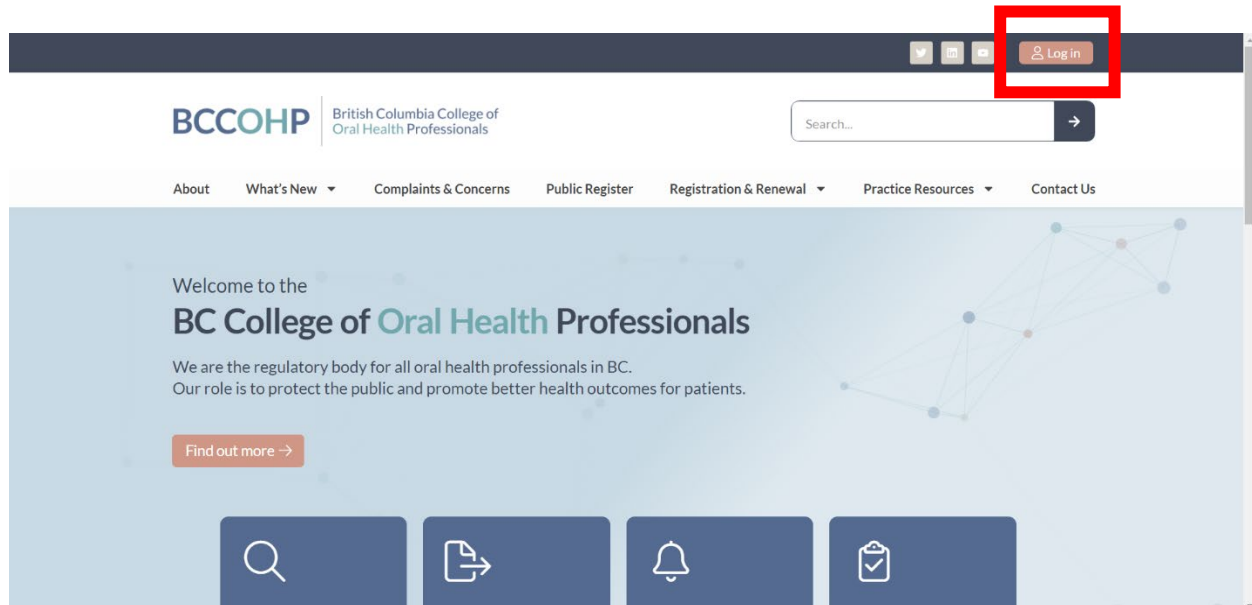


## Uploading Liability Insurance to the Dental Hygiene Registrant Portal

1. Navigate to the BCCOHP Home page (<https://oralhealthbc.ca/>). Once on the home page, click the “Log In” button on the top right:

**Mailing Address**

110 - 1765 8th Ave W  
Vancouver, BC V6J 5C6

**Office Locations**

Vancouver  
Victoria

Phone: 672.202.0448  
Toll free: 1.888.202.0448  
info@oralhealthbc.ca  
www.oralhealthbc.ca

## 2. Select “Log In” for Dental hygienists:

### Registrant portal

All information on our website is publicly available, with the exception of the personal accounts for oral health professionals. Some of the features available to our registrants and certified dental assistants include updating contact information, renewing registration/certification, or submitting progress towards continuing competency requirements.

Use the tabs below to access the relevant log in page.



## 3. Sign in using your Registrant Email/Username and Password:

REGISTRANT LOGIN

EMAIL/USERNAME

PASSWORD

[Forgot password?](#)

**LOG IN**

If you can no longer access your email address, please email [info@oralhealthbc.ca](mailto:info@oralhealthbc.ca).

4. Once logged in, click on “View Profile” on the left side of the webpage:

The screenshot shows the BCCOHP user interface. On the left, a navigation sidebar contains a menu icon, the BCCOHP logo, and a list of menu items: HOME, ONLINE LEARNING PLAN, CALENDAR, PAYMENTS, and MESSAGES. The 'VIEW PROFILE' button is highlighted with a red box. The main content area displays a welcome message, a registration status box indicating that online renewal is closed, a table for current registration (2022/2023) with columns for Status, Class, Start Date, and End Date, and a section for upcoming dates and activities. A 'VIEW ANNUAL REGISTRATION CARD' link is also visible.

5. Scroll down to “Insurance Information” and click on “Add Insurance”:

The screenshot shows the 'Insurance Information' section of the user profile. It includes a 'PRIMARY PRACTICE' section with fields for Practice Type, Mailing Address, and Phone. Below this is the 'INSURANCE INFORMATION' section, which is highlighted with a blue arrow. The 'ADD INSURANCE' button is highlighted with a red box. A table below shows existing insurance policies with columns for Policy Provider, Policy Number, Start Date, End Date, Files, and Actions.

POLICY PROVIDER	POLICY NUMBER	START DATE	END DATE	FILES	ACTIONS
		01-Mar-2022	28-Feb-2023		EDIT

6. Fill in the form and upload a copy of your insurance documentation. Click “Save”:

**INSURANCE INFORMATION**


**POLICY PROVIDER \***  
Select a provider

**POLICY NUMBER**

**POLICY START \***

**POLICY EXPIRY \***

**UPLOAD NEW INSURANCE DOCUMENTS**

  
Click to choose a file or drag it here.

Accepted file types: .bmp, .gif, .jpg, .jpeg, .png, .psd, .doc, .docx, .xls, .xlsx, .pdf  
Max size: 25MB / file

**EXISTING FILES**

Your updated insurance information will be displayed under “Insurance Information”.