



How to Apply for a @WCB Online Services Internet Account

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2016 Saskatchewan Workers' Compensation Board



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

Businesses:

- Only owners/directors, HR managers and payroll managers are eligible for internet accounts. 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 have a claim number already can apply for this account. Please have your Social Insurance Number (SIN) and your Personal Health Number (PHN) numbers ready.

Care providers:

- Only health care providers who have been accredited by Saskatchewan Health or the WCB can apply for this type of account. You will need your health care provider type and your six-digit care provider number ready. 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. 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 an Online Account**” link on the left-hand side, under Online Services.

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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](#).

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.

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

- 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 regarding matters related to employer services, or the WCB may use outside communications agents for this purpose, but the WCB will not release your email address for any other purpose 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.

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**”.

Create Online Account

[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** who 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 claim information such as 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.

Next

- 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 health care provider type, and number or clinic number. When complete, click the “**Next**” button.
- The next screen is related to your online account.

Create Online Account

The person designated as the primary contact will control this online services 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.

What type of account would you like to register an account under?

- A New @WCB Online Services Account
 An existing @WCB Online Services Account

Email address: *
example: yourname@yourdomain.com

Password: *
example: At least 8 characters, case sensitive.

Verify your password: *
example: At least 8 characters, case sensitive.

First Name: *

Last Name: *

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

Business Phone Number:
example: 308 5551212

Home Phone Number:
example: 308 5551212

Mobile Phone Number:
example: 308 5551212

[Back to the Start](#)

6. If you do not already have an active or pending @WCB Online account, select the option “**A New @WCB Online Services Account**”. Your email address will be your @WCB Online Services Username. Choose a password that is unique to you and do not share it with other people. Click the “**Submit**” button to finish.
 - a. If you already have an active online or pending @WCB Online account, select the option “**An Existing @WCB Online Services Account**”. Enter your username and password and click the “**Submit**” button to finish.

Create Online Account

The person designated as the primary contact will control this online services 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.

What type of account would you like to register an account under?

A **New @WCB Online Services Account**

An existing @WCB Online Services Account

Username: *

Password: *

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7. Your account application is now submitted to WCB.

If the system was unable to verify your email, you will receive an email with instructions to verify your email address. Open this email and click on the link inside the email.



@WCB Online Services Email Address Verification for Testing@test.com

WCB Online Services to: Test_Web_Emails

06/27/2016 10:37 AM

[Show Details](#)



Hi,

Thank you for applying for an @WCB Online Services account.

In order to process your account, we need to verify your email address. If you are indeed the person who requested this account, please click the following link to verify your email address:

[Verify Email Address](#)

If you are experiencing trouble with the link above, please use the following link:

[https://web06.wcsask.com/AccountRegistration.portal?](https://web06.wcsask.com/AccountRegistration.portal?_nfpb=true&_pageLabel=ar_page_verify_email&id=7530231618309015894-7371e43a.15584bbba4c.-7f90)

[_nfpb=true&_pageLabel=ar_page_verify_email&id=7530231618309015894-7371e43a.15584bbba4c.-7f90](https://web06.wcsask.com/AccountRegistration.portal?_nfpb=true&_pageLabel=ar_page_verify_email&id=7530231618309015894-7371e43a.15584bbba4c.-7f90)

Your account will not be activated until you have received a second email indicating that your account has been approved.

If you have any questions or concerns pertaining to this request, please contact [Webmaster](#) at the Saskatchewan Workers' Compensation Board.

Sincerely,

Saskatchewan Workers' Compensation Board

www.wcsask.com

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.

@WCB Online Services - Account Registration Services

Verify Email

Thank you for applying for an @WCB Online Services account. We have confirmed your email address and will now begin processing your request for an online services account. You will receive another email when your online account has been activated.

8. The WCB (or the Account Administrator) 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.



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