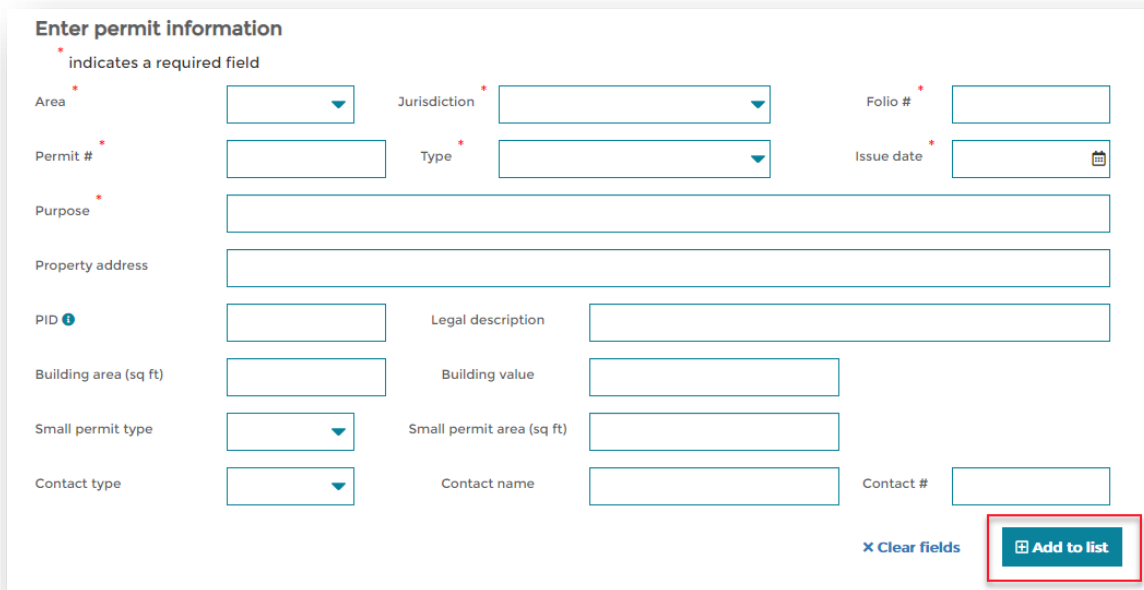
Contact type  Contact name  Contact #

[X Clear fields](#) [Add to list](#)

General rules for Permit Types:

Type Option	Description
Additions and Alterations	for residential properties undergoing changes to existing structures
Demolitions	all property types
New Structures	all property types
Tenant Improvements	for commercial properties undergoing changes to interiors

11. Upon completion of form, click “Add to List” button in lower right ofscreen:



**Enter permit information**  
\* indicates a required field

Area  Jurisdiction  Folio #

Permit #  Type  Issue date

Purpose

Property address

PID  Legal description

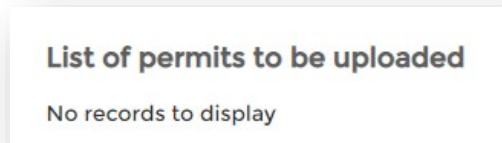
Building area (sq ft)  Building value

Small permit type  Small permit area (sq ft)

Contact type  Contact name  Contact #

[X Clear fields](#) [Add to list](#)

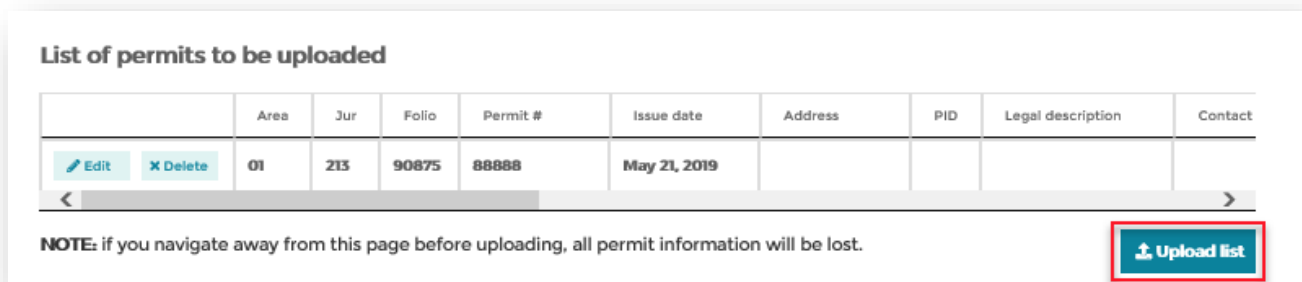
- The entered permit will now be added to the List of permits to be uploaded located below the manual entry form:



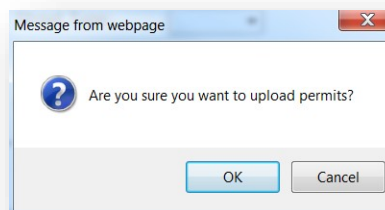
- Up to 10 permits may be keyed to the manual form and added to the list before you will be prompted to upload the permits to BC Assessment.

**Important Note:** Access to the Permits menu option will expire after 15 minutes if there is no activity on the site. To avoid losing data, upload manually entered permits if your computer must sit idle for 15 minutes or more. Permit data that has been added to the list but has not been uploaded will be lost if the session expires.

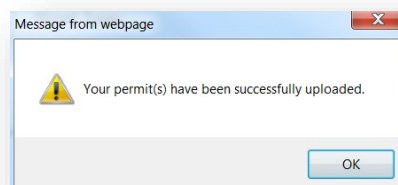
- Once a permit is added to the list, the manual entry form will be cleared. Another permit may be keyed.
- When keying permits has been completed, or the maximum ten permits have been added to the list, upload the permits to BC Assessment by clicking the “Upload list” button.



- A message will prompt for confirmation you want to upload the permits in the list.



- When permits have loaded successfully, a message will be returned to provide confirmation.



18. "Permit Upload History" will be updated with a log of the date, status and BCEID user name of the individual who has performed the upload. The file name is for BCA purposes only.



19. Return to the manual entry form to continue keying, or close the browser if keying is complete.

### Permits without small permit inventory

Example:

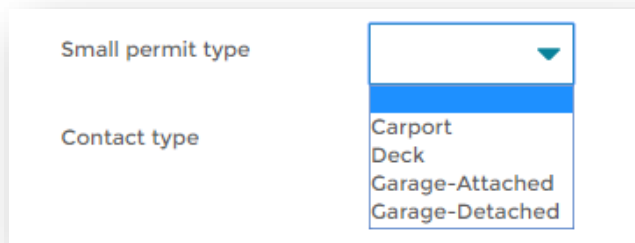
**Enter permit information**  
\* indicates a required field

Area *	06 Courtenay ▼	Jurisdiction *	Comox (412) ▼	Folio # *	00001040
Permit # *	74-15	Type *	Additions and Alterations ▼	Issue date *	May 14, 2019
Purpose *	To renovate kitchen				
Property address	<input type="text"/>				
PID ⓘ	000056219	Legal description	Lot 11, Plan 18100		
Building area (sq ft)	1040	Building value	40000		
Small permit type	▼	Small permit area (sq ft)	<input type="text"/>		
Contact type	Builder ▼	Contact name	Wilson and Sons	Contact #	250-123-4567

[X Clear fields](#)
[Add to list](#)

### Permits for small permit inventory only

1. Using the drop down menu, choose the small permit type.



2. When the permit is for a small permit type only, the "Type" will be defined as "NewStructure".
3. The "Small Permit Type" must be selected from the drop down menu.
4. The "Building Area" and the "Small Permit Area" will be the same.

**Enter permit information**

\* indicates a required field

Area *	<input type="text" value="06 Courtenay"/>	Jurisdiction *	<input type="text" value="Comox (412)"/>	Folio # *	<input type="text" value="00001040"/>
Permit # *	<input type="text" value="74-15"/>	Type *	<input type="text" value="New Structure"/>	Issue date *	<input type="text" value="May 14, 2019"/>
Purpose *	<input type="text" value="To renovate kitchen"/>				
Property address	<input type="text"/>				
PID ⓘ	<input type="text" value="000056219"/>	Legal description	<input type="text" value="Lot 11, Plan 18100"/>		
Building area (sq ft)	<input type="text" value="250"/>	Building value	<input type="text" value="40000"/>		
Small permit type	<input type="text"/>	Small permit area (sq ft)	<input type="text" value="250"/>		
Contact type	<input type="text" value="Builder"/>	Contact name	<input type="text" value="Wilson and Sons"/>	Contact #	<input type="text" value="250-123-4567"/>

[X Clear fields](#)
[Add to list](#)

5. Click “Add to List”.

Contact type	<input type="text" value="Builder"/>	Contact name	<input type="text" value="Wilson and Sons"/>	Contact #	<input type="text" value="250-123-4567"/>
--------------	--------------------------------------	--------------	--	-----------	---

[X Clear fields](#)
[Add to list](#)

**Permits for additions and alterations AND small permit inventory**

1. Select the “Type” that refers to the overall activity, typically “Additions and Alterations”.
2. Key the “Building Area” that your organisation typically maintains; either the overall permitted area or building area.
3. Select the associated “Small Permit Type” and enter the square feet of the small permit into the “Small Permit Area” field.

**Enter permit information**  
 \* indicates a required field

Area \*  Jurisdiction \*  Folio # \*

Permit # \*  Type \*  Issue date \*

Purpose \*

Property address

PID  Legal description

Building area (sq ft)  Building value

Small permit type  Small permit area (sq ft)

Contact type  Contact name  Contact #

[X Clear fields](#) [Add to list](#)

4. Once all of the details have been keyed, click “Add to List”.

Contact type  Contact name  Contact #

[X Clear fields](#) [Add to list](#)

### Editing or Deleting Permits Added to the List

1. If a keying error is noticed after the permit has been added to the list, the permit record can be edited by clicking on the “edit” button beside the permit to be edited.

**List of permits to be uploaded**

	Area	Jur	Folio	Permit #	Issue date	Address	PID	Legal description	Contact
<a href="#">Edit</a> <a href="#">X Delete</a>	01	213	90875	88888	May 21, 2019				

2. The keyed information will load back into the manual entry form. Make the necessary keying changes.

3. When edits are complete, click “Save”.



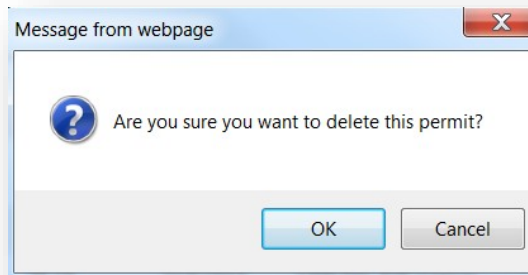


4. Edits will be visible in the list of permits to be uploaded.
5. Permits added to the list of permits to be uploaded can be deleted. Click on the “Delete” button to the left of the permit to be deleted.

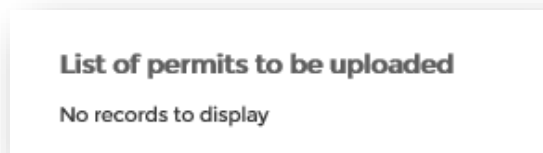
**List of permits to be uploaded**

	Area	Jur	Folio	Permit #	Issue date	Address	PID	Legal description	Contact
<a href="#">Edit</a> <a href="#">X Delete</a>	01	215	90875	88887	May 21, 2019				

6. A message will prompt for confirmation you want the permit deleted. Click “OK”.



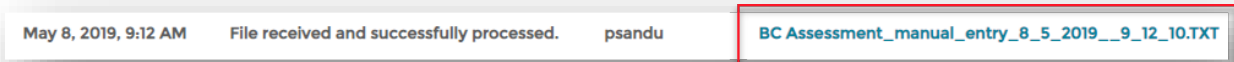
7. The permit will be removed from the list.



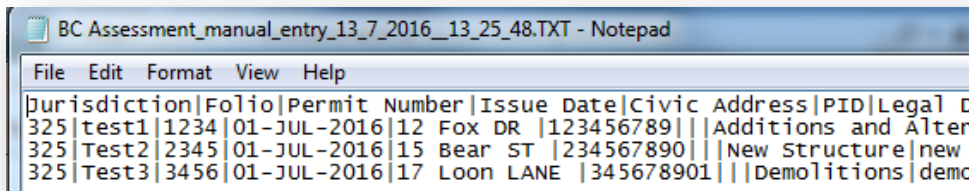
## Download a Report of Manually Keyed Permits

Local governments can download a .txt version of the permits manually keyed and uploaded. To download a file:

- click on the file that was created when manually keyed permits were uploaded:



- When you open it a pipe-delimited text file will open:



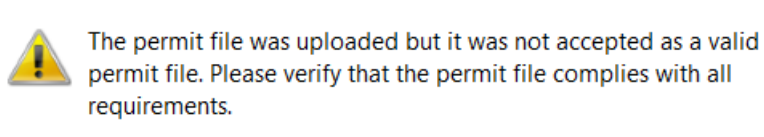
- Click File, Save As to your preferred location.

### Importing Pipe Delimited Files in MS Excel

- Open MS Excel
- Click the menu item “Data”, and click “From Text”.
- Navigate to the folder where the .txt permit file is located and click on it to open.
- On the text import wizard – Step 1, Original Data Type is Delimited. Click “Next”.
- On Step 2 of the import wizard, click off “Comma” and click “Other”. In the space beside “Other”, enter a “Pipe” (|), found directly under the backspace key when depressing the shift key.
- Click “Next”.
- On Step 3 of the import wizard, change any column with preceding zeros (i.e. folio, PID) from “General” to “Text” to maintain the presence of leading zeros.
- Click “Finish”.
- Click “OK” and save report in .xls format by clicking “File”, “Save As”.

## Troubleshooting Permits

**Q:** I receive this error message when attempting to upload a permit file from the Permits menu option. How do I identify why the file did not upload?



**A:** Standard permit files must comply with the standard permit file specification. The Permits application will return a status indicating where in the standard report there is a discrepancy between the specification and your report.

Permit upload history	
Upload Date ▼	Status
5/22/2015 11:17:26 AM	There was an error in the Standard Format for the Building Permit Report. File has not been processed. Error in the following line(s): 3, 4

Compare your standard file with the spec document and ensure it complies (see “Preparing to Upload a Permit File”).

Here are some examples of errors that will prohibit file upload and generate the above error message:

Jurisdiction	Folio	Number	Issue Date
492	0070090390	one	15-Dec-2014
492	0001045182	two	
492	0002201510		16-Dec-2014

1)

Missing mandatory fields (Permit Number and Issue Date)

PID	Legal Description
013982427	Lt7 Plan 33763   DL 8842

2)


Pipe characters are included in the legal description. Pipe characters are used to indicate separation between fields and therefore cannot be contained in the text of a field.

If you need assistance identifying the issue, or need assistance on how to deliver your data so it does comply, please contact Property Information at 1.866.825.8322 ext. 00119 or [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca).

**Q:** I have received an error message when attempting to key permit data to the manual form. What steps do I take to submit the permit?

There are errors on the page:

- Please enter the purpose

\* Purpose:  

**A:** The fields on the manual entry form with a red asterisk ( \* ) beside them are mandatory and must have a value in them before the permit will upload.

**Submit a permit**

Please choose how you would like to submit your building permit(s):


Upload a permit file(s)       Enter individual permit(s)

**Enter permit information**

There are errors on this page

- Please select an area from the dropdown list
- Please select a jurisdiction from the dropdown list
- Please enter the folio number
- Please enter the permit number
- Please select a type from the dropdown list
- Please enter the permit issue date
- Please enter the purpose

\* indicates a required field

Area *	<input type="text"/>	Jurisdiction *	<input type="text"/>	Folio # *	<input type="text"/>
Permit # *	<input type="text"/>	Type *	<input type="text"/>	Issue date *	<input type="text"/>
Purpose *	<input type="text"/>				
Property address	<input type="text"/>				
PID 	<input type="text"/>	Legal description	<input type="text"/>		
Building area (sq ft)	<input type="text"/>	Building value	<input type="text"/>		
Small permit type	<input type="text"/>	Small permit area (sq ft)	<input type="text"/>		
Contact type	<input type="text"/>	Contact name	<input type="text"/>	Contact #	<input type="text"/>

[X Clear fields](#)      [Add to list](#)

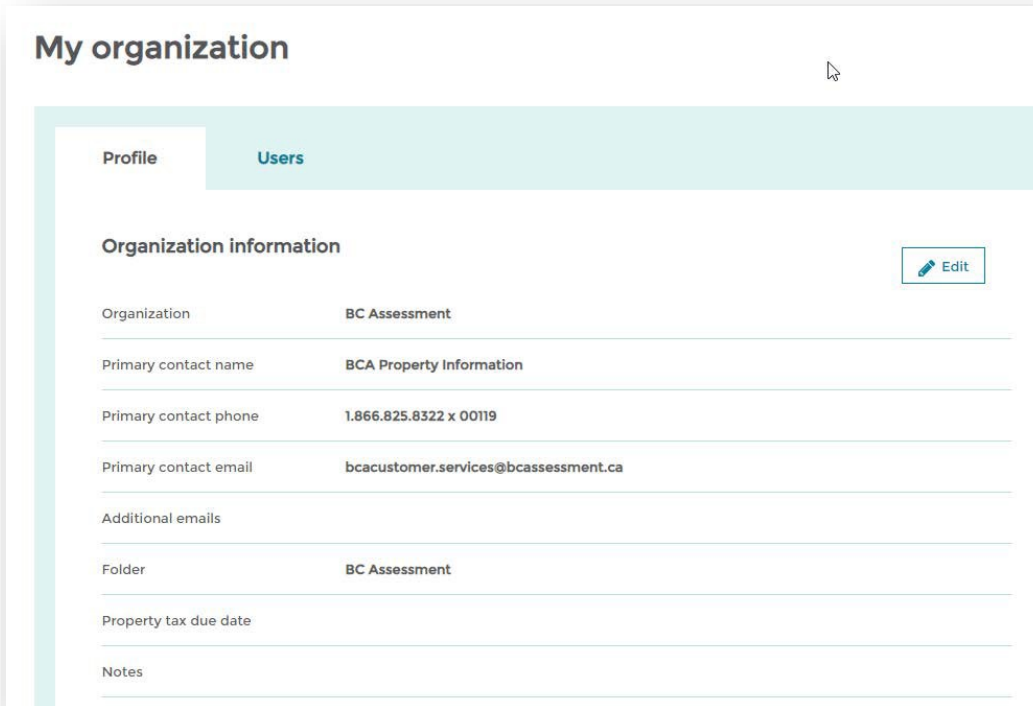
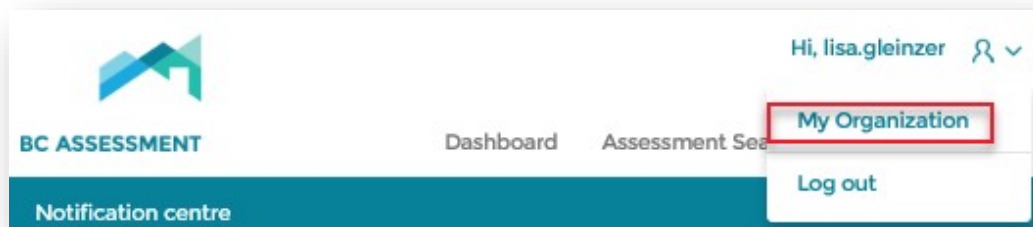
The error message above has indicated the marked fields must have data entered in the field before the permit will upload. Key the relevant data into the field and click “Add to list” when completed.

If you need assistance identifying the issue, please contact a Property Information representative at [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca) or 1.866.823.8322 ext. 00119.

## Customer Contact Information

### My organization

This page shows your organization name as well as the Contact Information for your organization. Although many different users can login to the website, there is only one primary contact that we maintain per Customer. If you are unsure who the Primary Contact should be, contact the person listed, or e-mail our team at: [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca)

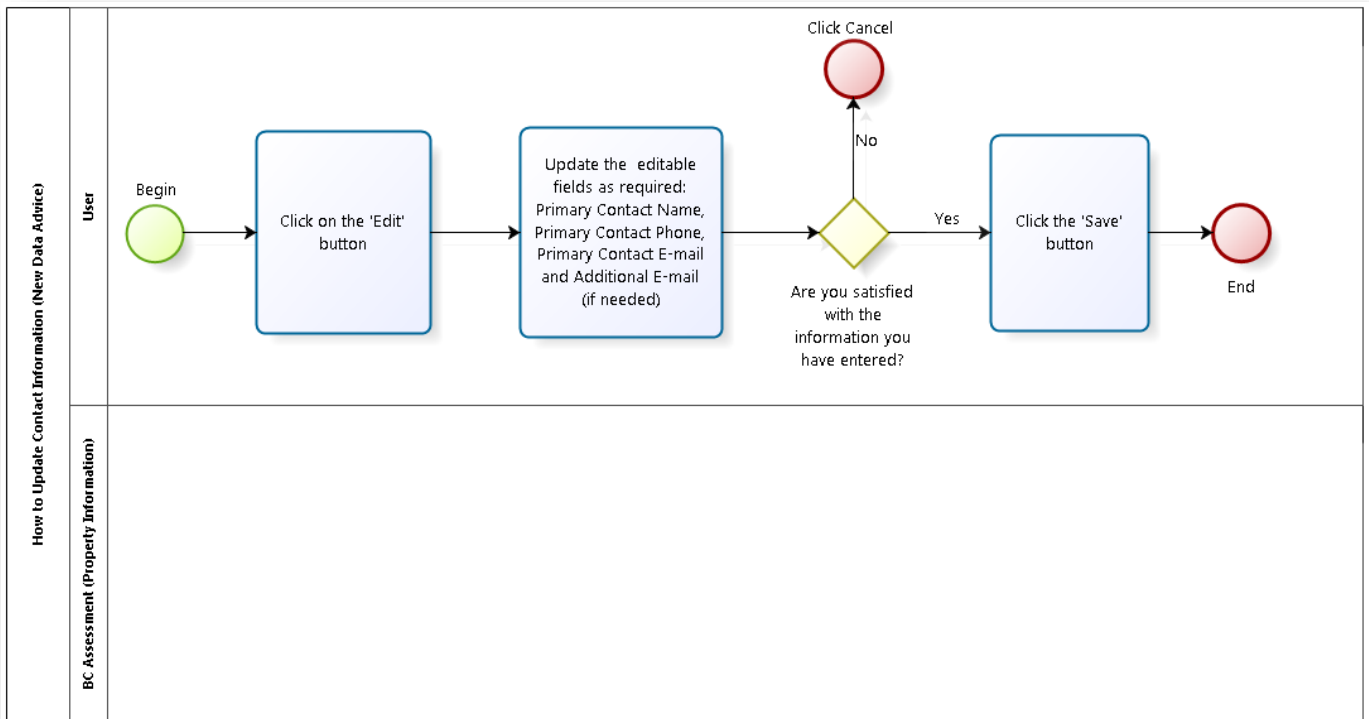


1. **Organization\***: Identifies the name of the organization. This is a read-only field, and can only be changed by BC Assessment.

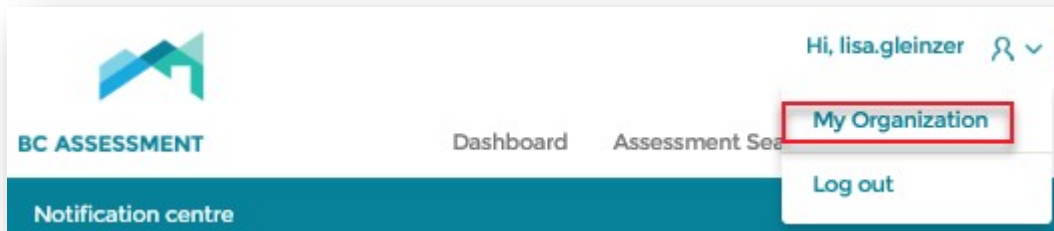
2. Primary Contact Name: Identifies the individual that is responsible for data advice from your organization. This person should be who is responsible for deciding what types of data advice runs work best for their organization’s needs. It should also be the person who would receive important e-mails from BCA about data advice.
3. Primary Contact Phone: Identifies the phone number for the contact identified above.
4. Primary Contact e-mail: Identifies the e-mail address for the contact identified above.
5. Additional E-mails: Identifies additional e-mail addresses for others in your organization that should receive notifications from BCA when there is a new bulletin or important information about Data Advice needs to be shared.
6. Folder\*: BCA only
7. Property Tax Due Date: Identifies the due date for property taxes for taxing authorities
8. Notes: Text box available to enter any information that you may need.

*\*Indicates Read Only fields*

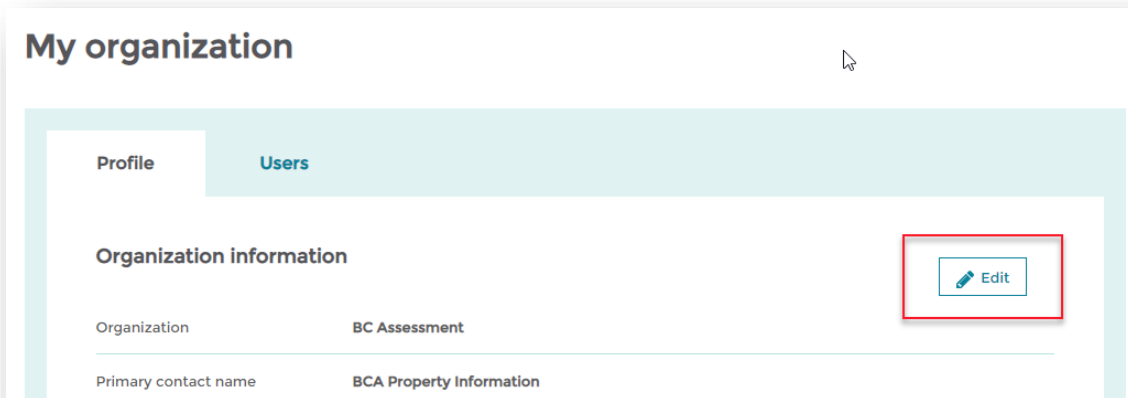
### How to Update Contact Information



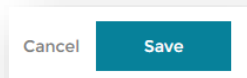
1. Enter <https://www.bccassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **My Organizations**



4. Click “Edit” on the right hand side of screen:

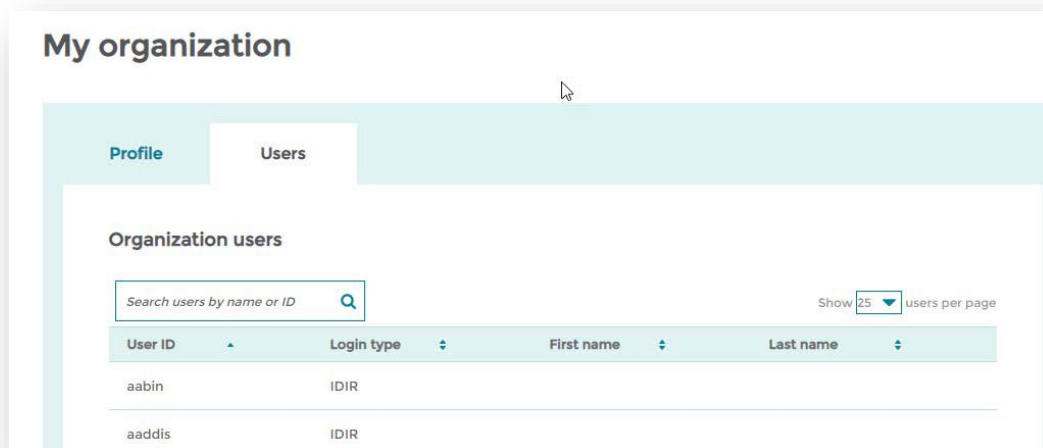


5. Update the “Primary Contact Name”, “Primary Contact Phone”, “Primary Contact E-mail” (relevant fields) and “Additional E-mail” (if needed).
6. If you are satisfied with the information you have entered, click “Save”, if you do not want to save the changed information, click “Cancel”



## Users

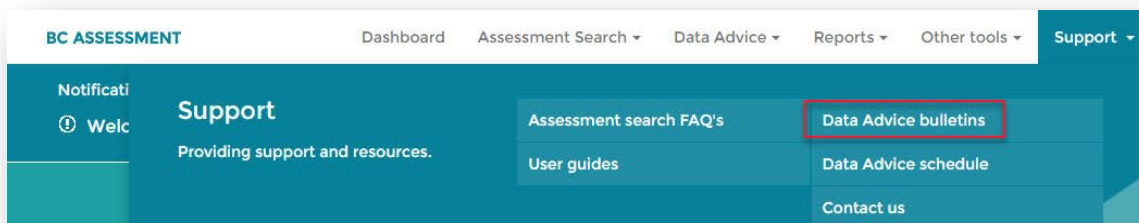
Customers that have additional requirements or do not need access to some of BCA’s products may be required to define and provide a specific list of users associated with their organization. A listing of these users can be found in the Users page.



## Accessing Data Advice Bulletins

Before downloading any files from the website, we encourage users to visit the Data Advice bulletins menu option on the website. Bulletins provide our users with the most up to date information regarding changes to the products and special instructions during critical periods throughout the assessment cycle. The most current bulletins are posted in the menu option as shown below and all historical bulletins can be accessed through the zip file link.

1. Enter <https://www.bcasessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Support > Data Advice bulletins**



### Current Bulletins

1. To open a PDF version of a current bulletin, just click on the appropriate bulletin description and link.
2. To return to the previous screen, use the back button on your web browser.



BC ASSESSMENT Dashboard Assessment Search ▾ Data Advice ▾ Reports ▾ Other tools ▾ Support ▾

## Data Delivery Website Bulletins

Before downloading any Data Advice .xml or .dat files, we recommend that you check the Bulletins and Quality Initiatives for messaging to support this service. Here you will find important bulletins related to service outages and related issues.

**2018 Bulletins**

Bulletin #	Date Posted	Bulletin description and link
2019.01	20-Mar-19	<a href="#">UPDATED - How to Process Weekly Data Advice Ownership Change Reports in March and April 2019</a>
2018.09	06-Dec-18	<a href="#">How to Process Weekly Data Advice Ownership Change Reports in December 2018 and January 2019</a>
2018.08	23-Nov-18	<a href="#">Data Delivery Website Outage Notification</a>
2018.07	09-Jul-18	<a href="#">New Data Advice Updates - Jurisdiction 206</a>
2018.06	15-Jun-18	<a href="#">New Data Advice Updates</a>
2018.03	08-Mar-18	<a href="#">How to Process Weekly Data Advice Ownership Change Reports in March and April 2018</a>
2018.02	05-Mar-18	<a href="#">GROS Federal Prov PILT Grant Roll - Incorrect Exempt Tax Codes</a>
2018.01	09-Feb-18	<a href="#">Manufactured Homes Registration Numbers</a>

### Archived Bulletins

1. To open an archived bulletin, click on the link to the archived bulletins

BC ASSESSMENT Dashboard Assessment Search ▾ Data Advice ▾ Reports ▾ Other tools ▾ Support ▾

## Data Delivery Website Bulletins

Before downloading any Data Advice .xml or .dat files, we recommend that you check the Bulletins and Quality Initiatives for messaging to support this service. Here you will find important bulletins related to service outages and related issues.

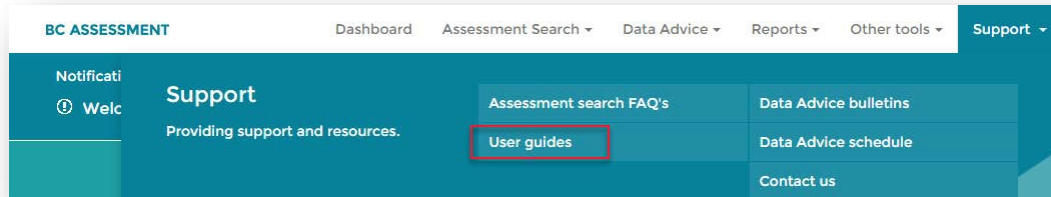
**2018 Bulletins**

Bulletin #	Date Posted	Bulletin description and link
2019.01	20-Mar-19	<a href="#">UPDATED - How to Process Weekly Data Advice Ownership Change Reports in March and April 2019</a>
2018.09	06-Dec-18	<a href="#">How to Process Weekly Data Advice Ownership Change Reports in December 2018 and January 2019</a>
2018.08	23-Nov-18	<a href="#">Data Delivery Website Outage Notification</a>
2018.07	09-Jul-18	<a href="#">New Data Advice Updates - Jurisdiction 206</a>
2018.06	15-Jun-18	<a href="#">New Data Advice Updates</a>
2018.03	08-Mar-18	<a href="#">How to Process Weekly Data Advice Ownership Change Reports in March and April 2018</a>
2018.02	05-Mar-18	<a href="#">GROS Federal Prov PILT Grant Roll - Incorrect Exempt Tax Codes</a>
2018.01	09-Feb-18	<a href="#">Manufactured Homes Registration Numbers</a>

## Accessing Data Advice User Guides

This user guide along with supporting documentation about our Data Advice products can be found under the Support menu option

1. Enter <https://www.bccassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Support > User guides**



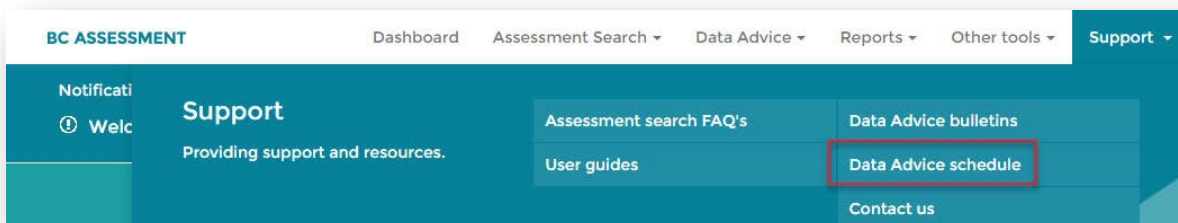
Before deciding if Data Advice is the right product for your organization, it is best to review the content in the first four menu options of the Data Advice user guide. If you are interested in speaking to one of our property information representatives about Data Advice, e-mail us at [propertyinfo@bccassessment.ca](mailto:propertyinfo@bccassessment.ca).

To access any of the user guides or job aids click on the desired link. Please note a PDF viewer is required to read these documents.

## Accessing Data Advice Processing Schedule

Data Advice is processed on a regular schedule throughout the year. Information about the schedule or when a specific Supplementary cycle may be happening can be found on the Support menu option under Data Advice schedule.

1. Enter <https://www.bccassessment.ca/> into your address bar
2. Log in using your BCeID or IDIR user ID
3. Navigate to **Support > Data Advice schedule**

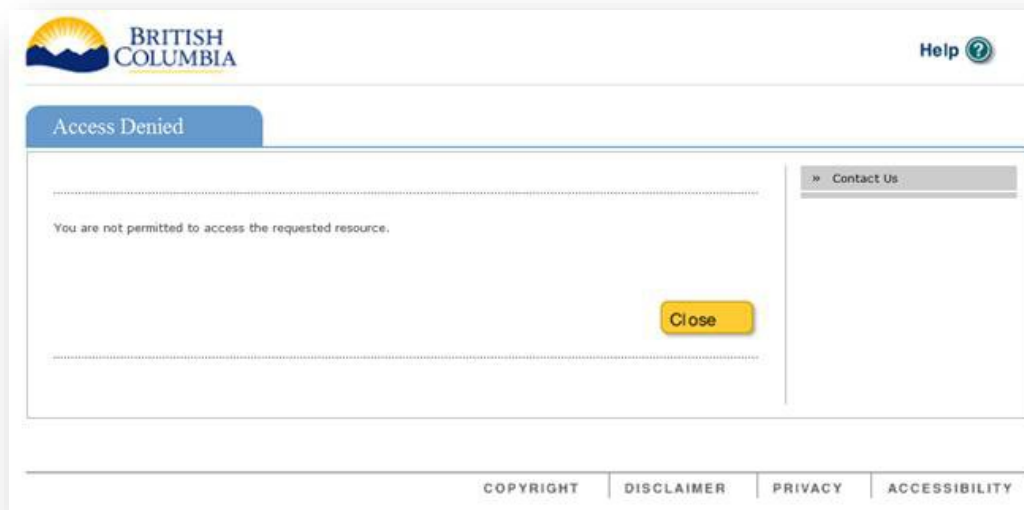


## Error Messages

**Q:** I am getting an error screen, what should I do, who should I contact?

**A:** It depends on which of the following screens you see, there are different actions that can be taken to resolve the issue

- a) BCeID issue: You will see this screen after you have attempted to log in with your BCeID/IDIR credentials. If you see the following screen shot it's because Shared Services has not properly configured the account. Please forward the screen shot to Property Information and provide them your with your BCeID/IDIR user ID.



- b) BCA issue: You will see an "access denied" message if your organization or you as a user have a BCeID/IDIR account but have not been registered for access to the secured files on the website. Please forward the screen shot to Property Information, provide them with your BCeID/IDIR user ID, organization name and ask them to verify if you and your organization is registered as a customer.
- c) Outage issue: You will see an outage message if you have tried accessing the website during an outage. The contact person listed for your organization under the client menu option would have received a notification e-mail. If you are the person listed on the client menu option and you did not receive a notification e-mail, please let Property Information know so they can ensure that you will receive outage notification in the future. **Please note there is a service window between 6am to 9am every Sunday, where work may be occurring and the website may be down.** If the outage is unknown, please report directly to Property Information.