

AMS Payment

Setting up a Parent Billing Company

As part of the Application Management System (AMS), online payments for application fees are made via AMS Payment. This guide outlines the steps required for setting up a billing company to pay invoices on behalf of a subsidiary.

Step One: The parent company sets up an account with AMS Payment

The company wishing to be designated a billing company must have an AMS Payment account. If this needs to be established, the Guide '[Setting up an AMS Payment account](#)' explains the steps required to setting up an account. Once an account is set up, an ePay Financial Admin security role is assigned to manage the payment account and other security roles associated with it on behalf of the company. A guide to understanding security roles is found [here](#).

Step Two: Submit a request to become the billing company on behalf of a subsidiary

The billing company is required to submit a request to the Commission to pay invoices in AMS Payment on behalf of one or more subsidiaries. This request should be sent via email to servicedesk@bcogc.ca and include details of the billing company and any subsidiaries that it will be assuming payment responsibilities for. At this time, any outstanding invoices at the Commission for the billing or subsidiary company (or companies) must be settled.

Please note that only one company at a time can be registered as the billing authority for a company in AMS Payment.

Step Three: Submit documents required for the billing change

1. An executive (VP, CFO, CEO) signed letter from the billing company to assume financial responsibility for invoices in AMS Payment for the relevant subsidiary company (or companies).
2. An executive (VP, CFO, CEO) signed letter from the subsidiary company giving up control of the AMS Payment account to the billing company.

In addition, if a different ePay Financial Admin role is needed, an updated letter, on company letterhead, signed by a company executive (e.g. CEO, CFO, VP) needs to be sent to finance@bcogc.ca. This will authorize a person to be designated as the ePay Financial Admin and manage the account on behalf of the billing company.

