MYBGCA

HOW TO APPROVE ACCOUNTS GUIDE

Please use the following guide when approving accounts within the myBGCA portal.

Overview
Our new platform allows for an efficient way of approving accounts assigned to your Organization.

- Login to the Portal

- Click on the option "Approval Queue"

- Click the option to search

- Results will appear as follows:

- To approve an account, click on the "Approve" Option

- Bulk approve is available.
  Simply click on the box next to the "Approve Column" and then select the Approval All button at the bottom of the meu

The account holder will be sent an email, providing the welcome letter to the portal.

For account support, please reach out to your CEO or HR person.