

# Secondary Suite Incentive Program (SSIP) User Guide

## How to log in to SSIP Portal using your BC Services Card

You need your BC Services Card account to log in to the SSIP Portal and apply.

This user guide explains how to:

- Register for a BC Service card account.
- How to login to SSIP portal.

### Step 1: Set up your BC Services Card Account

Already have a BC Services Card account? Go to Step 2.

For detailed instructions on how to set up a BC Services Card Account, click [here](#).

For help with setting up your account, call:

#### **BC Services Card Help Desk**

Open Monday- Friday (except statutory holidays)

7:30 am to 5:00 pm Pacific Standard Time

1-888-356-2741 (Canada and USA toll free)

604-660-2355 (Within Metro Vancouver or outside Canada and USA)

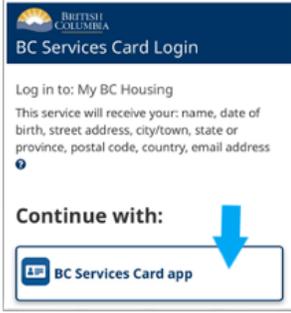
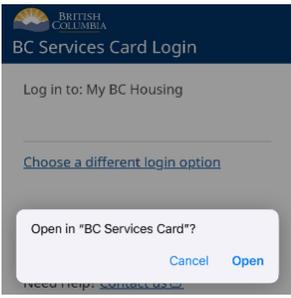
Once you have a BC Services Card account and can login to BC Services with your phone or other mobile device – **Move to Step 2.**

### Step 2: Open the SSIP Portal

Access the SSIP Portal using your mobile device  with the BC Services Card app. See **Step 2a.**

Access the SSIP Portal using your computer.  See **Step 2b.**

### Step 2a: Using your phone with the BC Services Card app

Open your browser e.g., Safari or Chrome	Go to the SSIP Portal <a href="https://www.bchousing.org/ssip">https://www.bchousing.org/ssip</a>
Click <b>Login</b> on the webpage	<p><b>Login to the SSIP Portal using your BC Services Card.</b></p> 
Click <b>BC Services Card app</b> button:	
Click <b>Open</b>	
Click on your name box	
Click <b>Continue</b> button	
Once this screen displays. Go back to your browser to continue.	
You are now logged in to the SSIP Portal.	

### Step 2b: Access the SSIP Portal using a computer

Have your mobile device with the BC Services Card app ready.

You will need to access BC Services with your phone/mobile device to pair with your computer.

Open a browser on your computer e.g., Safari or Chrome

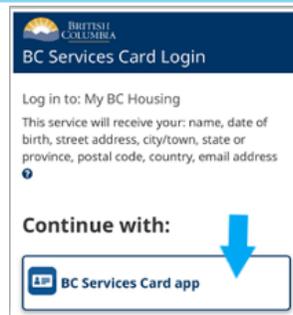
Go to the SSIP Portal <https://www.bchousing.org/ssip>

Click **Login** button on the webpage

**Login to the SSIP Portal using your BC Services Card.**



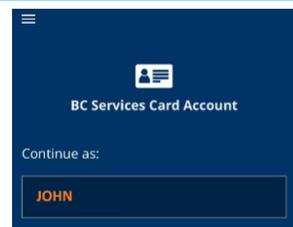
Click the **BC Services Card app** button:



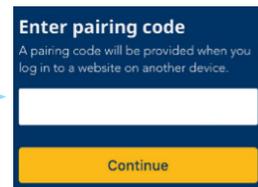
The pairing code will be displayed:



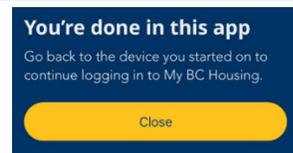
Open the BC Services Card app on your phone and click on your name box:



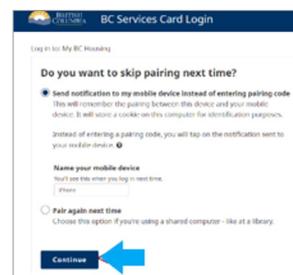
Select **Log in from a computer**; then enter the pairing code displayed on your browser, and click **Continue**



Click **Close**



The browser on your computer will change to this screen.



Choose an option and click **Continue**

You are now logged in to the SSIP Portal.

For further details on pairing a device, visit BC Services at: [https://id.gov.bc.ca/static/help/login\\_fromcomputer.html](https://id.gov.bc.ca/static/help/login_fromcomputer.html)