

Search for a Registry Account

The Personal Planning Registry is a unique type of Registry – it is **self-managed**. It offers you control for searching, updating and granting access that other registries do not provide, especially those run by or for government or health systems.

1. Click for the Registry home page – <https://registry.nidus.ca/>

(You can also go to www.nidus.ca/registry – click Online Registry in the right sidebar.)

The screenshot shows the Nidus Personal Planning Registry home page. At the top, there are sections for 'Access Your Account' (with fields for Nidus ID and Password, and buttons for 'Do I have an Account?', 'Forgot Password?', and 'Sign In') and 'Create Your Account' (with a 'Start Now' button). Below these are four main content areas: 'Search for Account' (circled in red), 'Shared Sign In', 'Welcome!', and 'Registration Agent'. The 'Search for Account' section includes a description: 'To find out if a friend, family member or client has registered their personal planning information, perform a basic search here.' A red arrow points from the 'Search for Account' button to a text box on the right.

IMPORTANT

Each person should **only have ONE Registry Account** in their name to benefit from the Registry service. If you have more than one, contact the Registrar to delete the extra(s) Nidus ID – registry@nidus.ca

Not sure if you have a Registry Account?

Click Search for Account.

2. Enter name and identifiers

The screenshot shows the Nidus Personal Planning Registry search page. The search form includes the following fields: *First Name, *Last Name, Date of Birth (with dropdown menus for month and year), Care Card Number, Drivers License Number, BC Identification Number, Social Insurance Number, and Nidus ID. There are 'Search' and 'Reset' buttons at the bottom. To the right of the search form is a 'Tips' section with the following text: 'To perform a search, you must enter the first and last name of the person who may have a Registry Account and at least TWO of their Personal Identifiers. To increase your chance of finding a match, enter as many Personal Identifiers as possible. You may not know which identifiers were entered when the Account was set up. No match? Try entering different or more Personal Identifiers. Be sure that the names are spelled correctly. You can enter the person's legal name as well as their common name. You may need to try different combinations. If you find a match, this means that the search criteria entered matches the information for an Account Holder in the Registry. An authorized Access User may be able to help you access information in the Registry. Access Users are staff of institutions such as Health Authorities (including hospitals), financial institutions, the Public Guardian and Trustee, and government services.'

Enter **first name and last name** of individual who may have an Account.

Then enter as many **personal identifiers** as possible – if an Account was created, you may not know or remember, which ones were used. Check they are entered correctly. Do not enter letters or spaces.

Only enter the Nidus ID as an identifier if it is 7 digits. (Nidus IDs in the old Registry system were 4 digits and will not work.)

3. Check for match or no match

RECEIPT OF ACCOUNT SEARCH [Print Search Receipt](#)

Results of Basic Search: **There is a match for your Account Search**

Registered By: Self-Registration

Date and time of search: April 22, 2017; 05:29 PM

Name(s) searched: Star, Sylvia

Match Found

In order to access information and documents related to your Search, you will need the Nidus ID (Registration Number) and the Password. These were provided at the time of registration. To retrieve your Nidus ID or password, [click here](#).

If you do not have the Nidus ID and Password, you can contact an Access User who may be able to view the Account Holder information and documents. Contact a relevant Access User for help. For more details, please see [Who Can be an Access User?](#)

Personal planning information and documents may be registered at any time during the Adult's lifetime. To learn more about personal planning and for help making your legal documents, please visit www.nidus.ca.

To learn more about registering and searching documents with the Personal Planning Registry read our [Frequently Asked Questions](#).

The Nidus Registry is operated by the Nidus Personal Planning Resource Centre Association, a non-profit charitable organization in British Columbia, Canada.

If there is a **match** – follow the instructions to retrieve your Nidus ID or password. This may not work if you have changed your email address and failed to notify the Personal Planning Registry.

If you find a match and are not able to gain access, you may contact the Registrar – registry@nidus.ca

When contacting the Registrar, explain you found a match. Provide the first and last name for the individual you are searching for. If it is for someone else – also identify your name and role. For example, are you a representative named in the adult's Representation Agreement? **Do NOT** email personal identifiers for the individual. Email is not private and secure – the Registry data is encrypted.

RECEIPT OF ACCOUNT SEARCH [Print Search Receipt](#)

Results of Basic Search: **No matching records found**

Date and time of search: April 22, 2017; 05:36 PM

Name(s) searched: Star, Sylvia

No Match Found

If your Account Search did not produce a match, this does not necessarily indicate no Account exists. Search results depend on what information was entered at the time of registration. For example, the Registrant may have entered the Care Card Number and Driver's License for their personal identifiers but you only have the Date-of-Birth and Driver's License. You will get a "no match" message. Registrants are responsible for ensuring information in the Registry is accurate and up-to-date.

Personal planning information and documents may be registered at any time during the Adult's lifetime. To learn more about personal planning and for help making your legal documents, please visit www.nidus.ca.

To learn more about registering and searching documents with the Personal Planning Registry read our [Frequently Asked Questions](#).

The Nidus Registry is operated by the Nidus Personal Planning Resource Centre Association, a non-profit charitable organization in British Columbia, Canada.

If there is **no match** – you may return to the Nidus Registry home page and click on 'Create Your Account.'

Click link to read the directions (or copy and paste into your Internet Browser address bar).
http://www.nidus.ca/PDFs/Nidus_Registry_CreateAccount.pdf

If you received the message for 'no match' but you believe there is a Registry Account, you may contact the Registrar – registry@nidus.ca

When contacting the Registrar, provide the first and last name of the individual you are searching for. If it is for someone else – also identify your name and role. For example, are you a representative named in the adult's Representation Agreement? **Do NOT** email personal identifiers for the individual. Email is not private and secure – the Registry data is encrypted.