

The Accès Agence portal is a platform that can only be used by enterprises that are not licenced by the Bureau de la sécurité privée and wish to apply for a new agency licence online. This tool allows you to complete a new agency licence application by following the steps indicated, uploading the required documents, paying the applicable fees and submitting the licence application online.

On the following pages, you will find a guide presenting the steps to follow with the help of images in order to complete a new agency licence application online on the Accès Agence portal.

Le Bureau de la sécurité privée

## SUBMIT A NEW APPLICATION

New user? Here are the steps to follow.  
If you already have a user profile, go to step 4!

1

The screenshot shows the 'Accès Agence' portal login page. On the left, there is a banner with the text 'Accès Agence' and 'Welcome to the portal!'. Below the banner is a 'CREATE A PROFILE' button highlighted with a green box. On the right, there is a 'TO LOG IN' section with 'Email' and 'Password' input fields, a 'LOG IN' button, and a 'Forgot your password' link. The footer includes 'REVENIR SUR BSPQUEBEC.CA' and 'v1.22.46'.

## CREATE A PROFILE

Access the Accès Agence portal and select **“CREATE A PROFILE”**. Enter the required information in the appropriate fields.

Please read the Terms of Use and Privacy Policy and check this box to complete the creation of your profile.

To complete the creation of your profile, please click on the **“CREATE”** button.

2

The screenshot shows the 'Activation - User Profile' page. It features a green checkmark icon and the text 'Your user profile is activated'. Below this, it says 'Your user profile is now activated. Please login at the login page.' and a 'GO TO THE LOGIN PAGE' button highlighted with a green box. The footer includes 'REVENIR SUR BSPQUEBEC.CA' and 'v1.22.46'.

## ACCESS THE PROFILE CONFIRMATION

An email will be sent to you asking you to confirm the activation of your profile.

If you do not receive it within a few minutes, please check your spam folder.

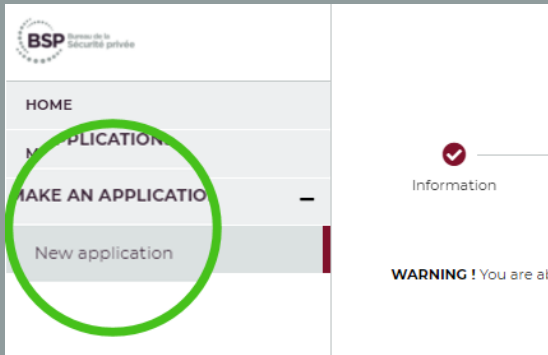
3

The screenshot shows the 'Accès Agence' portal login page. The 'Email' and 'Password' input fields are highlighted with green boxes. The 'LOG IN' button is also highlighted with a green box. The footer includes 'REVENIR SUR BSPQUEBEC.CA' and 'v1.22.46'.

## LOG IN TO THE PORTAL

Access the Accès Agence portal by inserting your login information in the required fields and press **“CONNECT”**. You will then access the portal.

4

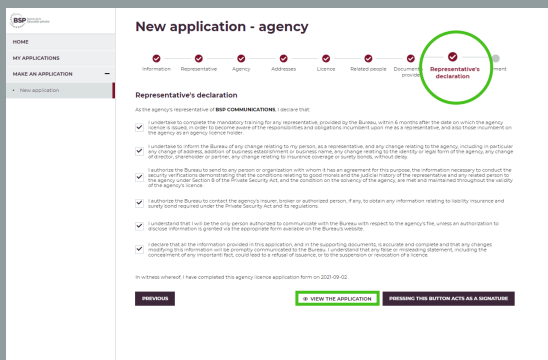


## COMPLETE A NEW APPLICATION FOR AN AGENCY LICENCE

On the vertical menu on the left side of the screen, click on the “**Apply**” and “**New Application**” tabs.

You will be able to begin the steps leading to the completion of your online agency licence application.

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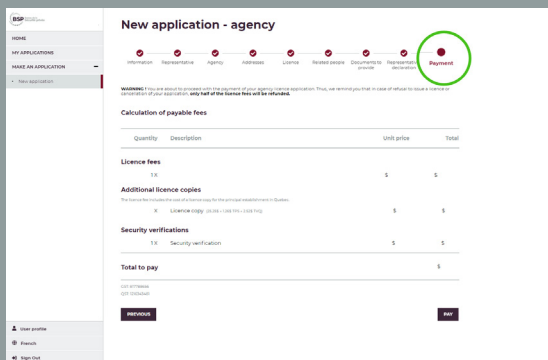


## VIEW

At the very end of the “**Representative Declaration**” step, you will be able to view the application, i.e., the declared information that you are about to submit to the BSP before making the payment.

You will be able to make any necessary corrections, if required, by returning to the various sections of the application.

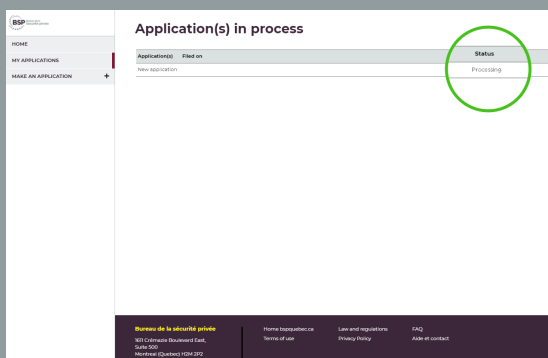
6



## PAYING THE FEES

The last step “**Payment**” will allow you to pay the payable fees for which you are submitting an application to the BSP. Caution! Please note that if your application is refused or cancelled, **only half of the licence fee will be refunded.**

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## FOLLOW UP ON AN APPLICATION

Once your enterprise’s application has been submitted, you will be able to track its status and evolution by logging into your profile and clicking on the “**Agency Applications**” tab in the vertical menu.