



How to edit another user's saved E1 form

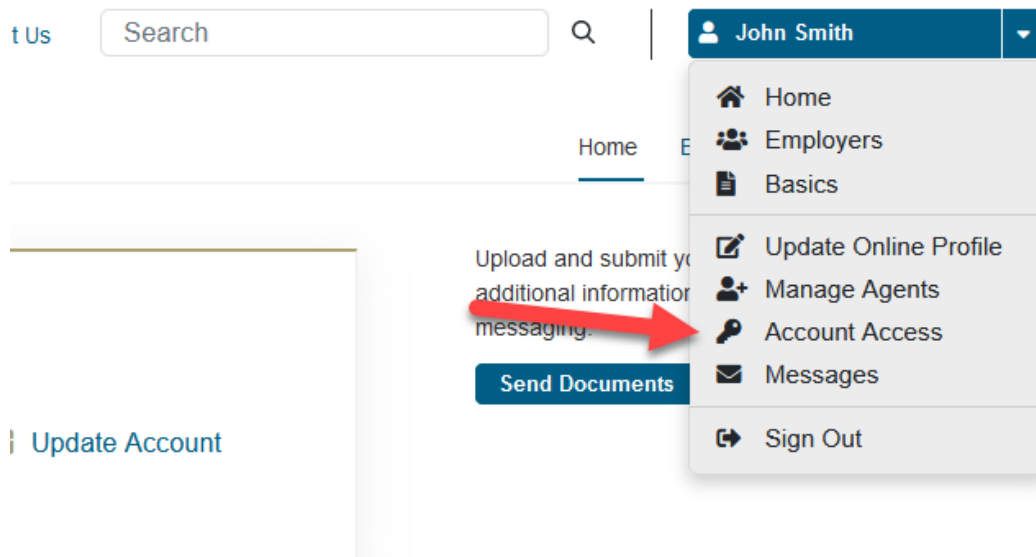
Saskatchewan Workers' Compensation Board

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.

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

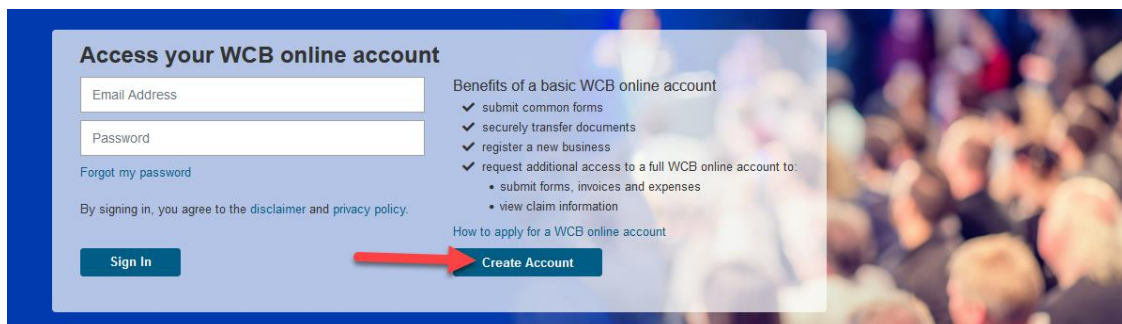
If you are the account administrator, please review the instructions for [Managing Agent Accounts](#) to grant this access to your agents.

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



An E1 form can only be edited by one user at a time while in the "saved" state. Once the form has been submitted, it can no longer be edited by any users.

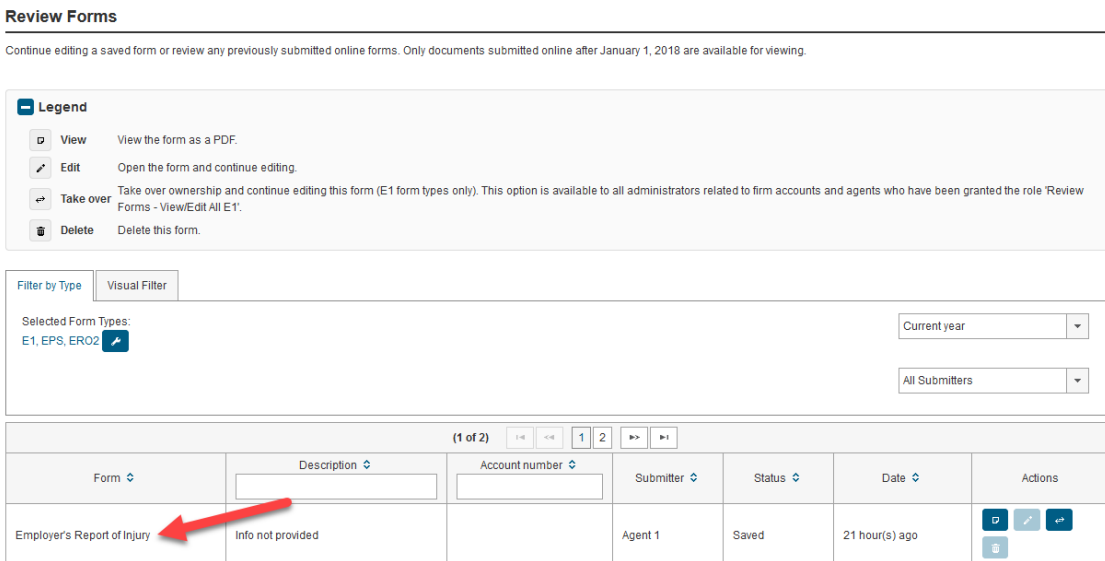
1. Sign in to your [WCB online account](#). If you do not have a WCB online account, click "[Create Account](#)" to sign up.




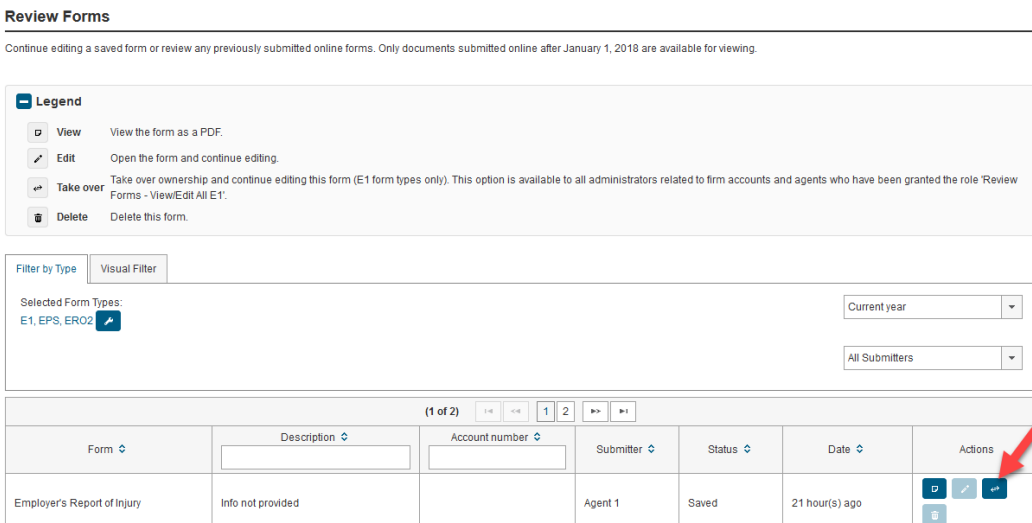
- Navigate to the “Review Forms” app under the “Employers” section.



- 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 to be edited.



- 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: 



5. 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 attempt 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.