

# Online Port Pass Application Guide

- Browse to <https://ppmp.portmetrovancover.com/Application/Application/#/Introduction> or type in "Port Pass Application" from a search engine.

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 changing the name, click **Replacement of Port Pass** and 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: **Dispatch Administration**

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 a copy for your own records.