

ACCESS TO MATERIAL FOR DEFENCE COUNSEL



Your material is available online via the DEMS Disclosure Portal.

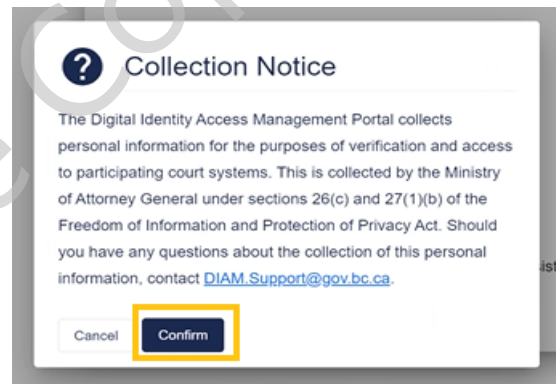
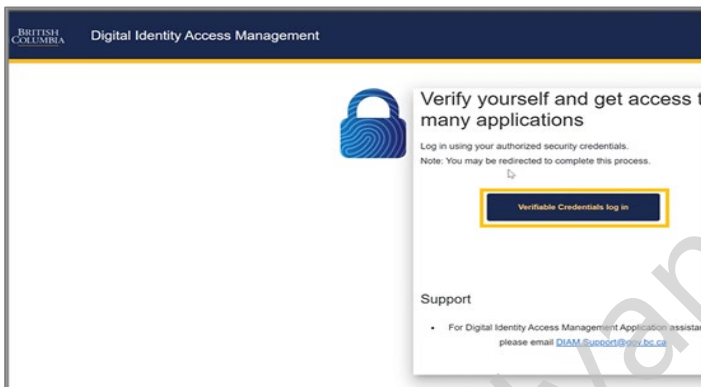
To access it, you must use your BC Wallet app containing the required credentials. Instructions for the BC Wallet app are available at [Access to Court Materials \(gov.bc.ca\)](https://access.courtmaterials.gov.bc.ca/). You must also create a profile in Disclosure Portal.

For alternative access, contact your local Crown office.

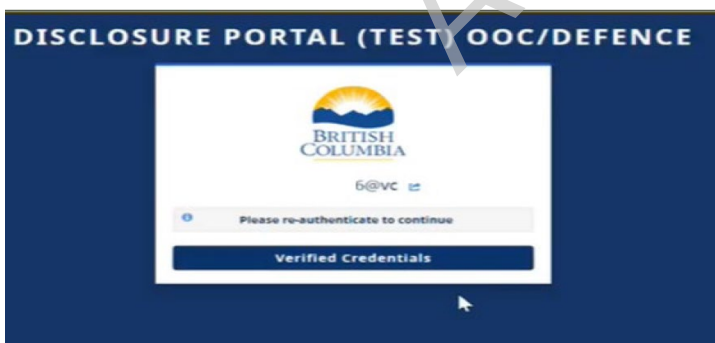
Accessing the Disclosure Portal

Once you have logged in with your BC Wallet app, go to the Digital Identity Access Management (DIAM) <https://legalcounsel.justice.gov.bc.ca/>.

1. Select **Verifiable Credentials log in** button. Read and **Confirm** you agree with the Collection Notice.



2. Select **Verified Credentials**.



With the **BC Wallet App** open on your mobile device, **scan the QR Code**.

Scan with a Digital Wallet

Scanning this QR code will send you a request to share your information

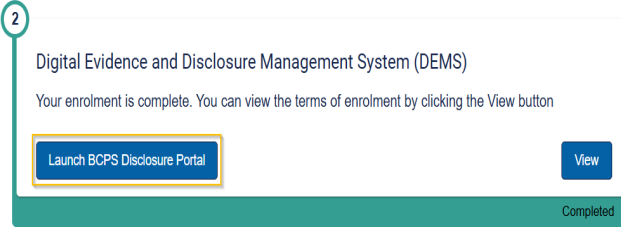


Don't have a digital wallet?

[Download the BC Wallet app](#)

- Click **Launch BCPS Disclosure Portal** and select **Legal Counsel Verified Credentials**.

Applications Access



- Select **Single Sign On**.

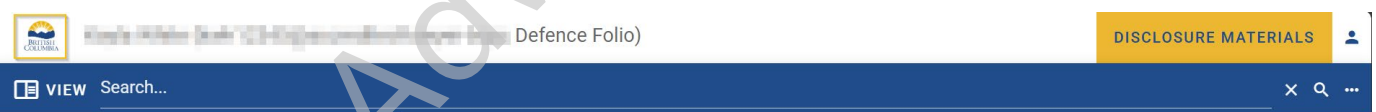


Navigating Folios

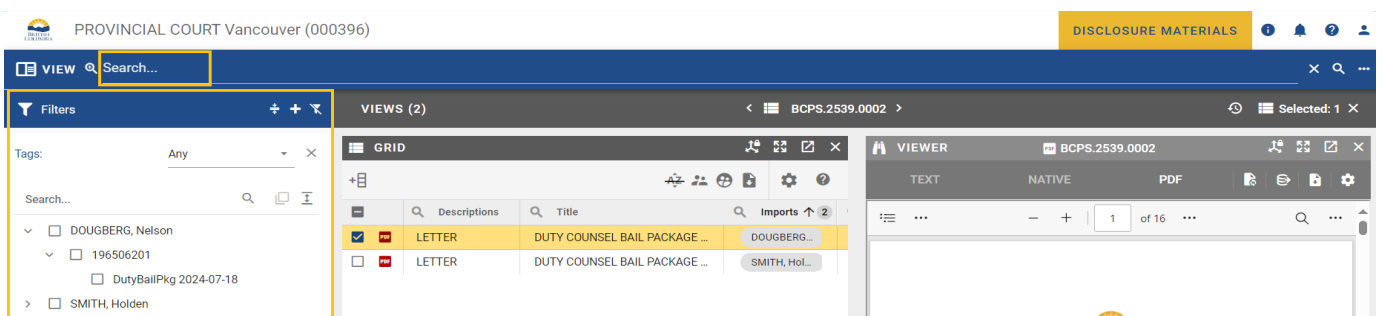
- Select the **Folio** you wish to view from the list on the Home Page.
- You can use the **Search Bar** to search your name.



- To return to the Home Page, select the **BC Logo** in the top left corner or your browser's back button.



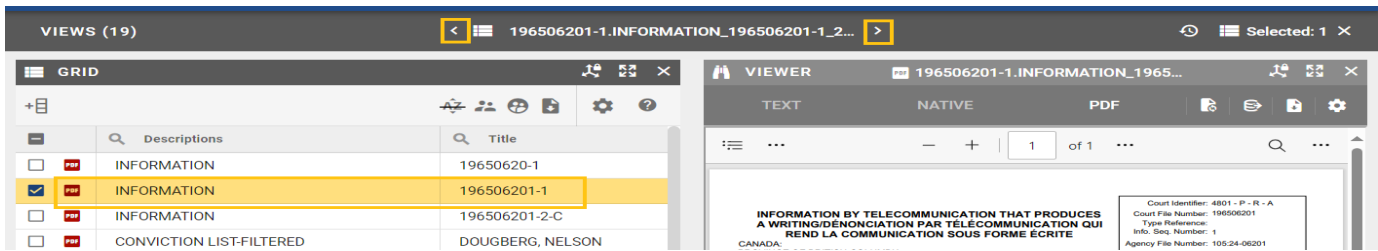
- Use the **Filters** pane in a folio to view records by Accused, Court File No., or Disclosure Set. Selecting a top filter shows all related sub-filters. To view a specific disclosure set by date, select only that set's filter.
- Use the **Search Bar** in a Folio to find records by text. It searches both the Grid and any text-searchable records.



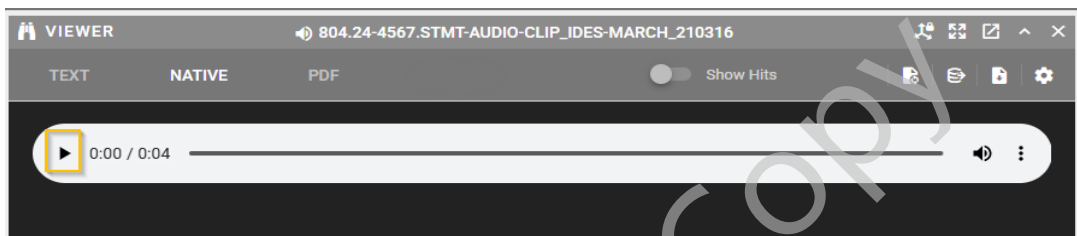
If you require assistance with Disclosure Portal, please contact Disclosure.Portal.Support@gov.bc.ca

Viewing Material

1. To view a document, photograph, video or audio, select the record from the Grid. It will display in the Viewer.
2. Use the **arrows** above the Grid and Viewer to move between records.



3. To play audio or video records, select the record and press **Play**.

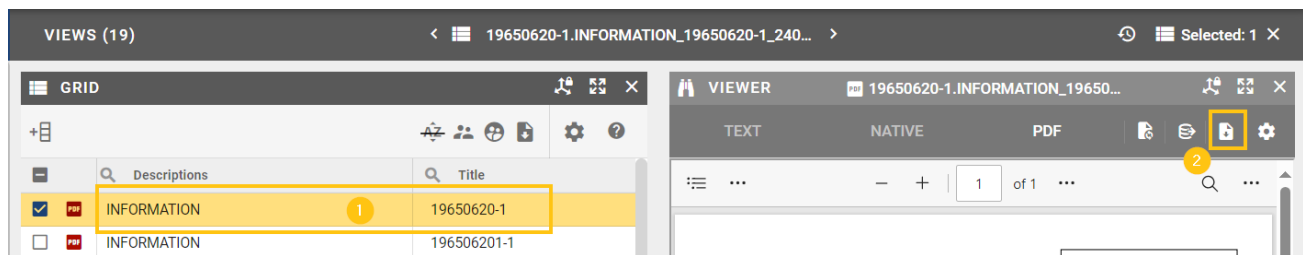


3. To open a record in a new window, click **Open View in New Window** at the top of the Viewer. You can move the new window to another monitor and use the Grid or Navigation buttons to browse records.

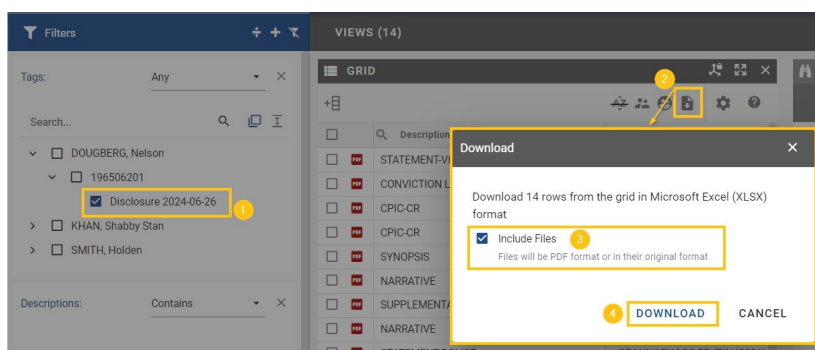


Downloading Material

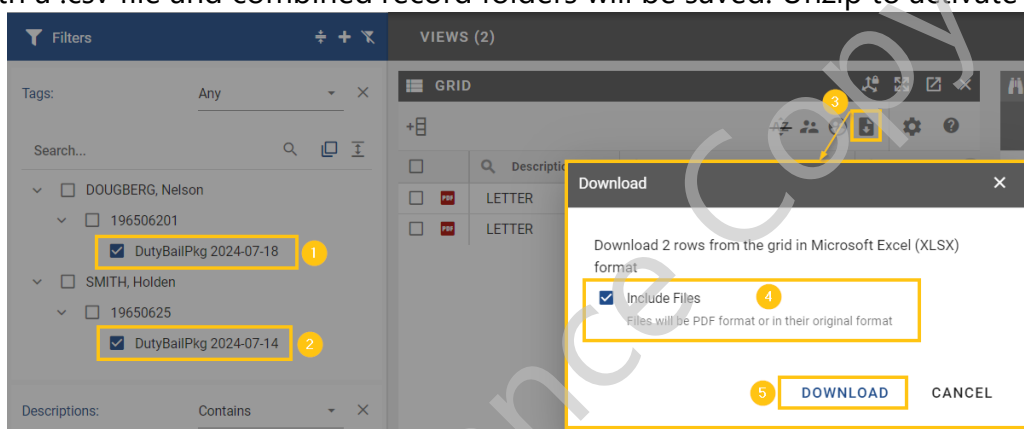
1. To download a **record**, select it in the Grid and click the Download icon.



- To download a **single case**, select it from the Filters pane and click the Download icon in the Grid. A zipped folder with a .csv file and linked records will be downloaded. Unzip the folder to activate the links.

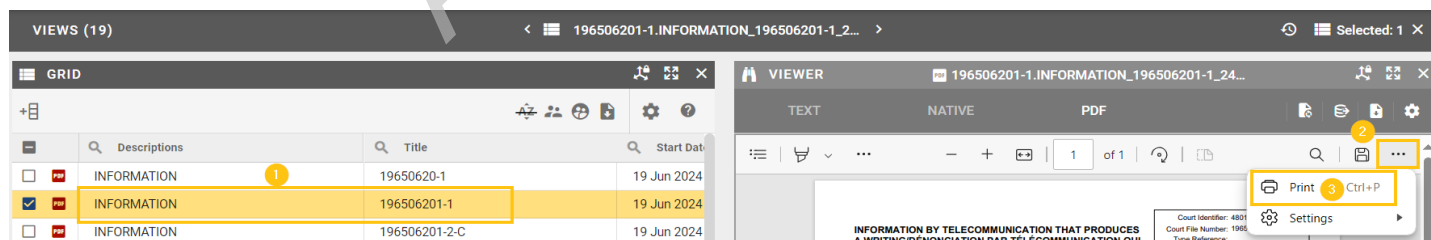


- To download **multiple cases**, select them from the Filters pane and click the Download icon. A zipped folder with a .csv file and combined record folders will be saved. Unzip to activate the links.



Printing Material

- To print a **record**, select it and click the **Print** icon in the Viewer pane. Printing uses your browser's default settings.



- To print a **case or multiple cases**, select and **download** them. Print from your device using default printer settings. (See image above to download multiple cases.)

Logging out

To end your session, select the **User Profile icon** and click **sign off**.

Retention Periods

Disclosure Sets will expire after **30 days**. If access is required to a Disclosure Set after it has expired, contact the local Crown Counsel office.

Browser Recommendations

Recommended browsers are Microsoft Edge and Google Chrome.

Advance Copy