Purpose

This checklist provides the information you need to complete your company profile in the Entegral application.

Requirements for Company Profile

You need the following information to complete your company profile. The asterisk (*) indicates mandatory fields that must be completed in order for the profile to be submitted for review and approval.

Consent

*Using the employee consent form job aid, please get consent to save employee personal information on Entegral's US servers. Refer to completing the consent form job aid for further information about consent requirements and Entegral.

Company Details

Facility classification
- ☐ Mutli-Shop Operators (MSO)
- ☐ Banner/Franchise
- ☐ Independent

Type of secondary business provided
- ☐ Air Conditioning Shop
- ☐ Aluminum Wheel Repair
- ☐ Brake & Muffler
- ☐ Dealer Body Shop
- ☐ Detailing Shop
- ☐ Frame Repair
- ☐ Glass Shop
- ☐ Heavy Equipment – Specialty/Mechanical/Trailer
- ☐ Heavy Equipment Dealer – Paint and Body
- ☐ Heavy Equipment Independent – Paint and Body
- ☐ Impound Lot Operator
- ☐ Independent Body Shop
- ☐ Locksmith
- ☐ Mechanical Shop
- ☐ Moto Dealer – GST Reimbursement
- ☐ Motor Cycle Repair
- ☐ New Car Dealer Mechanical Shop
- ☐ Paintless Dent Repair
- ☐ Parts Store
- ☐ Radiator Repair
- ☐ Rental Vehicle
- ☐ RV Repair Shop
- ☐ Service Station
- ☐ Snowmobile Repair
- ☐ Sound Equipment Shop
- ☐ Tire Store
- ☐ Towing Company
- ☐ Truck Canopy
- ☐ Upholstery
- ☐ Welding and Machining

Owner/Signing Officer Information
- ☐ *Owner 1: Name.
- ☐ *Owner 1: Business Address.
- ☐ Owner 1: Driver's Licence.
- ☐ Owner 1: Owner Percentage.
- ☐ ICBC Glass Repair Program training certificate number (previously Express Repair certificate number)
- ☐ *Owner 1: Are you the signing officer? (Yes/No)

> 📌 You can indicate up to 3 owners.

Signing Officer Information
- ☐ Signing Officer 1: Name.
- ☐ Signing Officer 1: Business email
- ☐ Signing Officer 1: Business phone

> 📌 You can indicate up to 2 signing officers.

Licences
- ☐ *BC Registrar of Companies number (BCXXXX).
- ☐ BC Registration of Operating Name (DBA)/Sole Proprietorship/Partnership number.
- ☐ File/image showing the Sole Proprietorship/Partnership number.
- ☐ File/image showing the Central Securities Register identifying owner's individual shares.
- ☐ *If you have a Municipal Business or Letter of Authorization for Land Use, then you will need a file/image showing Municipal Business Licence or Letter of Authorization for Land Use.
- ☐ Municipal Business Licence Number Expiry Date.
- ☐ *WorkSafeBC registration number and status**.**
- ☐ * ICBC Vendor number if you have, or ever had one. Ex: A1234567

Insurance
- ☐ File/image of Garage Liability Policy with *Garage Liability Policy Number and *Garage Liability Policy expiry date
- ☐ *File/image of Commercial General Liability Policy (must include company name, address, expiry date and declaration page which includes the minimum coverage of $2,000,000 policy limits).

Tax/Billing
- ☐ GST Registration Number.
- ☐ *PST Registration Number.

Contact Information
Manager
- ☐ *Manager 1: Name.
- ☐ Manager 1: Direct Business Phone Number (if applicable).
- ☐ Manager 1: Business Email (if applicable).
- ☐ Manager 1: Date of Employment or Active in Role.
- ☐ Manager 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).
- ☐ Is Manager 1 the primary contact? (Yes/No)

> 📌 You can indicate up to 2 managers.

Alternate Contact
- ☐ Alternate Contact: Name (if applicable).
- ☐ Alternate Contact: Direct Business Phone Number (if applicable).
- ☐ Alternate Contact: Business Email.
- ☐ Alternate Contact: Date of Employment or Active in Role.
- ☐ Is the Alternate Contact the primary contact? (Yes/No)

Admin/Front Desk
- ☐ *Admin/Front Desk 1: Name.
- ☐ Admin/Front Desk 1: Direct Business Phone Number (if applicable).
- ☐ *Admin/Front Desk 1: Business Email.
- ☐ Admin/Front Desk 1: Date of Employment or Active in Role.
- ☐ Admin/Front Desk 1: ICBC Collision Repair Program training certificate number (previously Express Repair certificate number).
- ☐ Is Admin/Front Desk 1 the primary contact? (Yes/No)

> 📌 You can indicate up to 3 Admin/Front Desk staff

Customer Service Options (These selections will be visible on the Smart Locator)
- ☐ Indicate all languages your facility supports and can speak proficiently to assist customers: English, Punjabi, Cantonese, Mandarin, Tagalog (Filipino), German, French, Korean, Spanish, Persian (Farsi), Vietnamese, Hindi, Russian, Italian Japanese.
- ☐ Indicate any additional services offered to the customer: Mobile glass replacement/repair, Courtesy Transportation, Advanced driver-assistance systems (ADAS) calibration services.

*Answer the following questions for each day of the week (Monday – Sunday):
- ☐ Is the facility open or closed on: Monday, Tuesday, Wednesday, etc. (Open/Closed).
- ☐ If open, what time does the facility open on: Monday, Tuesday, Wednesday, etc.
- ☐ If open, what time does the facility close on: Monday, Tuesday, Wednesday, etc.

Facility
Premises
- ☐ *Size of premises in square feet.
- ☐ * Number of glass stalls in a controlled environment
- ☐ *Is the office/reception area self-contained?

Photos
*All photos listed below are required:
- ☐ Free standing business signage
- ☐ Business signage affixed to building
- ☐ Other additional signage (optional)
- ☐ Customer service area including designated parking stalls
- ☐ Overview of parking lot
- ☐ Office area
- ☐ View of entrance to office
- ☐ Waiting area
- ☐ Service counter
- ☐ Access route to washroom
- ☐ Washroom
- ☐ Repair/Replace stalls in a controlled environment
- ☐ Other Additional photos

Technology Requirements
- ☐ *Review Recommended Technology Requirements to ensure your facility meets minimum technology requirements.
- ☐ Operating system
- ☐ CPU
- ☐ Hard disk
- ☐ RAM memory
- ☐ Monitor
- ☐ Video card

- ☐ Sound card
- ☐ DVD-Rom
- ☐ Printer
- ☐ Modem/Internet Connection
- ☐ Security software
- ☐ Browsers
- ☐ Version of Java
- ☐ Digital camera
- ☐ Office productivity software
- ☐ Software
- ☐ *List Digital camera available at the facility.
- ☐ *Do you have access to current OEM repair procedures? (Yes)

Equipment

Review the glass program equipment list to ensure your facility meets minimum equipment requirements for the following:
- ☐ *Tape kits
- ☐ *Urethanes
- ☐ *Urethane primer (provide manufacturer and product name)
- ☐ *Installation products (provide the name of the glass prep/primer product at the facility)
- ☐ *Rust treatments
- ☐ *Cleaning products
- ☐ *Tools (provide laminated glass chip repair system manufacturer and product name)

ADAS Calibration
- ☐ If you have access to ADAS calibration equipment, then provide the manufacturer's name, model number and serial number of ADAS calibration equipment.

Other
- ☐ List any specialty repair equipment that is not currently identified in the profile.

Photos
*All photos listed below are required:
- ☐ Urethane OEM approved with maximum 1 hour SDAT
- ☐ Urethane manufacturer's name
- ☐ Urethane product name
- ☐ Urethane body primer
- ☐ Glass prep/primer product name
- ☐ Paint-friendly moulding retention tape
- ☐ Universal vapour barrier material
- ☐ Temperature and humidity gauge (hygrometer)
- ☐ Laminated glass chip repair system manufacturer and product names
- ☐ ADAS equipment (if applicable)
- ☐ Calibration equipment (if applicable)

Warranty
- ☐ *File/image of the written warranty. If it isn't written, then describe type.

Training Requirements
- ☐ *List the names of employees who require ICBC Glass Repair Program training.

OEM Certifications (These selections will be visible on the Smart Locator)
- ☐ Select all OEM certifications that are applicable to your facility: Acura ProFirst Certification, Aston Martin Factory Authorized Collision Repair Program, Audi Authorized Collision Repair Centre, Bentley Factory Authorized Collision Repair Facility, BMW Certified

Collision Repair Centre, Cadillac Aluminum Repair Network, Ferrari Factory Certified Collision Repair Centre, etc.). Specify if "Other".

Industry Certifications (These selections will be visible on the Smart Locator)
☐ CAGS industry certifications applicable for your facility.

Glass Technician 1
☐ *Glass Technician 1: Name.
☐ Glass Technician 1: Date of employment or active in role.
☐ Glass Technician 1: Trade qualification number.
☐ Is Glass Technician 1 an apprentice? (Yes/No)
☐ Glass Technician 1: Apprentice Number.
☐ File/image of Glass Technician 1 certification or registration agreement for apprentice.
☐ Glass Technician 1: ICBC Glass Repair Program training certificate number (previously Glass Express Repair certificate number).

> 📌 You can indicate up to 12 glass technicians.

Other
☐ List any training that is not currently identified in the profile.

Privacy

Section 30 of FIPPA – Protection of Personal Information
☐ *I understand personal information includes but is not limited to: driver's licence, credit or bank card information, customer name(s), addresses and phone numbers. (Yes/No)
☐ *Are the customers' files stored in a secure environment (inaccessible from the public)? (Yes/No)
☐ *Are the hard or electronic copies of files stored in a secure area onsite? (Yes/No)
☐ If no, then please explain where the information is being stored.
☐ *Are the customers' files left unattended and accessible/viewable by the public? (Yes/No)
☐ Are customer's personal information displayed in public areas (white/chalk board, file folders)? (Yes/No)
☐ *Are customer's personal information viewable and accessible by the public on a computer screen? (Yes/No)
☐ *Are facility/firm user IDs and passwords protected from view or access to the public? (Yes/No)
☐ *When parts ordering or sublet repairs are being completed is customer's information being removed from ICBC documentation? (Yes/No)

Section 30.1 of FIPPA – Storage & Access in Canada
☐ *Does the facility/firm store, access or disclose personal information (arising from, connected with, or related to an ICBC claim) outside of Canada? (Yes/No)
☐ If yes, provide the country where information is stored.
☐ If yes, provide the name of Data Management Company.

Electronic Signature
☐ *Provide electronic signature once all mandatory fields have been filled out.