

Secondary Suite Incentive Program (SSIP) User Guide

How to update a saved SSIP Application

Step 1: Log in to the SSIP Portal <https://www.bchousing.org/ssip>

For details on how to log in using your BC Services card, please refer to: User Guide: [How to login to the SSIP Portal](#)

Secondary Suite Incentive Program Portal

Welcome to the Secondary Suite Incentive Program Portal!

The Secondary Suite Incentive Program will help homeowners create affordable housing in their communities.

The program will provide money, in the form of a forgivable mortgage registered on title, to help homeowners create a new secondary suite on their property to be rented out for below market value.

For information about this program, please visit <https://www.bchousing.org/housing-assistance/secondary-suite>

Login here to:

- Apply for the Secondary Suite Incentive Program
- Check the status of your application
- Provide supporting documentation

If you have questions please contact us at: [604-439-4727](tel:604-439-4727) or [604-273-7577](tel:604-273-7577) and select option 3.

Login to the SSIP Portal using your BC Services Card.

[Login](#)



Step 2: Update a saved application

Saved Applications not yet submitted, show as **Started** under **My Applications**. To continue entry either click **SSIP ID** link or the **Update** link.

BC HOUSING Secondary Suite Incentive Program
Dashboard | Mailbox | AMY VOLKER

Dashboard

New SSIP Application
You have 18 new message(s).

Action Required
9 Unread Message(s)

My Applications

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01653	Started	4243 SANDERS AVENUE, Wells, V0K 2R0			Update Cancel

Start the application where you left off. Please see User Guide: [How to create an Application](#). Follow the steps to complete the SSIP application.

Authorized Delegates can find submitted Application(s) under Delegated Applications. Look for the correct Application, if you have more than one. Continue entry on a Started application, either click on the **SSIP ID** link or the **Update** link.

Delegated Applications

A Delegated Application is an application where an authorized representative is submitting an application on the homeowner's behalf.

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01615	Submitted	4555 Kingsway, Burnaby, V5H4V8	04/04/2024	04/04/2024	Update Cancel
SSIP-01620	Started	3846 Hamilton Street, Port Coquitlam, V3B3B8			Update Cancel