



Freshwater Fishing E-Licensing: Reference Guide for Vendors

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About freshwater fishing licences

Any member of the public who is 16 years of age or older requires a freshwater fishing licence to sport fish for any species of fish in non-tidal waters, including salmon.

Anglers who are under 16 and residents of the province may sport fish without a licence but must abide by the regulations. Anglers who are under 16 years of age and not residents of BC may sport fish without a licence, but must be accompanied by a person 16 years of age or older who holds the appropriate licence(s). If an angler is an Indian, as defined in the *Indian Act* (Canada) and a resident of BC, they are not required to obtain any type of fishing licence or stamp to sport fish in non-tidal waters. For further licensing information, please refer to the Freshwater Fishing Synopsis at <http://www.env.gov.bc.ca/fw/fish/regulations>

Currently, an angler may buy a paper licence from a vendor or a Service BC Center. Anglers who have not yet purchased their freshwater fishing licence may buy a licence and pay by credit card online through the Freshwater Fishing E-Licensing system.

The Freshwater Fishing Licence does not include fishing in British Columbia's tidal waters (i.e. coastal or salt water). Tidal fishing regulations and licences are under the jurisdiction of the Canadian federal government. See the federal government web site at http://www.pac.dfo-mpo.gc.ca/recfish/Licensing/default_e.htm

What the vendor can do online

On the Freshwater Fishing E-Licensing web site at <http://www.fishing.gov.bc.ca> the vendor can:

- Register a new angler in the system.
- Issue a fishing licence to an angler.
- Cancel a licence they have issued within 90 minutes.
- Reprint a fishing licence that was originally bought on-line. The vendor may or may not charge for reprinting.
- Settle the vendor's account. "Settlement" means that the vendor pays the government a lump sum which is the total fees collected minus a commission.

Types of fishing licences

- 1** Every angler who is 16 years of age or older will need to buy a **Basic Licence** which allows them to fish in BC during a given time period. ***A Basic Licence is required in order to purchase a Conservation Species Licence and/or a Classified Waters Licence.***
- 2** Anglers who intend to fish for steelhead or keep special species or sizes of fish must buy a **Conservation Species Licence** (also called a **Conservation Surcharge**) for each species in addition to the Basic Licence. The special species are Steelhead, Non-Tidal Salmon, White Sturgeon, Kootenay Lake Rainbow Trout, Shuswap Lake Char, or Shuswap Lake Rainbow Trout.
- 3** Anglers who intend to fish in one of B.C.'s specially designated trout streams must buy a **Classified Waters Licence** in addition to the Basic Licence. A Classified Waters Licence allows B.C. Residents to fish on any classified water in the province during the licensing year (April 1st to March 31st). For Non-Residents, the Classified Waters Licence is sold on a per diem basis and is date and water specific.
- 4** Anglers who wish to participate in the catch and release White Sturgeon fishery in the lower and middle freshwater portions of the Fraser River watershed must buy a White Sturgeon Conservation Licence in addition to the Basic Licence. White Sturgeon Conservation Licences are available for 1-day, 8-day and annual time frames.

Anglers who already have a paper licence

An angler who already has a paper Basic Licence for the current licensing year (April 1st to March 31st) cannot add electronic Conservation Surcharges and Classified Waters Licences to that Basic Licence.

The angler will have to buy these additional licences on paper from a vendor or Service BC Center. For locations please visit <http://a100.gov.bc.ca/pub/lvs/>

Residency

The angler's residency will determine the fees for a fishing licence.

B.C. Resident means:

your primary residence is in British Columbia,
AND

- (a) you are a Canadian citizen or a landed immigrant, AND have been physically present in B.C. for the greater portion of each of 6 calendar months out of the immediately preceding 12 calendar months,

OR

- (b) you are NOT a Canadian citizen or a landed immigrant, but have been physically present in British Columbia for the greater portion of each of the immediately preceding 12 calendar months.

Canadian Not Resident in B.C. means:

you are not a BC Resident but

- (a) you are a Canadian citizen or landed immigrant,

OR

- (b) your primary residence is in Canada, AND you have resided in Canada for the immediately preceding 12 months.

Not a Canadian Resident means:

you are neither a BC Resident nor a Canadian Not Resident in B.C.

Fees

The fee for a fishing licence will depend on:

- the angler's **residency** (B.C. Resident, Canadian Not Resident in B.C., or Not a Canadian Resident);
- the type of **Basic Licence(s)** purchased (e.g. annual licence, 8-day licence or 1-day licence);
- any **Conservation Surcharges** added to the Basic Licence(s);
- any **Classified Waters Licences** added to the Basic Licence(s).

Notes about fees:

- An annual fee is one that is valid for a licensing year. A licensing year is from April 1st through March 31st.
- The total fee for a Basic Licence, a Conservation Species Licence or a Classified Waters Licence includes a surcharge which is contributed to the **Habitat Conservation Trust Foundation (HCTF)**. Visit the HCTF website at www.hctf.ca for further information.

- A B.C. Resident who is severely and permanently **disabled** may be eligible to purchase a Basic Licence for a reduced fee. Those who have already qualified may purchase a Basic Licence for \$1.00. Those individuals who would like to apply may do so at a Service BC office or by completing an application form and mailing to a Service BC office or Fish & Wildlife Branch in Victoria. Applications are available on the Ministry of Environment's web site at <http://www.env.gov.bc.ca/fw/fish/licences/disabled.html>
- A B.C. Resident who is **65 years of age** or older at the time of licence purchase is eligible to buy a Basic Licence for a reduced fee.

Fees for reprinting a licence:

A vendor can reprint a fishing licence that was originally bought online. The vendor may or may not charge for this.

Anglers can reprint their licence online for **free** if they bought the original licence online.

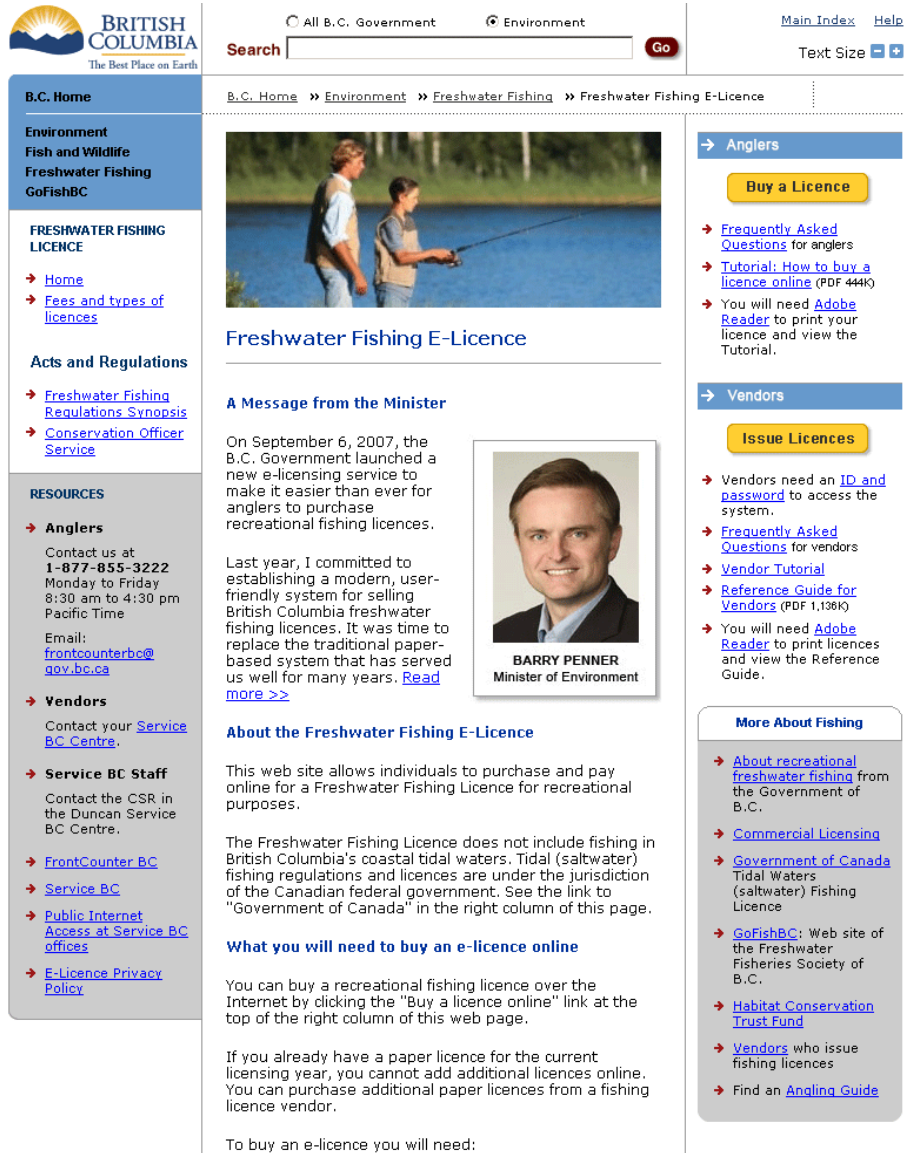
How to get to the vendor web site

Step 1 – Go to www.fishing.gov.bc.ca

Go to web address www.fishing.gov.bc.ca to see the Freshwater Fishing E-Licence home page.

This page provides information about E-Licences, fees, and links to further information about freshwater fishing.

Click on the yellow **Issue Licences** button in the right column of the screen.



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All B.C. Government Environment

Search Go

Main Index Help
Text Size

B.C. Home » Environment » Freshwater Fishing » Freshwater Fishing E-Licence

Environment
Fish and Wildlife
Freshwater Fishing
GoFishBC

FRESHWATER FISHING LICENCE

- [Home](#)
- [Fees and types of licences](#)

Acts and Regulations

- [Freshwater Fishing Regulations Synopsis](#)
- [Conservation Officer Service](#)

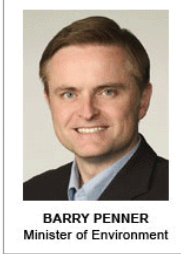
RESOURCES

- **Anglers**
Contact us at **1-877-855-3222**
Monday to Friday
8:30 am to 4:30 pm
Pacific Time
Email: frontcounterbc@gov.bc.ca
- **Vendors**
Contact your [Service BC Centre](#).
- **Service BC Staff**
Contact the CSR in the Duncan Service BC Centre.
- [FrontCounter BC](#)
- [Service BC](#)
- [Public Internet Access at Service BC offices](#)
- [E-Licence Privacy Policy](#)

Freshwater Fishing E-Licence

A Message from the Minister

On September 6, 2007, the B.C. Government launched a new e-licensing service to make it easier than ever for anglers to purchase recreational fishing licences.



BARRY PENNER
Minister of Environment

Last year, I committed to establishing a modern, user-friendly system for selling British Columbia freshwater fishing licences. It was time to replace the traditional paper-based system that has served us well for many years. [Read more >>](#)

About the Freshwater Fishing E-Licence

This web site allows individuals to purchase and pay online for a Freshwater Fishing Licence for recreational purposes.

The Freshwater Fishing Licence does not include fishing in British Columbia's coastal tidal waters. Tidal (saltwater) fishing regulations and licences are under the jurisdiction of the Canadian federal government. See the link to "Government of Canada" in the right column of this page.

What you will need to buy an e-licence online

You can buy a recreational fishing licence over the Internet by clicking the "Buy a licence online" link at the top of the right column of this web page.

If you already have a paper licence for the current licensing year, you cannot add additional licences online. You can purchase additional paper licences from a fishing licence vendor.

To buy an e-licence you will need:

- **Anglers**
 - [Buy a Licence](#)
 - [Frequently Asked Questions](#) for anglers
 - [Tutorial: How to buy a licence online](#) (PDF 444K)
 - You will need [Adobe Reader](#) to print your licence and view the Tutorial.
- **Vendors**
 - [Issue Licences](#)
 - Vendors need an [ID and password](#) to access the system.
 - [Frequently Asked Questions](#) for vendors
 - [Vendor Tutorial](#)
 - [Reference Guide for Vendors](#) (PDF 1,136K)
 - You will need [Adobe Reader](#) to print licences and view the Reference Guide.

More About Fishing

- [About recreational freshwater fishing](#) from the Government of B.C.
- [Commercial Licensing](#)
- [Government of Canada Tidal Waters \(saltwater\) Fishing Licence](#)
- [GoFishBC](#): Web site of the Freshwater Fisheries Society of B.C.
- [Habitat Conservation Trust Fund](#)
- [Vendors](#) who issue fishing licences
- Find an [Angling Guide](#)

Step 2 – Enter your BCeID Logon ID and password

BCeID is an online service that makes it possible for you to obtain a single Logon ID and password to sign in securely to all BCeID-participating Government online services, including the Freshwater Fishing E-Licensing system.

For further information, please visit www.bceid.ca

Once you have obtained your BCeID, attempt to logon through the Vendor, Issue Licences button at www.fishing.gov.bc.ca

Once this has been attempted, contact your Service BC Centre to commence the activation process. You cannot use the system until your BCeID has been activated.

After logging on, you will see the last few times that you logged on to the Freshwater Fishing E-Licensing system.

Click the yellow **Next** button.



Help ?

Logon

BCeID

j100.gov.bc.ca requires you to logon.

BCeID User

BCeID:

Password: [Forgot your password?](#)

Next

» Contact Us
» How to get a BCeID

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.



Help ?

Post Logon

Account Messages:

Previous account logons:

- October 30, 2008 at 9:30 AM
- October 30, 2008 at 9:30 AM
- October 29, 2008 at 9:31 AM
- October 26, 2008 at 10:42 AM
- October 24, 2008 at 9:36 AM
- October 24, 2008 at 8:40 AM
- October 23, 2008 at 6:27 PM
- October 23, 2008 at 3:47 PM
- October 23, 2008 at 3:45 PM
- October 22, 2008 at 1:35 PM

If this is not correct, please [contact us](#) as soon as possible to prevent possible fraudulent use of your identity.

Next

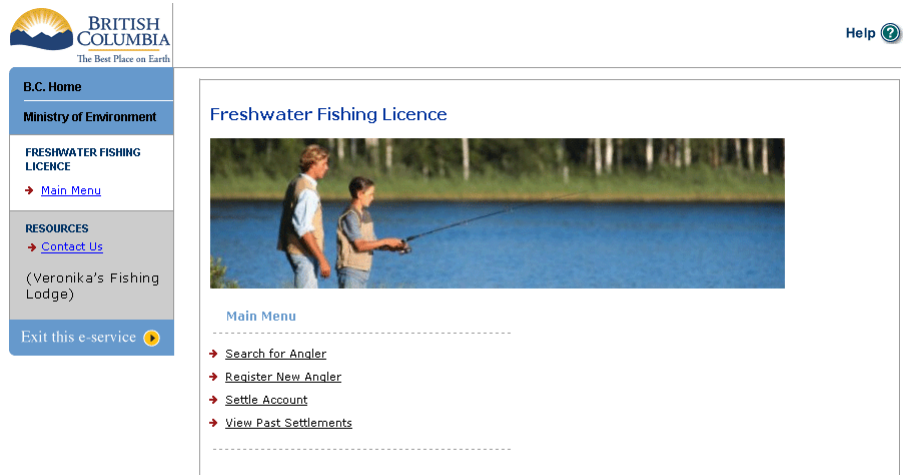
» Contact Us
» How to get a BCeID

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

Main Menu

The Freshwater Fishing Licence main menu will appear.

You can come back to this screen any time by clicking **Main Menu** in the left column of any screen.



The screenshot shows a web interface for the British Columbia Ministry of Environment's Freshwater Fishing Licence system. On the left is a navigation sidebar with the following items: "B.C. Home", "Ministry of Environment", "FRESHWATER FISHING LICENCE" with a link to "Main Menu", "RESOURCES" with a link to "Contact Us", "(Veronika's Fishing Lodge)", and "Exit this e-service". The main content area is titled "Freshwater Fishing Licence" and features a photograph of two people fishing in a lake. Below the photo is a "Main Menu" section with a list of links: "Search for Angler", "Register New Angler", "Settle Account", and "View Past Settlements". A "Help" icon is visible in the top right corner.

How to register a new angler

What is “registration”?

“Registration” means entering the angler’s name, address, birth date and other information into the Freshwater Fishing E-Licensing system. This information will appear on the printed licence.

When the angler is registered, the system automatically assigns them an Angler Number. You need the Angler Number before you can issue a licence to the angler.

You can register the angler and give them their Angler Number. It is important to remind the angler to remember their Angler Number. They will need it in order to log back into the system for future licence purchases.

Alternatively, the angler can register themselves online and get their own Angler Number, or they can go to a Service BC centre.

If the angler already has an Angler Number, you do not need to register them again.

If the angler is already registered but forgotten their Angler Number, you can phone the E-Licensing Help Desk at 1-877-855-3222 and government staff will look up the Angler Number for you.

Step 1 – Enter the angler’s information

On the **Main Menu**, click **Register New Angler**.

Enter the angler’s information on the **Register New Angler** screen. Click the yellow **Register** button.

Note that you must enter information in the fields that have a red asterisk beside the field name, e.g. * City.

If the angler does not have a phone number, enter 10 digits that they will remember in order to log back into the system for future licence purchases.

You may leave other fields blank. For a description of the information required in each field, click the help icon:



Register New Angler

Please enter the Angler's information below. This information will be used on the Angling licence.
* An asterisk indicates a required field.

* First Name: Oliver Initial:
* Last Name: Ho
* Birth Date: Jul 22, 1968 * Sex: Male
* Phone: (250) 999-9999
Email: Oli@hotmail.com

Address Information

* Mailing Address: 12 Steelhead Lane
* City: Kamloops
* Province/State: BC
* Postal/Zip Code: V8V 2L2
* Country: Canada
* Residency: B.C. Resident

Cancel Register

Step 2 – Write down the Angler Number

The Angler's Licences screen is displayed, showing that the angler does not yet have any current licences.

The **Angler Number** is shown at the top right. The Angler Number will appear on the printed fishing licence. **Remind** the angler to record and remember their Angler Number as they will require it, along with their Birth Date and Phone Number in order to log back into the system for any future licence purchases.

The screenshot shows the 'Angler's Licences' page on the British Columbia government website. The page header includes the British Columbia logo and the slogan 'The Best Place on Earth'. A navigation sidebar on the left contains links for 'B.C. Home', 'Ministry of Environment', 'FRESHWATER FISHING LICENCE', 'RESOURCES', and 'Exit this e-service'. The main content area is titled 'Angler's Licences' and features a 'Help' icon. Under the 'Angler Information' section, the user's details are displayed, including name, birth date, sex, phone, email, mailing address, and residency. An 'Angler #' is shown as 0000326. An 'UPDATE' button is present next to the information. Below this, the 'Current Licences' section shows a list of licences with an 'ADD LICENCE(S)' button. Underneath, there are sections for 'Basic Licences', 'Conservation Surcharges', 'Classified Waters Licences', and 'Licence Reprints', all of which currently show '(none)'. The footer of the page contains the text 'Government of British Columbia', the page number '8', and the date 'November 17, 2008'.

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B.C. Home
Ministry of Environment
FRESHWATER FISHING LICENCE
→ [Main Menu](#)
RESOURCES
→ [Contact Us](#)
(Veronika's Fishing Lodge)
Exit this e-service

Angler's Licences Help

Angler Information Angler #: 0000326

Below is the Angler's information. Press the "Update" button to update the information.

Name:	Oliver Ho	Mailing Address:	12 Steelhead Lane Kamloops, BC V8V 2L2 Canada
Birth Date:	Jul 22, 1968		
Sex:	Male		
Phone:	(250) 999-9999	Residency:	B.C. Resident
Email:	Oli@hotmail.com		

[UPDATE](#)

Current Licences [ADD LICENCE\(S\)](#)

Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account.

Basic Licences
(none)

Conservation Surcharges
(none)

Classified Waters Licences
(none)

Licence Reprints
(none)

Government of British Columbia 8 November 17, 2008

How to search for and update an angler's information

Click **Search for Angler** on the **Main Menu**.

Enter the requested information and click **Search** at the bottom of the screen.

If no information is returned, contact the Help Desk at 1-877-855-3222. Government staff will look the number up for you. If the angler has never had an Angler Number, see "How to register a new angler" in this Reference Guide.

The screenshot shows the website's navigation menu. At the top is the British Columbia logo with the tagline "The Best Place on Earth". Below it are links for "B.C. Home", "Ministry of Environment", "FRESHWATER FISHING LICENCE" (with a "Main Menu" link), and "RESOURCES" (with a "Contact Us" link). At the bottom of the menu, it says "(Veronika's Fishing Lodge)" and "Exit this e-service" with a yellow arrow icon.

The screenshot shows the "Search for Angler" form. It includes a "Help" icon in the top right. The form has a title "Search for Angler" and a note: "* An asterisk indicates a required field." Below this are three input fields: "* Angler Number:" with the value "0000326", "* Birth Date:" with the value "Jul 22, 1968" and a calendar icon, and "* Phone Number:" with a dropdown for area code "(250)", a field for the number "999", and a dropdown for extension "- 0999". A "Search" button is located at the bottom right of the form.

The **Angler's Licences** screen will appear, which will allow you to:

- update the angler's personal information (e.g. address or phone number) by clicking the yellow **Update** button, or
- purchase additional licences by clicking the **Add Licence(s)** button.

This is an identical screenshot of the website's navigation menu as shown in the first image, featuring the British Columbia logo, "B.C. Home", "Ministry of Environment", "FRESHWATER FISHING LICENCE" with "Main Menu", "RESOURCES" with "Contact Us", "(Veronika's Fishing Lodge)", and "Exit this e-service" with a yellow arrow icon.

The screenshot shows the "Angler's Licences" page. It has a "Help" icon in the top right. The page title is "Angler's Licences". Under "Angler Information", it shows "Angler #: 0000326" and a note: "Below is the Angler's information. Press the 'Update' button to update the information." The information is displayed in a table-like format: Name: Oliver Ho, Mailing Address: 12 Steelhead Lane, Kamloops, BC V8V 2L2 Canada, Birth Date: Jul 22, 1968, Sex: Male, Phone: (250) 999-9999, Email: Oli@hotmail.com, Residency: B.C. Resident. There is a yellow "UPDATE" button. Below this is the "Current Licences" section with an "ADD LICENCE(S)" button. A note says: "Below is a list of the Angler's current licences. You may click the Licence Number link below to view the payment information for licences that have been issued by your Vendor account." The licences are listed in a table:

Licence Number	Description	From
BC000950	Eight Day Angling Licence	Oct 29, 2007 to Nov 05, 2007
BC000951	Steelhead	For: 2007/2008 Season
BC000952	Classified Waters Licence	For: 2007/2008 Season

At the bottom, there is a "Licence Reprints" section showing "(none)" and a yellow "PRINT 2007/2008 SEASON LICENCE" button.

How to issue a fishing licence

Step 1 – Get the Angler Number

You will need the angler's Angler Number before you can issue a fishing licence.

■ If the angler already has an Angler Number:

Click Search for Angler on the Main Menu. See "How to search for an angler" in this Reference Guide. The Angler's Licences screen will appear.

■ If the angler does not have an Angler Number:

Click Register New Angler on the Main Menu. See "How to register a new angler" in this Reference Guide. The system will provide a new Angler Number, and then the Angler's Licences screen will appear.

■ If the angler already has an Angler Number but has forgotten it:

Call the Help Desk at 1-877-855-3222, Monday to Friday, 8:30 am to 4:30 pm. Government staff

will look up the Angler Number for you, then you can click Search for Angler on the Main menu.

If you cannot reach the Help Desk, you can either ask the customer to come back later when the Help Desk is open, or you can register them as a new angler to obtain a new Angler Number. To register, click Register New Angler on the Main Menu. If you do this, they will have to buy a new Basic Licence with their new Angler Number. You cannot add licences to their existing Basic Licence under their old Angler Number.

Why can't you look up the Angler Number yourself? B.C.'s protection of privacy legislation does not allow you to look up personal information such as the angler's address and phone number. The angler must give you this information themselves, either by giving you their existing Angler Number, or giving you their personal information when they register.

Step 2 – Click "Add Licence(s)"

The **Angler's Licences** screen displays the current licences that the angler has already bought. (The screen on the right shows that this angler does not have any current licences.)

Click the yellow **Add Licence(s)** button to add more licences.

The screenshot shows the British Columbia Ministry of Environment website. The left sidebar contains navigation links: B.C. Home, Ministry of Environment, FRESHWATER FISHING LICENCE, Main Menu, RESOURCES, Contact Us, (Veronika's Fishing Lodge), and Exit this e-service. The main content area is titled "Angler's Licences" and features a "Help" icon. Under "Angler Information", it displays details for Oliver Ho (Angler #: 0000326) including birth date, sex, phone, email, mailing address, and residency. An "UPDATE" button is present. Below this, the "Current Licences" section shows a list of licences with an "ADD LICENCE(S)" button. The list includes Basic Licences, Conservation Surcharges, Classified Waters Licences, and Licence Reprints, all currently showing "(none)".

Step 3 – Select the licences the angler wants to buy

On the **Buy Freshwater Fishing Licence(s)** screen, click a yellow **Add** button to sell each desired licence, i.e. a Basic Licence, Conservation Surcharge, Classified Waters Licence, or a Reprint of an existing licence.

When you click an **Add** button, one of the pop-up windows below will appear.

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B.C. Home
Ministry of Environment

FRESHWATER FISHING LICENCE
→ [Main Menu](#)

RESOURCES
→ [Contact Us](#)
(Veronika's Fishing Lodge)

Exit this e-service

Buy Freshwater Fishing Licence(s)

Account Details Angler #: 0000326

Name: Oliver Ho Mailing Address: 12 Steelhead Lane
Birth Date: Jul 22, 1968 Address: Kamloops, BC
Sex: Male V8V 2L2 Canada
Phone: (250) 999-9999
Email: Oli@hotmail.com Residency: B.C. Resident

Click the yellow buttons below to purchase one or more Basic Licences, and add optional Conservation Surcharges and Classified Waters Licences to your Basic Licence(s). When you are finished, click the "Pay" button. To cancel your application, click the "Cancel" button.

Basic Licences [ADD A BASIC LICENCE](#)
(There are no Basic Licences currently in your application)

Conservation Surcharges [ADD A CONSERVATION SURCHARGE](#)
(There are no Conservation Surcharges currently in your application)

Classified Waters Licences [ADD A CLASSIFIED WATERS LICENCE](#)
(There are no Classified Waters Licences currently in your application)

Licence Reprints [ADD A LICENCE REPRINT](#)
(There are no Licence Reprints currently in your application)

Licence Fee: \$0.00
GST: \$0.00
Total CAD: \$0.00
Vendor Reference Number:

[Cancel](#)

Step 4 – Add a Basic Licence

If the angler wants to buy a Basic Licence, click the yellow **Add a Basic Licence** button on the **Buy Freshwater Fishing Licence(s)** screen. A pop-up window will appear. Enter the requested information then click the **Save** button.

Add a Basic Licence

Licence **Starting On:** **Licence Fee**

Eight Day Angling Licence - 2007/2008 Season Oct 29, 2007 \$20.00 CAD

Note
This licence is valid for eight consecutive days.

[Cancel](#) [Save](#)

Step 5 – Add a Conservation Surcharge (also called a Conservation Species Licence)

If the angler wants to buy a Conservation Surcharge, click the yellow **Add a Conservation Surcharge** button on the **Buy Freshwater Fishing Licence(s)** screen. A pop-up window will appear. Enter the requested information then click the **Save** button.

Add a Conservation Surcharge

Licence **Licence Fee**

Steelhead - 2007/2008 Season \$25.00 CAD

Note
You require a Conservation Surcharge for Steelhead if you intend to fish for Steelhead anywhere in BC, whether you intend to keep or release your catch.

[Cancel](#) [Save](#)

Step 6 – Add a Classified Waters Licence

If the angler wants to buy a Classified Waters Licence, click the yellow **Add a Classified Waters Licence** button on the **Buy Freshwater Fishing Licence(s)** screen.

A pop-up window will appear. Enter the requested information then click the **Save** button.

BC resident:

Add a Classified Waters Licence

BC Residents: You can fish on any Class I or II water in the province during the year for which the licence is valid.

Licence	Licence Fee
Classified Waters Licence - 2007/2008 Season	\$15.00 CAD

Note
This is an annual licence which means you can fish on any Class I or Class II water in the province during the year the licence is valid.

Canadian not resident in BC:

Add a Classified Waters Licence

River	Starting On:	Ending On:
Kitwanga - Class II (Sep 1 - Oct 31) - 2007/2008 Season	Oct 30, 2007	Nov 4, 2007

Guided? Angling Guide Name: BC Guides and Outfitters

Fee per Day	Total Fee
\$20.00	\$120.00 CAD

Note
A Conservation Surcharge for Steelhead is required from September 1 to October 31.

Step 7 – Create the licence

On the **Buy Freshwater Fishing Licence(s)** screen, you can enter anything in the **Vendor Reference Number** that you wish, such as your sales transaction number or any relevant text (e.g. "Sold by Dave").

Review licence data with customer for accuracy. If you wish to remove a licence product prior to issuing, click the blue box marked with an **X** at the end of that line, then click the yellow **Issue** button to create the licence.

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Help ?

B.C. Home

Ministry of Environment

FRESHWATER FISHING LICENCE

[Main Menu](#)

RESOURCES

[Contact Us](#)

(Veronika's Fishing Lodge)

Exit this e-service

Buy Freshwater Fishing Licence(s)

Account Details Angler #: 0000326

Name: Oliver Ho	Mailing Address: 12 Steelhead Lane, Kamloops, BC V8V 2L2 Canada
Birth Date: Jul 22, 1968	
Sex: Male	
Phone: (250) 999-9999	Residency: B.C. Resident
Email: Oil@hotmail.com	

Click the yellow buttons below to purchase one or more Basic Licences, and add optional Conservation Surcharges and Classified Waters Licences to your Basic Licence(s). When you are finished, click the "Pay" button. To cancel your application, click the "Cancel" button.

Basic Licences ADD A BASIC LICENCE		
Eight Day Angling Licence	From: Oct 29, 2007 to Nov 05, 2007	\$20.00 <input type="button" value="X"/>
Conservation Surcharges ADD A CONSERVATION SURCHARGE		
Steelhead	For: 2007/2008 Season	\$25.00 <input type="button" value="X"/>
Classified Waters Licences ADD A CLASSIFIED WATERS LICENCE		
Classified Waters Licence	For: 2007/2008 Season	\$15.00 <input type="button" value="X"/>
Licence Reprints ADD A LICENCE REPRINT		
(There are no Licence Reprints currently in your application)		

Licence Fee:	\$60.00	
GST:	\$3.60	
Total CAD:	\$63.60	

Vendor Reference Number:

System Outages – Electronic/Paper Licence Issuing Procedures

Reporting outages – Questions should be directed to your Service BC office during government business hours. If you discover that the E-Licensing System is down outside of government business hours, you can report by e-mail to VendorOutageContact@gov.bc.ca

Issuing Paper/Electronic Licences – Angling Vendors can issue a paper Conservation Surcharge stamp, a Classified Waters Licence, or a White Sturgeon Licence to an angler who produces a valid Basic E-Licence **in the following circumstances only:**

- The E-Licensing System is experiencing a scheduled or unscheduled outage.
- The angler is in an area where they cannot access the E-Licensing System and the local Vendor has not yet been set up in the E-Licensing System.

To issue a Conservation Surcharge(s):

1. The angler must produce a valid Basic E-Licence
2. The vendor will complete in full, a paper Non-Tidal Angling Licence with the angler's licence information, including name, address, phone number, sex, date of birth, valid from and to dates, date of issue and residency status.
3. Enter the Basic "E-Licence" number (example – BC01234) beside the signature line.
4. Enter zero in the Total Payable box as no fee is charged for the paper licence.
5. Indicate the same Basic Licence type as shown on the E-Licence. **Do not mark** as a duplicate licence.
6. "Issue date" will be the issue date of the paper licence.
7. "Valid From" date for an annual licence will be the same as the issue date of the paper licence.
8. "Valid From" and Valid To" dates for a one or eight day licence will be the same as indicated on the E-Licence.
9. Complete in full the Conservation Surcharge.
10. Enter the "Basic E-Licence" number (example – BC01234) in the Basic Licence Number field provide on the Conservation Surcharge.
11. Affix the stamp to the paper basic licence in the appropriate species box. Also check the species box.
12. Have the angler sign the licence.
13. Collect the fee for the Conservation Surcharge(s).
14. Provide the original paper licence to the angler and **advise them to keep it with their Basic E-Licence at all times when fishing.**

To issue a Classified Waters Licence or White Sturgeon Licence:

1. The angler must produce a valid Basic E-Licence
2. The vendor will complete in full, a Classified Waters Licence or White Sturgeon Licence using the angler's "Basic E-Licence" number (example – BC01234).
3. Have the angler sign the licence.
4. Collect the licence fee(s).
5. Provide the original to the angler and **advise them to keep the Classified Waters Licence or White Sturgeon Licence with their Basic E-Licence at all times when fishing.**

Record the paper licence as an "Outage Licence" on your monthly Vendor Sales Report and submit the counterfoils to your Service BC Centre along with your payment. Although there is no fee charged for the "Outage Licence", vendors will receive commission for completion of the licence.

How to cancel a licence

The 90 minute time period

On the **Licence Form** screen, you can click the yellow **Return to Angler's Licences** button to view the angler's purchases.

A blue **Cancel** button will appear beside each purchase for 90 minutes after you have issued the licence (the timeout period). You can cancel a purchase by clicking this button.

You can cancel a licence when:

- the customer leaves the store without paying for the licence, or
- the customer has made a mistake and wants to purchase a different licence, or the customer changes their mind and does not want to buy the licence.

Angler's Licences during the timeout period

During the timeout period, a blue **Cancel** button will be displayed beside each purchase on the Angler's Licences screen.

The Cancel button will no longer appear after the timeout period has expired, Anglers who want a licence cancelled or refunded after the 90 minutes must be referred to the Fish & Wildlife Branch, Ministry of Environment in Victoria.

The screenshot displays the 'Angler's Licences' page for Oliver Ho. The page includes a navigation menu on the left with links to 'B.C. Home', 'Ministry of Environment', 'FRESHWATER FISHING LICENCE', 'Main Menu', 'RESOURCES', 'Contact Us', and 'Exit this e-service'. The main content area is titled 'Angler's Licences' and contains the following sections:

- Angler Information:** Displays personal details such as Name (Oliver Ho), Birth Date (Jul 22, 1968), Sex (Male), Phone, Email, Mailing Address (12 Steelhead Lane, Kamloops, BC V8V 2L2 Canada), and Residency (B.C. Resident). An 'UPDATE' button is present.
- Current Licences:** A list of active licences with 'CANCEL' buttons. One licence is shown: 'Eight Day Angling Licence' (BC000950) issued from Oct 29, 2007 to Nov 05, 2007.
- Conservation Surcharges:** A list of surcharges with 'CANCEL' buttons. One is shown: 'Steelhead' (BC000951) for the 2007/2008 Season.
- Classified Waters Licences:** A list of licences with 'CANCEL' buttons. One is shown: 'Classified Waters Licence' (BC000952) for the 2007/2008 Season.
- Licence Reprints:** Shows '(none)'.
- PRINT 2007/2008 SEASON LICENCE** button.

How to reprint a licence

About reprints

If the angler has purchased an E-Licence from the E-Licensing web site through a vendor, at a Service BC Centre or by the angler themselves, and is no longer in possession of a printed copy, you can reprint the licence..

You can reprint the licence at no charge or for a fee. Fees for reprints not including GST are:

BC Senior \$1.00

BC Disabled \$1.00

Licence Reprint \$10.00

You cannot reprint a licence that was issued manually (i.e. not online). It is not in the computer system.

Advise anglers to transfer catch quota to all copies of their fishing licence.

Note: Commission is paid when a fee is charged for a licence reprint.

Step 1 – Search for the angler’s licences

In order to reprint a fishing licence, you will need the Angler Number, Phone Number and Birth Date to search for the angler in the system and locate the licence(s) purchased.

If the angler doesn't know their Angler Number, you can phone the Help Desk at 1-877-855-3222 and government staff will look up the Angler Number for you.

Once you have entered the angler's information, click **Search for Angler** on the **Main Menu**.

The screenshot shows the British Columbia Ministry of Environment website interface for searching for an angler's licence. The page title is "Search for Angler". On the left is a navigation menu with the following items: "B.C. Home", "Ministry of Environment", "FRESHWATER FISHING LICENCE" (with a "Main Menu" link), "RESOURCES" (with a "Contact Us" link), and "(Veronika's Fishing Lodge)". At the bottom of the menu is "Exit this e-service". The main content area contains a search form with the following fields: "Angler Number" (with value 0000326), "Birth Date" (with value Jul 22, 1968 and a calendar icon), and "Phone Number" (with value (250) 999-9999). A note above the form states: "* An asterisk indicates a required field." A "Search" button is located at the bottom right of the form area.

Example 2 – How to reprint a licence for a fee

Step 1 – Choose to reprint a licence

On the **Angler's Licences** screen, click the yellow **Add Licence(s)** button.

BRITISH COLUMBIA
The Best Place on Earth

B.C. Home
Ministry of Environment

FRESHWATER FISHING LICENCE
→ [Main Menu](#)

RESOURCES
→ [Contact Us](#)

(Veronika's Fishing Lodge)

Exit this e-service

Angler's Licences Help

Angler Information Angler #: 0000326
Below is the Angler's information. Press the "Update" button to update the information.

Name: Oliver Ho Mailing: 12 Steelhead Lane
Birth Date: Jul 22, 1968 Address: Kamloops, BC
Sex: Male V8V 2L2 Canada [UPDATE](#)

Phone: (250) 999-9999
Email: Oli@hotmail.com Residency: B.C. Resident

Current Licences [ADD LICENCE\(S\)](#)
Below is a list of the Angler's current licences. You may click the Licence Number link to view the payment information for licences that have been issued by your Vendor account.

Basic Licences

BC000950	Eight Day Angling Licence	From: Oct 29, 2007 to Nov 05, 2007
--------------------------	---------------------------	------------------------------------

Conservation Surcharges

BC000951	Steelhead	For: 2007/2008 Season
--------------------------	-----------	-----------------------

Classified Waters Licences

BC000952	Classified Waters Licence	For: 2007/2008 Season
--------------------------	---------------------------	-----------------------

Licence Reprints
(none)

[PRINT 2007/2008 SEASON LICENCE](#)

On the **Buy Freshwater Fishing Licences** screen, click the yellow **Add a Licence Reprint** button.

BRITISH COLUMBIA
The Best Place on Earth

B.C. Home
Ministry of Environment

FRESHWATER FISHING LICENCE
→ [Main Menu](#)

RESOURCES
→ [Contact Us](#)

(Veronika's Fishing Lodge)

Exit this e-service

Buy Freshwater Fishing Licence(s) Help

Account Details Angler #: 0000326

Name: Oliver Ho Mailing: 12 Steelhead Lane
Birth Date: Jul 22, 1968 Address: Kamloops, BC
Sex: Male V8V 2L2 Canada

Phone: (250) 999-9999
Email: Oli@hotmail.com Residency: B.C. Resident

Click the yellow buttons below to purchase one or more Basic Licences, and add optional Conservation Surcharges and Classified Waters Licences to your Basic Licence(s). When you are finished, click the "Pay" button. To cancel your application, click the "Cancel" button.

Basic Licences [ADD A BASIC LICENCE](#)
(There are no Basic Licences currently in your application)

Conservation Surcharges [ADD A CONSERVATION SURCHARGE](#)
(There are no Conservation Surcharges currently in your application)

Classified Waters Licences [ADD A CLASSIFIED WATERS LICENCE](#)
(There are no Classified Waters Licences currently in your application)

Licence Reprints [ADD A LICENCE REPRINT](#)
(There are no Licence Reprints currently in your application)

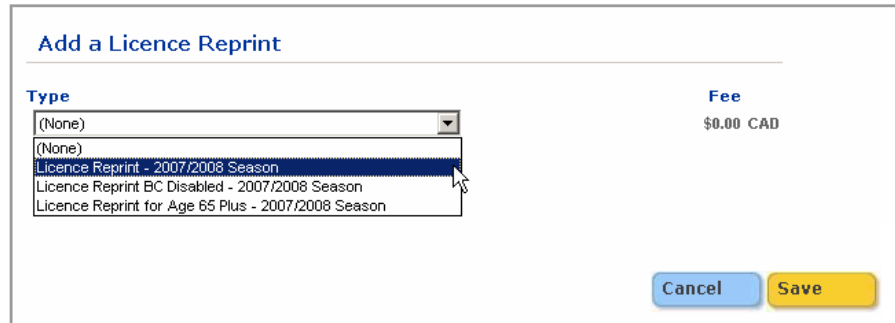
Licence Fee: \$0.00
GST: \$0.00
Total CAD: \$0.00

Vendor Reference Number:

[Cancel](#)

Step 2 – Select the type of reprint

In the **Add a Licence Reprint** popup window, select the licence you want to print. Click the **Save** button.

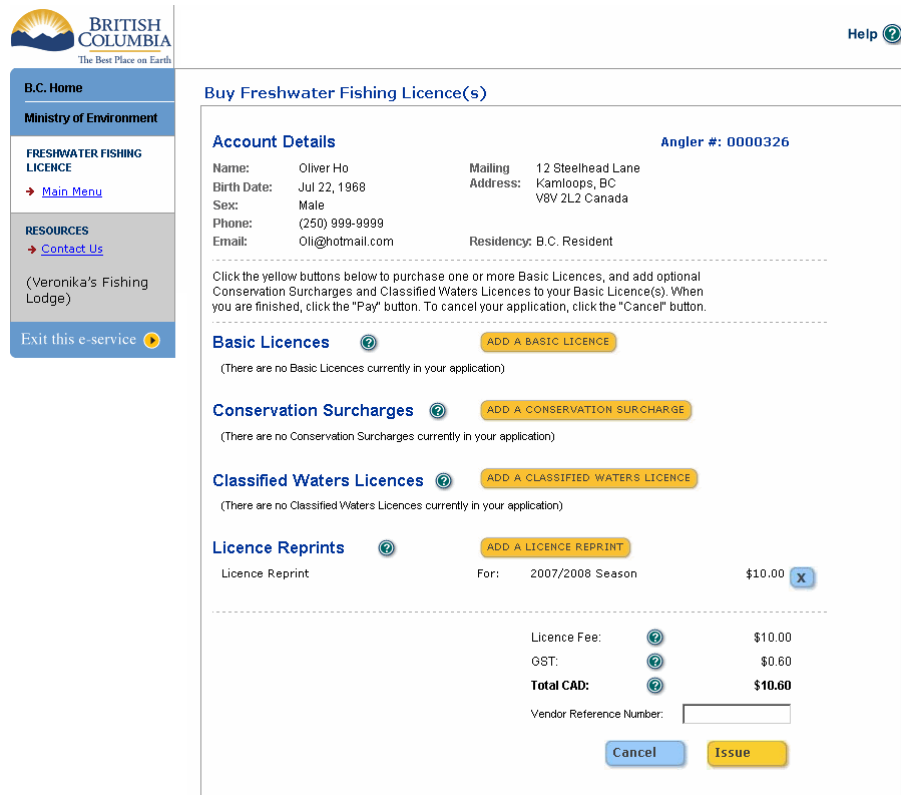


Step 3 – Create the reprint

On the **Buy Freshwater Fishing Licence(s)** screen, the purchase is shown under the heading "Licence Reprints".

You can enter anything in the **Vendor Reference Number** field if you wish, such as your sales transaction number or text relevant to your business (e.g. "Sold by Dave").

Click the yellow **Issue** button to create the reprint.



How to settle the vendor's account

What is “settlement”?

The contract between the vendor and the Government requires that the vendor pay to the Government the total of sales minus a commission.

At times agreed in the contract, the vendor will initiate an “account settlement” by printing a Settlement Report of all licences sold through the online E-Licensing system and submitting the

report to Service BC with payment (total sales minus commission).

If the vendor has also sold licences manually (not online), the vendor will also submit a Vendor Sales Report for these sales to Service BC with the total payment. Service BC will accept the payment and enter it into the government's accounting record.

Step 1 – Enter a settlement date

Click **Settle Account** on the **Main Menu**.

On the Settle Account screen, enter a **Settlement Date** and click the yellow **Next** button.

Your Settlement Report will include all licences issued between the last Settlement Report and the Settlement Date.

The screenshot shows the 'Settle Account' web interface. On the left is a navigation sidebar with the following items: 'B.C. Home', 'Ministry of Environment', 'FRESHWATER FISHING LICENCE' (with a 'Main Menu' link), 'RESOURCES' (with a 'Contact Us' link), '(Veronika's Fishing Lodge)', and 'Exit this e-service'. The main content area is titled 'Settle Account' and contains the following text: 'To settle your Vendor Account, enter a Settlement Date and the press the 'Next' button. The system will generate a list of Angling Licences you have sold since your last Settlement Date and up to the Settlement Date entered.' Below this text is a section labeled 'Please enter a Settlement Date:' which includes a text input field with the value 'Oct 14, 2007' and a yellow 'Next' button. A 'Help' icon is visible in the top right corner of the page.

Step 2 – View the list of licences ready to be settled

On the **Settle Account** screen, the vendor can:

- settle the account and print the Settlement Report, or
- start again using a different settlement date, or
- return to the Main Menu without settling.

Choose your **Next Step** and click the yellow **Next** button.

Settle Account

Below is a list of issued Angling Licences that are ready to be settled. Also is a list of Angling Licences that have been cancelled in the Settlement Period.

Choose your next step:

- Settle your account as of the Settlement Date and generate your Settlement Report, or
- Start again by selecting a new Settlement Date, or
- Return to the Main Menu without settling.

Next

Issued Licence(s)

Issue Date	Licence #	Licence	Sold To	Vendor Ref. #	Amount Charged	Commission Earned
Oct 10, 2007	CA000936	Eight Day Angling Licence	Vee Ho	Joel Sales	\$38.16	\$1.50
Oct 10, 2007	CA000937	Shuswap Lake Rainbow Trout	Vee Ho	Joel Sales	\$21.20	\$1.50
Oct 10, 2007	CA000938	One Day Angling Licence	Vee Ho		\$21.20	\$1.50
Oct 11, 2007	NA000940	Non-Tidal Salmon	Angela Houston		\$31.80	\$1.50
Oct 12, 2007	CA000946	Eight Day Angling Licence	Vee Ho		\$38.16	\$1.50
Oct 12, 2007	CA000947	Ahnuhati - Class II (Jul 1 - Oct 31)	Vee Ho		\$63.60	\$1.50
Oct 12, 2007	CA000948	Licence Reprint	Vee Ho		\$10.60	\$1.50
Oct 14, 2007	BC000950	Eight Day Angling Licence	Oliver Ho	Joe's Sales	\$21.20	\$1.50
Oct 14, 2007	BC000951	Steelhead	Oliver Ho	Joe's Sales	\$26.50	\$1.50
Oct 14, 2007	BC000952	Classified Waters Licence	Oliver Ho	Joe's Sales	\$15.90	\$1.50
TOTALS:					\$288.32	\$15.00

Cancelled Licence(s)

Issue Date	Licence #	Licence	Sold To	Vendor Ref. #	Cancelled by
Oct 11, 2007	CA000942C	Shuswap Lake Char	Vee Ho		Veronika Ho (Vendor)

Step 3 – Complete the settlement and print the Settlement Report

If you have chosen to settle the account, a preview of the **Vendor Settlement Report** will appear in a window inside the Vendor Settlement screen. Please be patient: it may take a few seconds for the report to appear.

Click the **printer icon** at the top of the window inside the Vendor Settlement screen (i.e. not the printer icon at the top of the browser screen).

Vendor Settlement

The Settlement is complete.

Settlement Period: Oct 8, 2007 to Oct 14, 2007
 Settlement ID: 00062
 Created Date: Oct 14, 2007

E-Licensing Invoice #: 1734
 Amount Charged: \$288.32
 Commission Earned: \$15.00
 Settlement Amount: \$273.32

VIEW LICENCES

Vendor Settlement Report
 Your Settlement Report is generating below. Please print and return this report with your payment.

Click here to print

MINISTRY OF ENVIRONMENT
E-Licensing Vendor Settlement Report

Veronika's Fishing Lodge (5555)
 Phone: (250) 555-5555
 Address: 1234 Veronika's Crescent, Sooke BC 12345678

Settlement Period: Oct 08, 2007 to Oct 14, 2007
 Settlement ID: 00062
 E-Licensing Invoice #: 1734
 Settlement Amount: \$273.32

Issued Licences

B.C. RESIDENT			
	# of Licences Issued	Amount Charged	Commission Earned
Basic Licence			
Eight Day Angling Licence	1	\$21.20	\$1.50
Conservation Surcharge			
Steelhead	1	\$26.50	\$1.50
Classified Waters Licence			
Classified Waters Licence	1	\$15.90	\$1.50

Note: If the Freshwater Fishing E-Licensing System is unavailable due to a scheduled or unscheduled "outage", you can create your Settlement Report online and submit it to Service BC with payment after the System is restored. Normally Service BC can terminate a vendor's contract if the Settlement Report is late three times. However, lateness due to a system outage will not count for this purpose. If neither of the two options above resolves the issue, please consult your Service BC Centre for further instruction.

How to view and print past Settlement Reports

Step 1 – Enter search criteria

Click **View Past Settlements** on the **Main Menu**.

On the **View Past Settlements** screen:

- enter % in the **Settlement ID** field to see a list of all past Settlement Reports, or
- enter a “From” and “To” date in the Settlement Date fields to see a list of reports that were settled by Service BC during that period, or
- enter a “From” and “To” date in the Created Date fields to see a list of Settlement Reports that you created during that period.

Click **Search** in the lower right corner of the screen.

Step 2 – View list of past Settlement Reports

The **Past Settlements** screen displays a list of past settlements, dates and amounts.

Click on the **Settlement ID** number to see a Settlement Report.

You can also click **Search** in the lower right corner of the screen to search again, perhaps using a different date range.

Settlement ID	Settlement Date	Created Date	Settlement Amount
00005	Aug 27, 2007	Aug 27, 2007	\$320.10
00006	Aug 31, 2007	Aug 31, 2007	\$0.00
00010	Sep 11, 2007	Sep 11, 2007	\$0.00
00013	Sep 11, 2007	Sep 11, 2007	\$51.06
00011	Sep 11, 2007	Sep 11, 2007	\$60.16
00012	Sep 11, 2007	Sep 11, 2007	\$60.16
00009	Sep 11, 2007	Sep 11, 2007	\$65.46
00008	Sep 11, 2007	Sep 11, 2007	\$81.80
00014	Sep 11, 2007	Sep 11, 2007	\$165.10
00007	Sep 11, 2007	Sep 11, 2007	\$248.40
00021	Sep 27, 2007	Sep 27, 2007	\$127.56
00025	Sep 28, 2007	Sep 28, 2007	\$19.70
00027	Sep 28, 2007	Sep 28, 2007	\$37.90
00047	Oct 1, 2007	Oct 1, 2007	\$146.56
00028	Oct 1, 2007	Oct 1, 2007	\$277.56
00051	Oct 2, 2007	Oct 2, 2007	\$37.90
00060	Oct 8, 2007	Oct 8, 2007	\$37.90
00062	Oct 14, 2007	Oct 14, 2007	\$273.32

Step 3 – View and print a past Settlement Report

If you clicked on a Settlement ID number on the Past Settlements screen, the selected Settlement Report will be displayed in a window of the **Vendor Settlement** screen.

Click the **printer icon** at the top of the window inside the Vendor Settlement screen (i.e. not the printer icon at the top of the browser screen).

Vendor Settlement

The Settlement is complete.

Settlement Period: Oct 8, 2007 to Oct 14, 2007
Settlement ID: 00062
Created Date: Oct 14, 2007

E-Licensing Invoice #: 1734
Amount Charged: \$288.32
Commission Earned: \$15.00
Settlement Amount: \$273.32

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.

MINISTRY OF ENVIRONMENT
E-Licensing Vendor Settlement Report

Veronika's Fishing Lodge (5555)
Phone: (250) 555-5555
Address: 1234 Veronika's Crescent, Sooke BC 12345678


Settlement Period: Oct 08, 2007 to Oct 14, 2007
Settlement ID: 00062
E-Licensing Invoice #: 1734
Settlement Amount: \$273.32


Issued Licences

B.C. RESIDENT

Basic Licence	# of Licences Issued	Amount Charged	Commission Earned	Settlement Amount
Eight Day Angling Licence	1	\$21.00	\$1.50	\$19.70
Conservation Surcharge	# of Licences Issued	Amount Charged	Commission Earned	Settlement Amount
Steekhead	1	\$26.50	\$1.50	\$25.00
Classified Waters Licence	# of Licences Issued	Amount Charged	Commission Earned	Settlement Amount
Classified Waters Licence	1	\$18.90	\$1.50	\$14.40

Questions or comments?

On many of the E-Licence screens, you can click the Help icons to see information about how to complete specific fields. 

You can also click the larger Help icon at the top right of every screen, which will display a popup window containing all help topics. 

If the online help text doesn't answer your question, you can contact your Service BC Centre during government business hours.

Thank you!

Thank you for using this e-service from the Government of British Columbia.