



How to edit another user's saved E1 form

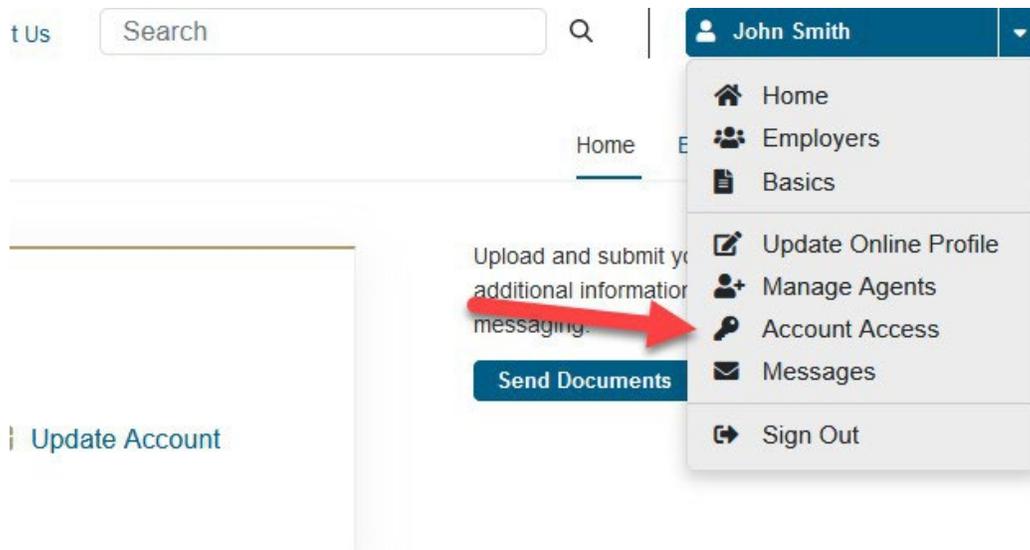
Saskatchewan Workers' Compensation Board

This document outlines how to edit another user's saved [Employer's Initial Report of Injury \(E1\) form](#) through your basic or full WCB online account. A [how-to video with this same information](#) is also available.

To edit another user's E1 form, you must be either an administrator or an agent with "Review Forms – View/Edit All E1" access.

If you are the account administrator, please review the instructions for [managing agent accounts](#) to grant this access to your agents.

To find your account administrator or to request access to this tool, log into your WCB online account and go to "account access" in the drop-down menu under your name in the top right corner of the page:



Only one user at a time can edit an E1 form while in the "saved" state. If you take an E1 form while someone else is editing, they will lose their changes. As soon as the form is submitted, no user can edit it.

1. Sign into your [WCB online account](#). If you do not have a WCB online account, click "[Create Account](#)" to sign up.



2. Navigate to “Review Forms” under the “Employers” section.



3. If you are the account administrator or an agent with access to this tool, you will be able to locate all saved E1 forms available for you to edit.

Review Forms

Continue editing a saved form or review any previously submitted online forms. Only documents submitted online after January 1, 2018 are available for viewing.

Legend

- View View the form as a PDF.
- Edit Open the form and continue editing.
- Take over Take over ownership and continue editing this form (E1 form types only). This option is available to all administrators related to firm accounts and agents who have been granted the role 'Review Forms - View/Edit All E1'.
- Delete Delete this form.

Filter by Type: Visual Filter

Selected Form Types: E1, EPS, ERO2  Current year

All Submitters

(1 of 2)

Form	Description	Account number	Submitter	Status	Date	Actions
Employer's Report of Injury	Info not provided		Agent 1	Saved	21 hour(s) ago	   

- To take control of editing the form, click the “Take over” icon next to the saved form under the “Actions” column. The “Take over” icon looks like: 

Review Forms

Continue editing a saved form or review any previously submitted online forms. Only documents submitted online after January 1, 2018 are available for viewing.

Legend

-  **View** View the form as a PDF.
-  **Edit** Open the form and continue editing.
-  **Take over** Take over ownership and continue editing this form (E1 form types only). This option is available to all administrators related to firm accounts and agents who have been granted the role 'Review Forms - View/Edit All E1'.
-  **Delete** Delete this form.

Filter by Type Visual Filter

Selected Form Types: E1, EPS, ERO2 

Current year All Submitters

Form	Description	Account number	Submitter	Status	Date	Actions
Employer's Report of Injury	Info not provided	A780312	Agent 1	Saved	21 hour(s) ago	   

- The E1 application will load and you will be able to continue editing the form. If someone takes the form while you are editing, you will receive an error message when you try to save the form.

[Home](#) > [Employers](#) > [Injury](#) > [Report a Workplace Injury](#)

[Report a Workplace Injury](#)

Employer's Report of Injury (E1)

[Employer Request of Information \(EROI\)](#)

You are unable to continue editing this form as the owner has recently changed to johnsmith@business.com.

[Employer Claim Details](#)

If you need any help editing and submitting online forms, please reach out to the WCB by calling 1.800.667.7590 or emailing askwcb@wcbask.com. We're here to help.

Visit wcbask.com/online-services to learn more about the online services available and how they can help you with the claims process.