

How to access ebill through your WCB online account

Sign up for ebill through your WCB online account to receive email notifications when there are changes to your premiums.

Sign up for ebill in five easy steps.

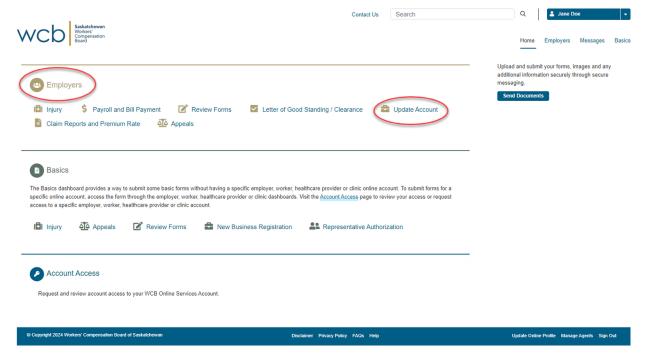
Step one: Log in to your WCB online account.

• Enter your email address and password that is registered with the WCB.



Step two: Go to "employers" and select "update account."

- When logged in to your WCB account, navigate toward the "employers" section of the main page.
- Next, select the "update account" option.



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Step three: Under "update account," navigate to "account information."

• Scroll down to "account information."



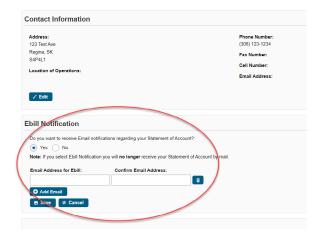
Step four: Edit "Ebill notification."

• The default message in your account will state that you are not registed to receive "statement of account" notifications. Click "edit."



Step five: Confirm "ebill notification."

- Toggle "yes" to receiving email notifications regarding your statement of account.
- Enter the email address initially and then again to confirm.





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If the email address for ebill is no longer valid, log in to your WCB online account and update it as soon as possible to continue receiving the notification emails.

Benefits of ebill through your WCB online account	
Receive instant notifications of changes in your account premiums	~
Avoid mailing delays for statements of accounts	~
Pay your premiums by credit card	•

Important:

For security reasons, the ebill notification email will **not** include a copy of your statement of account. To view the document, log in to your WCB online account. Ensure you have the account invoice role. If you need to adjust this role, please contact your WCB account administrator for access.

The ebill email will come from <u>do-not-reply@wcbsask.com</u>. Please check your junk mail folder to make sure the email is not accidentally marked as spam.

Need help?

If you need any help signing up for ebill or understanding your statement of account, contact employer services at <u>1.800.667.7590</u> (option 2) or email <u>employerservices@wcbsask.com</u>.

We're here to help!