

Online Port Pass Application Guide

- Use 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 and hit **Next**

Step 2 - Fill in all the information on the **User Info** page and 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**

- Select the identification you have with you (i.e. 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: **Kelly Vachon**

Contact Phone Number: **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.