



How to Apply for a WCB Online Account

2017 Saskatchewan Workers' Compensation Board



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

Employers:

- Only owners/directors, HR managers and payroll managers are eligible for this account. You will need your seven-digit WCB Saskatchewan firm number. After the firm number is entered, the employer information will populate for you.

Injured workers:

- Only injured workers who already have a claim number can apply for this account. You will need your Social Insurance Number (SIN) and your Personal Health Number (PHN) numbers.

Care providers:

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

Clinics:

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

1. On the WCB Online Services page, click on the “**Create online account**” link on the left-hand side under Online Services.



Online Services

@WCB / Online Services

ONLINE SERVICES

▶ Sign In

→ **Create Online Account**

Forgot Your Password

Report an Injury

Employer Registration

Submit Employer's Payroll

Statement

@wcb Online Services

Welcome to the @WCB Online Services portal.

Username:

example: jsmith@anywhere.com

Password:

[Forgot your password?](#)

Note: By signing in, you agree to the [disclaimer](#) and [web privacy policy](#).

Sign in

Create online account

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

Terms of Use

Welcome to WCB Online Services

By using our services you agree to our [Terms and Conditions](#).

→

I agree to the Terms and Conditions.

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**.”

Please select an account type:

- Business-** I want to do one or more of the following:
Request clearances, submit an Employer Payroll Statement, view injury cost information, more.
- Care Provider-** I provide 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.
- Injured Worker-** I want to do one or more of the following:
View claim information such as wage-loss calculation, report an injury, submit an appeal, more.
- Clinic (MSB issued clinic for Doctors, Dentists, Chiropractors & Optometrists) -** I provide services to the WCB and I want to do the following:
View clinic payments.

[← Back](#) [Next →](#)

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

5. The next screen is related to your online account.

Username: *
Example: example@domain.com

Create a Password: *
Example: At least 8 characters, case sensitive.

Re-enter Password: *

First Name: *

Last Name: *

At least one phone number is required. *

Business Phone:

Home Phone:

Cell Phone:

[Back](#) [Submit](#)

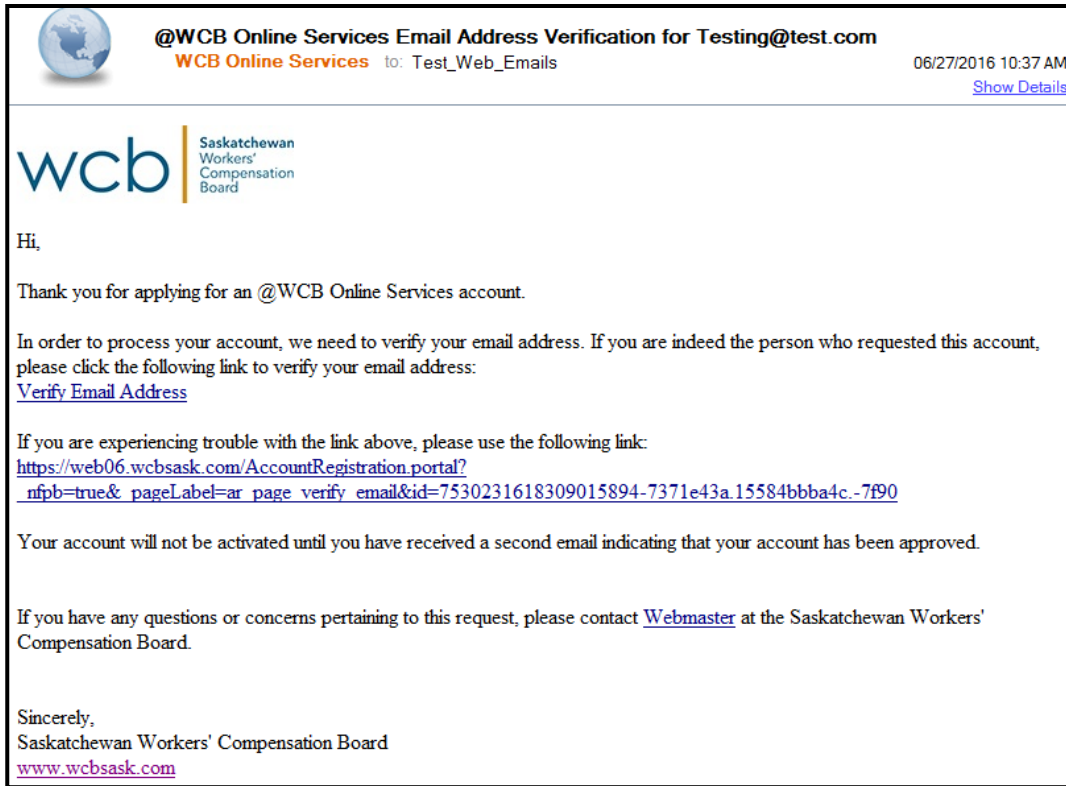
- a. If you do not already have an active or pending WCB Online Account, your email address will be your WCB Online Account username. Choose a password that is unique to you and do not share it with other people. Click the “**Submit**” button to finish.

- b. If you already have an active online or pending WCB Online Account, enter your username. If your username is recognized by our system, a message box will appear. Continue by entering your password and contact phone number and click the “**Submit**” button to finish.

The screenshot shows a web form for account registration. The 'Username' field contains 'test@test.com' with an example 'example@domain.com' below it. A blue message box states 'Existing account found. Please enter your password.' The 'Password' field is empty with an example 'At least 8 characters, case sensitive.' Below this is a section titled 'At least one phone number is required.' with three input fields for 'Business Phone', 'Home Phone', and 'Cell Phone'. At the bottom are 'Back' and 'Submit' buttons.

6. Your account application is now submitted to the WCB.

All new users without an active or pending account will receive an email 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 the WCB (or the Account Administrator) for final approval.

Account Registration Email Verification

Thank you for applying for an @WCB Online Services account. We have confirmed your email address and will now begin processing your account. Processing may take up to 2 business days. Another email will be sent when your account has been activated.

7. The WCB (or the Account Administrator) will review your application and email you when it is approved. Once you receive the email, you can sign in and start using your WCB Online Account.



If you have any questions, please email webmaster at webmaster@wcbask.com.