

Instructions on How to Apply for a @WCB Online Services Internet Account

Revised May 16, 2007

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Before applying for an account, please make sure you have the following information to complete the application.

a. If you are a business,

- Only owners/directors, HR Managers, and Payroll Managers will be eligible for Internet accounts. You will need your seven digit WCB Saskatchewan firm number.

b. If you are a injured worker,

- Only injured workers that have a claim number already should apply for this account. Please have your SIN and optionally your PHN numbers ready.

c. If you are a care provider,

- Only health care providers that have been accredited by Saskatchewan Health or WCB should apply for this type of account. You will need your caregiver type and your six digit caregiver number ready. If you are a doctor that has been accredited by Saskatchewan Health, your four digit billing number (eg: 1234), will need to have two zeroes in front to comply with our system. 1234 would become 001234 and this would be used as your caregiver number.

d. If you are a clinic,

- Only clinic administrators in the province of Saskatchewan should apply for this account. Please have your four digit clinic number that was provided to you by WCB.

1. On the WCB Home page, click on the “Register Here” link, under @WCB Online Services sign in.

WCB SASKATCHEWAN WORKERS' COMPENSATION BOARD

In serving injured workers and employers, our vision is to excel in the development and delivery of workers' compensation and injury prevention programs and services.

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WCB Home

QUICK LINKS
Report an Injury
Register a Business
Request a Clearance
Appeal a Decision
Fair Practices Office
Reports
WCB Careers
FAQs

RELATED LINKS
OH&S
Related Orgs
Safety Associations

Employer Services


Worker Services


Care Provider Services


@WCB Online Services
Username:
example: jsmith@anywhere.com
Password:

New User? [Register Here](#)

In the News

Saskatchewan Workers' Compensation Board 2007 AGM Reports Positive Results
May 16, 2007 The Saskatchewan Workers' Compensation Board released details on its 2006 finances and operations at its 13th Annual General Meeting, held today in Regina. [Full Story](#)

Annual Meeting Publications
May 1, 2007 The WCB's Annual General Meeting was held May 15 in Saskatoon and May 16 in Regina.

WorkSafe SASKATCHEWAN
Overexertion back injuries are rarely the result of a single event.

2. The first screen asks you to read and approve the disclaimer and privacy policy. Carefully read this information, check the box and click the “**I Agree**” button to indicate you agree to these terms.

WCB does not use cookies to retrieve information other than the information that was originally sent in a cookie. Most browsers accept cookies automatically. You can set your browser to reject cookies or to alert you when they are being sent.

This privacy policy is reviewed periodically and may be subject to change.

IMPORTANT: A working email address is required to complete registration. This email address will be your userid.

- The email address and password allow you to sign in to your @WCB Online Services account.
- WCB may use your email address to communicate directly with you but will not release your email address to third parties without your express, written permission.
- If the @WCB Online Services account is not accessed for 18 months, the account will be deleted and it will be necessary to re-register.

By checking this box you give your digital signature that you agree to the above statements.

I Agree

3. The next screen asks you to describe your main relationship to the WCB. Choose the button that best describes your relationship and hit “Next”.

Account Registration

Click [here](#) for help on registering for an @WCB Online Services account.

An * indicates a required field.

Which describes your main relationship to the WCB? *

- I am a **business** and I want to do one or more of the following:
Request clearances, submit an Employer Payroll Statement, view injury cost information, more.
- I am a **care provider** that provides services to the WCB and I want to do one or more of the following:
View client information such as medical documents, update treatment lists, report injury progress, view payment history, more.
- I am an **injured worker** and I want to do one or more of the following:
View your claim information such as your wage-loss calculation, report an injury, submit an appeal, more.
- I am a **clinic** that provides services to the WCB and I want to do the following:
View clinic payments.

4. Next, you will be asked to provide the information specific to your relationship with WCB such as your firm number or legal business name or care provider type and number or clinic number. When complete click the “**Next**” button.

5. The next screen asks you to enter your personal information. Information requested in the fields marked with a red asterisk * is required. Your email address will be your @WCB Online Services Username. You should choose a password that is unique to you and not share it with other people. Click the “**Submit**” button to finish.

Account Registration

The person designated as the primary contact will control this e-account. The primary contact will have access to all the applications for this account as well as the ability to set up or remove others as agents, ie. other office staff or accountant. The primary contact controls the types of information each agent can access.

An * indicates a required field.

Email address: *

example: webmaster@wcbask.com

Password: *

example: At least 6 characters, case sensitive.

Verify your password: *

example: At least 6 characters, case sensitive.

First Name: *

Last Name: *

* Please note that at least one of the following are required. It is optional to fill in the other fields.

Business Phone Number:

example: 306 555-1212

Home Phone Number:

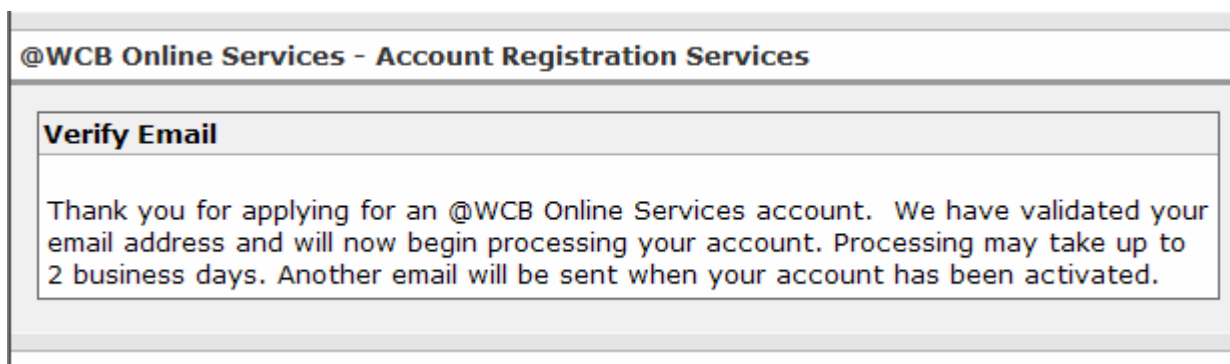
example: 306 555-1212

Mobile Phone Number:

example: 306 555-1212

6. Your account application is now submitted to WCB.

If the system was unable to verify your email, the next screen will provide you with instructions to verify your email address. Open this email and click on the link inside the email. This link will open up a web browser and display a message indicating your email address has been verified. Your account application will be submitted to WCB (or the primary account holder) for final approval.



7. WCB (or the primary account holder) will review your application and email you when it is approved. Once you receive the email back, you can sign in and start using @WCB Online Services!



The owner has approved access to the clinic account you requested. You can now sign in to @WCB Online Services.

Note: This is an automated notification. Please do not respond to this email address.

Saskatchewan Workers' Compensation Board
<http://www.wcbask.com>