

Skills Training Grants (STG) User Guide

Updating Organization and User Profiles (and Address Changes)

Last Updated: 29 February 2024

1. Has your Business moved? If your business has moved, you must email etg@gov.bc.ca and advise of your new business mailing address. This will help ensure payments are not delayed.
2. Log into the [Skills Training Grants page](#) with your BCeID.
3. If it's your first-time logging into Skills Training Grants, or you haven't logged in for a while, you will need to include some information about your business in the Organization Profile page. **NOTE:** the Organization Profile can be updated by anyone who is listed as a Business Manager on the BCeID account for your organization.
4. Click on the "Organization Profile" Link located on the top right corner of the home page.

The screenshot shows the Skills Training Grants user interface. At the top, there is a navigation bar with the British Columbia logo, the text "Skills Training Grants", and user information: "STG Test Org1 | CJG Test03 | Log Out". Below the navigation bar, there are two yellow warning boxes. The first box states: "Your organization's Canada North American Industry Classification System (NAICS) codes are currently out of date. You, or someone from your Organization who is a listed Business Manager on the BCeID account, will need to update the NAICS codes on your Organization Profile before submitting an application." The second box states: "Your organization's Business Information Documents are currently out of date. You, or someone from your Organization who is a listed Business Manager on the BCeID account, will need to update these on your Organization Profile before submitting an application." Below the warning boxes, there is a section for "B.C. Employer Training Grant" with a button that says "Start New B.C. Employer Training Grant Application" and text indicating current grant opportunities are for training starting between 2021-09-01 and 2022-03-31, or between 2022-08-01 and 2023-03-31. A red callout box points to the warning boxes with the text: "If you see these messages, you will need to update your Organization Profile before you can submit an application. Your Business Information Documents are required to be updated once per year."

5. Start filling in the details of your organization.

The screenshot shows the "Edit Organization Profile" form. At the top, there is a blue information box that says: "Make sure you click Save organization profile at the bottom of this form to save your changes." Below that, there is a yellow warning box that says: "The organization profile is missing information about your business." Underneath the warning box, there is text: "Your business legal and operating names are provided by BCeID and are shown below. Please check that this information is correct." and "If the information is not correct, please visit www.BCeID.ca to update it." At the bottom, there is a table with two rows: "Organization legal name" with the value "STG Test Org1" and "Organization operating name" with the value "CJG Service Providers T". A red callout box points to the yellow warning box with the text: "If you notice some information is incorrect or missing, click the 'BCeID' link to log in and update your information or contact [BCeID](#) directly."

6. To update your NAICS code, you will need to select 5 NAICS. To Include your Business Information Documents, click “Add Document” and follow prompts. For the Business Description you can copy and paste from another document or format your text up to 2000 Characters.

North American Industry Classification System (NAICS) code for your primary sector *

11 | Agriculture, forestry, fishing and hunting

111 | Crop production

1111 | Oilseed and grain farming

11111 | Soybean farming

111110 | Soybean farming

Business Information Documents *

i You must upload a copy of your current business licence if you're operating in a location where a business licence is required. Here is an example of a business licence.

If a business licence is not required where you operate, you must upload alternative documentation (e.g. Notices of Assessment issued by the Canada Revenue Agency, or corporate financial statements) to demonstrate that your business has been fully operational for at least one year.

If you have any questions, please contact ETG@gov.bc.ca.

Accepted file types: PDF, JPG, JPEG, PNG, GIF.

No business information documents have been provided.

Add Document

Business Website (if applicable)

Business Description *

File Edit View Insert Format Tools

← → **B** *I* Paragraph ▾ ☰ ☷ ☹ ⌵ ⌶ ⋮

p POWERED BY TINY

Add Business License Document

Name:
No file selected Choose File

Description:

500 chars left

Cancel Ok

7. Add your Head office mailing address, confirm all details of the Organization Profile are correct, click “Save Organization Profile”.

Head Office Mailing Address

Address line 1 *

Address line 2

City *

Province *

Postal Code *

[Cancel](#) [Save Organization Profile](#)

8. In the case your business contact information is different than your organization’s head office mailing address you can edit your contact information by clicking the “User Profile” link on the top right corner of the home page.

 STG Test Org1 | CJG01 Test01 | [Log Out](#)

[Home](#) [User Profile](#) [Organization Profile](#)

 

Funding provided by the Government of Canada through the Workforce Development Agreement

B.C. Employer Training Grant

[Start New B.C. Employer Training Grant Application](#) Current grant opportunities are for training starting between 2021-09-01 and 2022-03-31, or between 2022-01-01 and 2022-03-31, or between 2022-06-01 and 2023-03-31.

9. You can edit your job title, contact number, and business address here.

Edit User Profile

Business Contact Information

* INFORMATION MUST BE PROVIDED

In order to complete your profile we just need a little more information.

Position/Title *

Preferred Contact Number *

- - Ext
 This is your primary business phone number

B.C. Business address

The address of the business you work at. This can be different from your head office.

Address line 1 *

10. You can also edit your mailing address should that be different from your business address.

Mailing Address

Mailing address at which you receive business mail.

Mailing address is the same as B.C. business address.

Address line 1 *

Address line 2

City *

Province *

Postal Code *

11. Once you are done making changes and confirmed everything is correct click "Save Profile".