

ONLINE PORT PASS APPLICATION GUIIDE

- Using Internet Explorer (not Google Chrome or other browsers)
- Browse to <http://ppmp.portmetrovancover.com/application/>
- Click Start

Step 1. Check all the boxes on the Terms page, hit Next

Step 2. Fill in all the information on the User Info page, hit Next

Step 3. At the very top of the page choose Application Type

- If broken, lost, stolen, or name change, click Replacement of Port Pass
- Enter reason for replacement

Issuing Office:

British Columbia Maritimes Employers Association

- Choose the identification you have with you today (Ex. BC Driver's License)
- Enter identification number and expiration date

Employer Information

- Company Official Name: **BCMEA**
 - Doing Business as: **Ignore and leave blank**
 - Contact Name: **Amanda Trimble**
 - Contact Phone: **604 251 6141**
 - E-mail Address: **dispatchadmin@bcmea.com**
 - Employee Number: **Your Employee Number (registration number)**
- Click Submit, you do not need to e-mail or print unless you want it for your own records