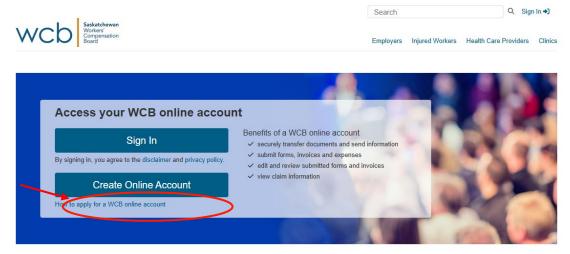


# How to create a WCB online account

Saskatchewan Workers' Compensation Board

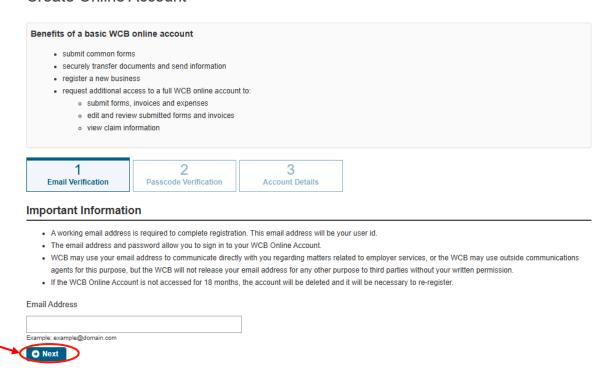
Updated: 11/25 1

1. On the WCB online account page, select the "Create Online Account" button.



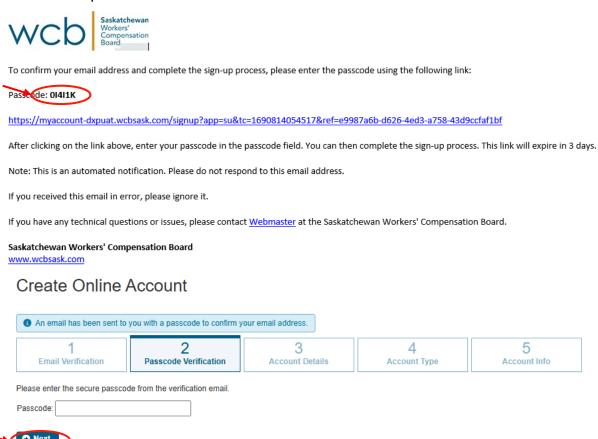
2. On the first screen, enter your valid email address, which you will use as verification and as your user ID. Then select "Next."

### Create Online Account

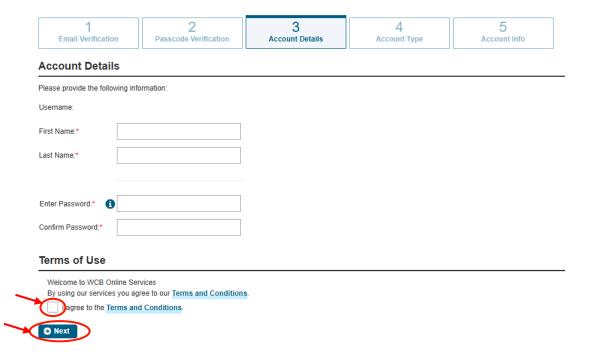


3. By selecting "Next", a verification email will be sent to you. Open your email inbox, find the confirmation email from the WCB, copy the passcode and paste it into the "Passcode" prompt window. Then select "Next."

### Email example:

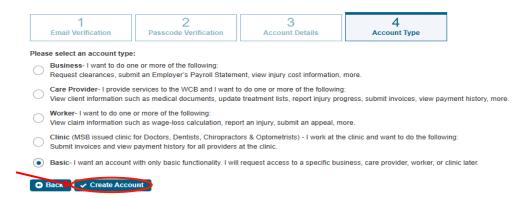


4. The next screen relates to your online account information. Enter the required details, then read and approve the disclaimer and privacy policy. To agree to the terms, check the box, select "I agree to the Terms and Conditions" and then click "Next."



- 5. Next, you can either continue requesting a specific account type or finish creating your account by generating a basic account.
  - a. Basic account: To complete the process, select "Create Account."

#### Create Online Account



Your account has been created. You now have access to a basic online account where you can:

i. **Submit common forms** such as reporting an injury, submitting an appeal or registering a new business.



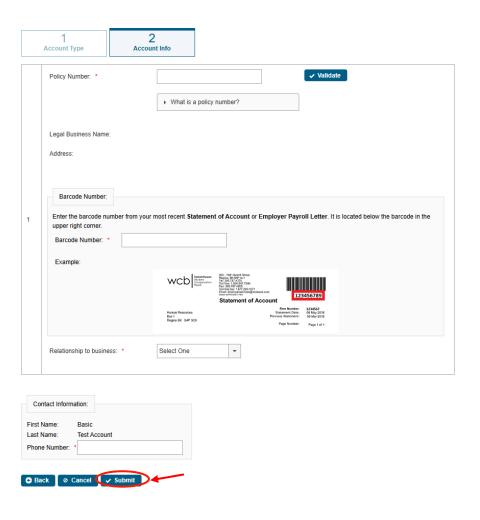
ii. **Request additional account access** to your full online account by selecting the "Request Account Access" button.



iii. **Send and exchange information securely** with the WCB securely though the portal, including documents, files and messages, by selecting the "Send Documents" button.

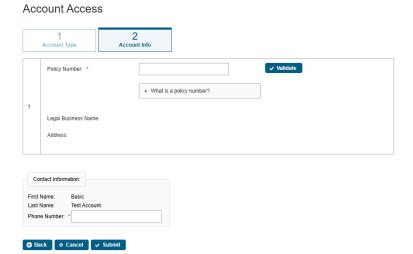


- b. Access to a specific account type: You will need to provide details specific to your relationship with the WCB, such as your firm number (policy number), care provider type and number or clinic number. When finished, select "Submit."
  - If your account type is "Business:"
    - 1. Administrator request:
      - Enter the firm number (policy number) and select "Validate."
      - Enter the barcode number, select the "Relationship to business" and enter your phone number.



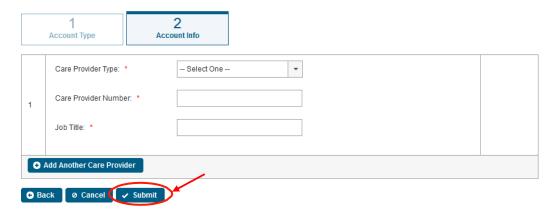
## 2. Agent request:

- Enter the firm number (policy number) and select "Validate."
- Enter your phone number.



ii. If your account type is "Care Provider:"

### **Account Access**



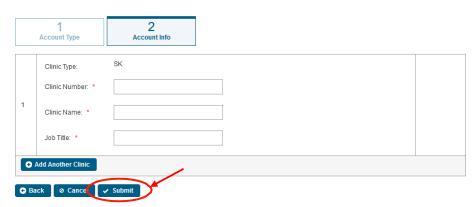
iii. If your account type is "Worker:"

### **Account Access**

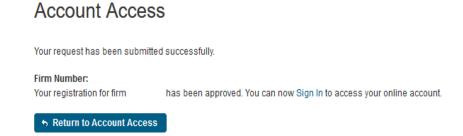


iv. If your account type is "Clinic:"

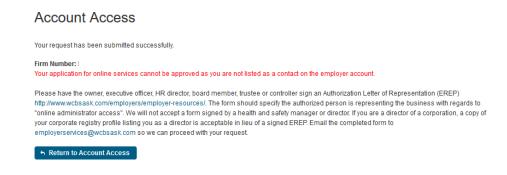
### Account Access



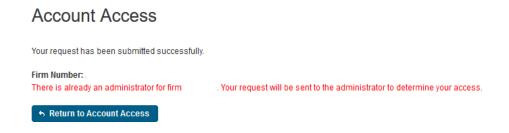
- 6. Your account application is now submitted to the WCB.
  - a. If your account type is "Business," your request may qualify for automatic approval.
    - i. Administrator requests who qualify for automatic approval:



ii. Administrator requests who do not qualify for automatic approval:



iii. Agent requests:



b. If your account type is "Care Provider," "Worker" or "Clinic," your request will be pending approval:

### Account Access

Your request has been submitted successfully.

The access you've requested is now pending approval. Once a decision has been made, you will be notified by email.

S Return to Account Access

7. The WCB (or your account administrator) will review your application and email you once it's approved. After you receive the approval email, you can sign in and start using your WCB online account.



You have been approved access to the

account you requested. You can now sign in to your WCB Online Account.

If you have any questions or concerns, please contact Webmaster at the Saskatchewan Workers' Compensation Board.

Saskatchewan Workers' Compensation Board www.wcbsask.com

If you need any help creating or using your online account, contact the WCB by calling 1.800.667.7590 or emailing <a href="mailto:askwcb@wcbsask.com">askwcb@wcbsask.com</a>. We're here to help! Learn about the online services available and how they can support you with the claims process.

Sign up for a basic online account today. Create an online account to register or visit wcbsask.com and select the "Log in to account" button to sign up or log in.