



Vital Statistics
Agency

BC Registry eWills User Guide

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Getting Help

If you need help with eWills application, contact the Service BC Help Desk:

- Toll free: 1-800-663-6102
- Email: BCOLhelp@gov.bc.ca
- Monday to Friday from 8:30 am to 4:30 pm (except statutory holidays)

Document Conventions

The following conventions are used in this document:

- Page names and field names are bolded. For example, on the **Select Event** page, select a value from the **Relationship** drop list.
- Buttons and other “clickable” items appear as images. For example, click .
- Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip

This is an example of a tip.

Application Conventions

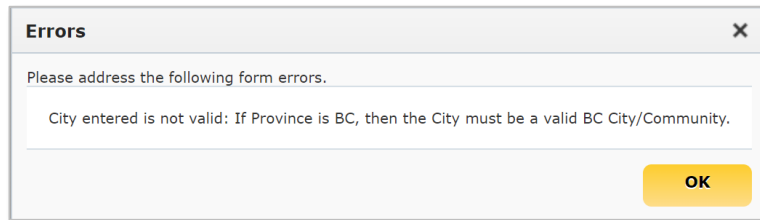
The following conventions are used in the eWills application:


- The **City**, **Province**, and **Country** fields are look up fields. The best way to fill these fields is to start typing the desired value, which will bring up a subset of values matching the string you have entered.
- Required fields are denoted by a blue asterisk next to the field label, as shown below:



* Postal Code V8X2V4

- If there are any validation errors when navigating to the next page (e.g., invalid postal code or date), eWills will display an errors popup window listing the errors, as shown below. Click **OK** to close the popup window.



- Use the **Back** and **Next** buttons to navigate between pages, not your browser navigation buttons.
- The date format for all date fields is YYYY-MM-DD. You can enter a date manually using this format or pick it from the date picker by clicking the calendar icon  in the date field.

eWills Overview

The Electronic Wills (eWills) application allows users to:

- Register, revoke or update the location of a will by filing a wills notice, and
- Search for a wills notice.

These orders go directly to the BC Vital Statistics Agency. The application will prompt you to enter the information required for each type of order. This document describes how to enter this information.

eWills replaces the orders previously submitted through BC OnLine and should be used rather than the *Wills Notice* and *Search of Wills Notice* paper forms.

The result of your order will be mailed to you within 20 business days.

Note

Currently, eWills access is restricted to solicitors and notaries public. Title Search companies approved by the Vital Statistics Agency may also be granted access. Others may use eCOS to register a wills notice or request paper forms from BC Services counters or by emailing HLTH.VSAdmin@gov.bc.ca.

System Access

Access eWills via BC Registries and Online Services (<https://www.bcregistry.gov.bc.ca>). You will be required to enter your BC Registries user ID and password.

To Access eWills:

1. Log in to your BC Registries account.
2. Navigate to eWills via the Wills Registry tile on the BC Registries Dashboard. eWills displays the Electronic Wills Application **Welcome** page.
3. Click **Log in to BC Online**. eWills displays the **Applicant Information** page. You can now continue with your order. See the following sections for more information on each step.

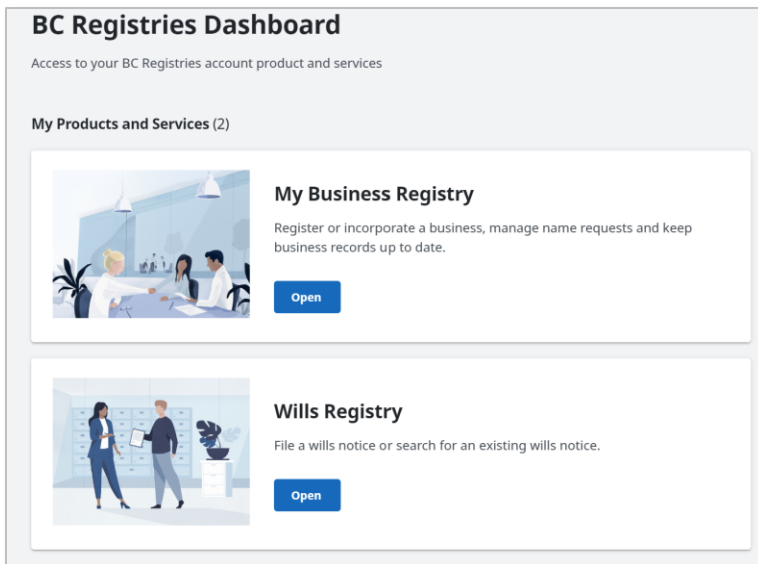


Figure 1: BC Registries Dashboard

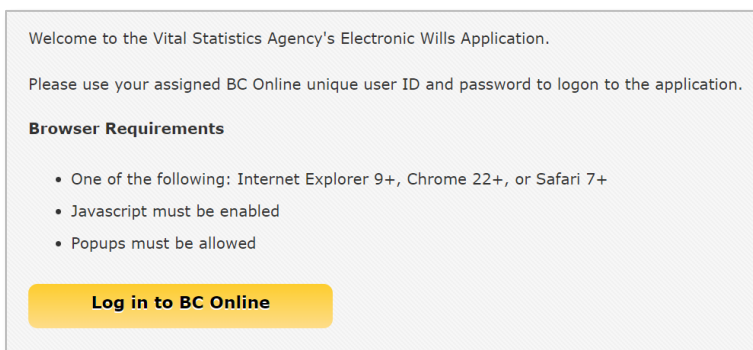


Figure 2: eWills Welcome Page

Applicant Information

Before you start your order, you must enter the name and mailing address of the applicant of the service on the **Applicant Information** page.

The **Selected Account** drop list specifies the payment account for the order. If you select a Basic account, once you have entered the required information for the order, you will be redirected to the PayBC's payment portal where you will enter credit card information. If you select a Premium account, the payment will be handled automatically depending on the payment type(s) you have set up for your BC Registries account.

The **Mailing Address** section displays the mailing address associated to the selected account. If this information exists in BC Registries, eWills will populate the fields automatically.

Tip
The **Business Name** field defaults to the value in the **Selected Account** drop list. This is the name that will appear on all eWills reports and can be edited if necessary.

1. Applicant Information

Order Number: E01455339

Applicant Names

* Given Name: KERRY

* Surname: GRANT

Account Number: 2202

Selected Account: BROOKES, BROCK, BARBER, BELL, BROCKTON, AND BABBLE

Mailing Address

* Business Name: BROOKES, BROCK, BARBER, BELL, BROCKTON, AND BABBLE

* Street: 1815 BLANSHARD ST
UNIT 202

* City: VICTORIA

Province: BRITISH COLUMBIA

* Country: CANADA

* Postal Code: V8T5A4

Contact Information

Phone Number: (987) 654-5555

Next

Figure 3: Applicant Information Page

To Enter Applicant Information:

1. Select the desired account from the **Selected Account** drop list.
eWills populates the **Mailing Address** fields from BC Registries, if available.
2. Enter or update the business name, address and contact information as required.
3. Click **Next**.
eWills displays the **Select Event** page, allowing you to select the order type and your relationship to the party on the document.

2. Select Event

Select the type of Service you wish to apply for:

Service Type Wills Search Register Wills Notice

Select your relationship with the party on the document:

* Relationship

Back **Next**

Figure 4: Select Event Page

4. Select the desired **Service Type** and **Relationship**.
5. Click **Next**.
eWills displays the **Wills Search** or **Wills Notice** page, depending on what **Service Type** you select. See the section *Ordering a Wills Search* on page 8 or the section *Ordering a Wills* on page 11 for next steps.

Ordering a Wills Search

To order a wills search, you must specify information about the will and information about the testator.

The **Wills Search** page allows you to enter the folio number and reference number of the will, whether you are requesting a search for a living will, the testator birth information and the testator death information. The death information is not displayed if you are requesting a living will search. All fields are required except for the **Folio Number** and the **Reference Number**.

3. Wills Search

Folio Number

Reference Number

Deceased Information

* Living Will Search YES NO

Birth Information

* Date of Birth

* City

Province

* Country

Death Information

* Date of Death

* City

Province

* Country

Back **Next**

Figure 5: Wills Search Page

The **Will Search Names/Alias** page allows you to enter the testator's name. If you are not sure of the name that was used as the testator's name when the will was registered, you can provide up to 15 alias names to include in the search.

4. Will Search Names/Alias

* Given Names

* Surname

Alias Names

Given Names	Surname	
<input type="text" value="JON"/>	<input type="text" value="SMITH"/>	<input type="button" value="X"/>
<input type="text" value="JONATHAN"/>	<input type="text" value="SMITH"/>	<input type="button" value="X"/>

Figure 6: Will Search Names/Alias Page

To Order a Wills Search:

1. On the **Wills Search** page, optionally enter the **Folio Number** and **Reference Number**.
2. Select YES or NO for **Living Will Search**.
3. Enter the birth information. If you are not requesting a living will search, enter the death information.
4. Click .
eWills displays the **Will Search Names/Alias** page.
5. Enter the **Given Names** and **Surname** for the testator. Enter the given names with a single space between each name, e.g., "John James".
6. Optionally add an alias by entering the **Given Names** and **Surname** in the **Alias Names** section.

Tip
When completing Alias names, include legal names this person used, e.g., maiden names, married names, nicknames, and names before and after a legal name change.

7. Enter additional aliases by clicking the **Add Alias** button and repeating step 6.

Tip
Remove aliases by clicking next to the alias you want to remove.

8. Click **Next**.

eWills displays the **Order Summary** page. See the section *Submitting an Order* on page 14 for next steps.

Ordering a Wills Notice

To order a wills notice, you must specify information about the will and information about the location of the will.

The **Wills Notice** page allows you to enter the date of the will, the type of action and the location of the will. All fields are required except for the **Folio Number** and the **Reference Number**.

3. Wills Notice

Folio Number

Reference Number

Wills Notice

* Date of Will JUN-01-2023

* Action Type I AM REGISTERING THE LOCATION OF A WILL AND/OR CODICIL

Present Location of Will and/or Codicil

* Place Name UPSTAIRS CLOSET

* Address 123 MAIN STREET

* City VICTORIA

* Province BRITISH COLUMBIA

* Country CANADA

* Postal Code V9V9V9

Back **Next**

Figure 7: Wills Notice Page

The **Testator** page allows you to enter the testator demographic information and the testator's place of birth. All fields except the **Second Name** and **Other Names** are required.


4. Testator


* Given Name

Second Name

Other Names

* Surname

* Date of Birth 

* Sex 

Place of Birth

* City

* Province

* Country

Back **Next**

Figure 8: Testator Page

To Order a Wills Notice:

1. On the **Wills Notice** page, optionally enter the **Folio Number** and **Reference Number**.
2. Enter the **Date of Will** and select an **Action Type**.
3. Enter the details of the will location.

Tip

Place Name can be descriptive. It may describe the location of a will, for example, “the safe in the closet of the upstairs bedroom”, or it may be the name of a law firm.

4. Click **Next**.
eWills displays the **Testator** page.
5. Enter the testator’s demographic information and place of birth.

Tip

Enter the values as close as possible to the testator's foundational identification documentation. Foundational documents include birth certificates, change of name and gender documents, and immigration documents. A driver's license is not a foundational identification document.

6. Click **Next**.

eWills displays the **Order Summary** page. See the section *Submitting an Order* on page 14.

Submitting an Order

Once you have entered the required information for your wills search or wills notice, the **Order Summary** page displays a summary of your order. The page displays different information based on what service type you chose.

Before continuing to the next step, review all the information on the **Order Summary** page to ensure it is correct.

Note

If you have provided aliases as part of your wills search, you will have to scroll down on the **Order Summary** page to see the **Rush Service** option, see Figure 10 below.

5. Order Summary

**** Your order is not yet complete. Proceed to the next page to continue the order process. ****

Order Number: E01454372

Please review your Wills Search details and provide confirmation below before proceeding.

Folio Number: 123456
Reference Number: 654321

Birth Information

Date of Birth: OCT-02-2000
City: HOPE
Province: BRITISH COLUMBIA
Country: CANADA

Death Information

Date of Death: AUG-27-2023
City: VICTORIA
Province: BRITISH COLUMBIA
Country: CANADA

Names

Surname: SMITH
Given Names: JOHN JAMES

Rush Service? (Additional Cost of \$33)

[Back](#) [Next](#)

Figure 9: Order Summary Page – Wills Search (no Aliases)

5. Order Summary
Print

** Your order is not yet complete. Proceed to the next page to continue the order process. **

Order Number: E01454372

Please review your Wills Search details and provide confirmation below before proceeding.

Folio Number: 123456
Reference Number: 654321

Birth Information

Date of Birth: OCT-02-2000
City: HOPE
Province: BRITISH COLUMBIA
Country: CANADA

Death Information

Date of Death: AUG-27-2023
City: VICTORIA
Province: BRITISH COLUMBIA
Country: CANADA

Names

Surname: SMITH
Given Names: JOHN JAMES

Alias Names

<u>Surname:</u>	<u>Given Names:</u>
SMITH	JON
SMITH	JONATHAN

Back
Next

Figure 10: Order Summary Page – Wills Search (Two Aliases)

5. Order Summary
Print

** Your order is not yet complete. Proceed to the next page to continue the order process. **

Order Number: E01454382

Please review your Wills Notice details and provide confirmation below before proceeding.

Folio Number: 123456
Reference Number: 654321

Testator Details

Surname: SMITH	Sex: M
Given Names: JOHN	
Date of Birth: JUN-14-2000	
Place of Birth: VICTORIA	
Country: BRITISH COLUMBIA	
	CANADA

Will and/or Codicil Details

Will Date: AUG-31-2023
Location of Will: UPSTAIRS CLOSET
Address: 123 MAIN STREET
UNIT 101
FORT NELSON
BRITISH COLUMBIA
CANADA
V9A4W2

Action Type: EXECUTED

* I confirm that all details are true and correct and agree to be bound to order number E01454382.

Back
Next

Figure 11: Order Summary Page – Wills Notice

After confirming the order information, the **Payment Summary** page displays your order number, a price breakdown for the service and a total price. Clicking **Pay Now** on this page submits your order for payment.

Payment Summary

Order Number: E01455338

Please review your payment details.

Service	Cost	Quantity	Total Cost
Wills Search	\$20.00	1	\$20.00
Wills Search Alias	\$5.00	2	\$10.00
Service Fees:			\$1.50
Total:			\$31.50

[Pay Now](#)

Figure 12: Payment Summary Page – Wills Search

The PayBC’s **Enter Payment Information** page allows you to enter your payment information.

Enter Payment Information

Account BCPayBCSB is in test mode



Invoice/Order Number: 23914
 Amount: \$18.50 CAD

Card Type:

Card Number:

Expiration Date: /

Card CVD: [What's This?](#)

[Cancel](#) [Submit Payment](#)

Figure 13: Enter Payment Information Page

The **Payment Invoice** page displays your order number, the total price paid, and transaction information.

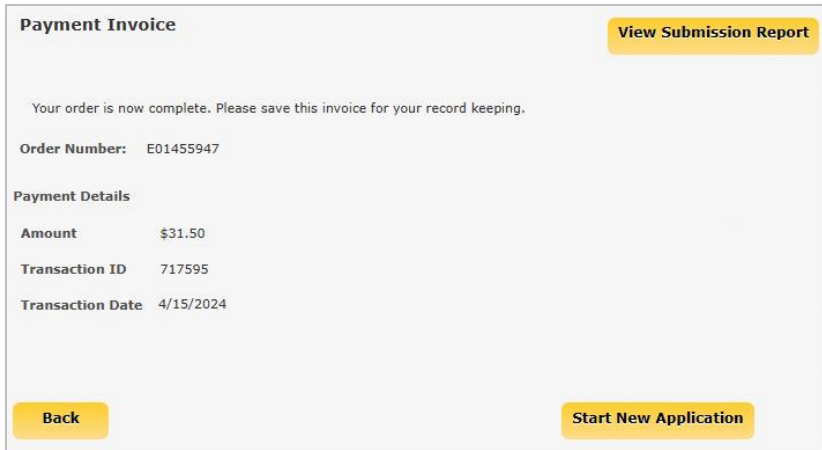


Figure 14: Payment Invoice Page

To Submit an Order:

1. On the **Order Summary** page, review all the information. If any corrections are required, use the **Back** button to return to previous pages.
2. For wills searches, optionally select the **Rush Service** option (there is an additional cost for this service).

Note

If you have provided aliases as part of your wills search, you will have to scroll down on the **Order Summary** page to see the **Rush Service** option, see Figure 10 above.

3. Once the information is correct, for wills notices, select the confirmation checkbox at the bottom of the page.
4. Click **Next**.
eWills displays the **Payment Summary** page.
5. Review the information on the **Payment Summary** page.
6. Click **Pay Now**.
eWills submits your order and displays the **Payment Invoice** page. If the account is a Basic account, eWills will first redirect to the **PayBC** page and return to the **Payment Invoice** page once you have entered and submitted your payment details.

Your order is now complete.

7. To print the submission report associated with the order, click the **View Submission Report** button. eWills opens the submission report in a new browser tab. See the section *Submission Confirmation Report* on page 19 for more information.
8. If you wish to submit another order, click the **Start New Application** button. eWills displays the **Applicant Information** page.

Note

For wills searches, you will receive a Wills Search report in the mail within 20 days, which will include the details of the search and the search results.

Submission Confirmation Report

Once you have completed your wills search or wills notice, you can print a submission confirmation report from the **Payment Invoice** page. There are two reports: the *Wills Search Submission Confirmation Report* for wills searches and the *Wills Notice Submission Confirmation Report* for wills notices.

The report opens in a new browser tab and can be saved as a PDF. The report contains all the information for the order, including applicant, testator, will and payment information.



WILLS SEARCH SUBMISSION CONFIRMATION

Ministry of Health
VITAL STATISTICS AGENCY

Order Number: E01455338 Total Paid: \$31.50
Created By: KERRY GRANT Transaction ID: 715962
Created Date/Time: JAN-14-2024 11:18:19 AM

Applicant

BROOKES, BROCK, BARBER, BELL, BROCKTON, AND BABBLE
1815 BLANSHARD ST
UNIT 302
VICTORIA, BRITISH COLUMBIA
CANADA, V8T5A4
(987) 654-5555

Folio Number: 123456 Reference Number: 654321
Living Will Search: NO Rush: NO

Birth Information

Date of Birth: OCT-02-2000 City: HOPE
Province: BRITISH COLUMBIA Country: CANADA

Death Information

Date of Death: AUG-27-2023 City: VICTORIA
Province: BRITISH COLUMBIA Country: CANADA

Testator Name

Given Names: JOHN JAMES Surname: SMITH

Alias Names

<i>Given Names</i>	<i>Surname</i>
JON	SMITH
JONATHAN	SMITH

Figure 15: Wills Search Submission Confirmation Report



WILLS NOTICE SUBMISSION CONFIRMATION

Ministry of Health
VITAL STATISTICS AGENCY

Order Number:	E01455339	Total Paid:	\$18.50
Created By:	KERRY GRANT	Transaction ID:	715963
Created Date/Time:	JAN-15-2024 07:06:14 AM		

Applicant

BROOKES, BROCK, BARBER, BELL, BROCKTON, AND BABBLE
1815 BLANSHARD ST
UNIT 202
VICTORIA, BRITISH COLUMBIA
CANADA, V8T5A4
(987) 654-5555

Folio Number:

Reference Number:

Testator Details

Surname:	SMITH	Given Names:	JOHN HENRY
Date of Birth:	JUN-14-2000	Sex:	MALE
Birth City:	FORT NELSON	Birth Province:	BRITISH COLUMBIA
Birth Country:	CANADA		

Will Details

Will Date:	JAN-15-2024	Action Type:	EXECUTED
Location of Will:	UPSTAIRS CLOSET		
Address:	123 MAIN STREET		
City:	VICTORIA	Province:	BRITISH COLUMBIA
Country:	CANADA	Postal Code:	V9A4W2

Figure 16: Wills Notice Submission Confirmation Report