

Cruise Based Billing Procedures

A) Examples of Industry Scalers who can enter FS 699's online into HBS using the District Cruise Based Billing sites.

Any scaler in HBS can have more than one user ID. When their **Name** is under the **Organization** column they will be able to enter FS 699's into the cruise based sites using their scaler license number. You can check in User Services by entering the scaler last name and looking at the name of the organizations they are registered under:

User ID	User Name	Status	User TYPE	Organization	Sub Organization	Pending Request
BCEID\JLWALKER	Walker, Janine I.	Active	Forest Client	Walker		
BCEID\JNWALKER	Walker, Janine *	Active	Forest Client	WEYERHAEUSER COMPANY LIMITED		

In this example, under "Walker" the scaler is an "independent" scaler and is registered under her own license and client number. Under the Weyerhaeuser Organization she is associated with the company client code, which in turn is linked to their scale site.

The following instructions are from "Reference Guide for Independent Scalers" under the HBS Help menu.

– How to Register and Submit Scale Data to HBS

Understanding the difference between what is called the 'Industry Scaler' and 'Independent Scaler'

- All scalers are given the role HBS 'Industry Scaler', but how each scaler is treated in HBS depends on the Client number they are registered under.
- If the scaler is registered in HBS under the same client number as the client number associated to their scaler number in the Scale Control System HBS considers them an 'Independent Scaler'.
- Once registered correctly in HBS, (scaler number, userid and Authentication Key associated together in HBS Scaler Profile) the scaler can **submit, view and update** scale returns in HBS for any site in the province as long as they are the signing scaler on the return.

Steps to registering and submitting scale to HBS

1. Obtain a **Business** BCeID. For BCeID issues contact the BCeID Helpdesk @ 1-888-356-2741 or email @ BCeID@gov.bc.ca

Logon to the BCeID website @ <https://www.bceid.ca>

Click the **Begin Registration** link on the right side of the BCEID homepage. Follow the prompts through the process, reading and providing the information required on each page and clicking the **Next** button to advance through the process.

2. Once the BCeID has been obtained, you can now register in HBS :

Self registration:

Go to <https://www.for.gov.bc.ca/hva/hbs/connecting.htm>

Click on the 'Application to Establish the Industry User Administrator Role' link. Print, complete the form and fax it to the HBS Helpdesk. (Fax number on form)

The Helpdesk will assign a Registration Key and fax it back with instructions on how to register on the Public Site.

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By self-registering, the scaler is automatically given the **Industry User Administrator (IUA)** role for this client number. This role is used to manage HBS User profiles and must login to HBS User Services tab to assign themselves the Industry Scaler role. To do this:

- Log on to HBS. Click the *User Services* tab.
- Click the *User Search* link.
- Enter your Userid and click the *Search Users* button.
- Click the check box beside the Industry Scaler role and click the *Send Update* button.
- The HBS Helpdesk will confirm the addition of the role and the user will receive notification once it's done.

Ministry assisted registration

Usually the DSS (or District Check Scaler) will enrol the scaler directly into HBS. They will complete the enrolment request and assign the Industry Scaler role. After the enrolment is confirmed, the DSS (or Check Scaler) is notified via a system generated email. The DSS will contact the Industry Scaler and assist them through the initial HBS logon.

Here is the link for the complete user guide for independent scalers.

http://www.for.gov.bc.ca/hva/rh/hbs/index.htm#mergedProjects/Manual/2_How_to_Use_HBS.htm

B) Examples of Ministry User Roles that can enter FS 699's online into HBS using the District Cruise Based Billing Sites.

- **Ministry Scaling Administrator:** Can clear anomalies in the scaling reports and accept detail scale returns held in error with a digital signature failure. A Ministry Scaling Administrator can enter detail scale returns (including special forest products), update detail scale returns and initiate a cancel and replace with changes of an invoiced detail scale return. Receives notification of data submission status. The Ministry Scaling Administrator also manages scale site profiles and can issue scaler authentication keys.
- **Ministry Check Scaler:** Can submit detail scale returns (including special forest products), update those returns, and indicate if their check scale is to replace an original industry scale return. Ministry Check Scalers can execute a cancel and replace with changes of an invoiced detail scale return bearing their scaling licence number as primary or secondary scaler. Receives notification of data submission status.
- **HBS Summary Data Correction:** Receives notification of generated summary returns held in error and can enter, correct or discard old and new format summary scale returns.
- **HBS Summary Data Correction role should use K999 as the scaler license number.**