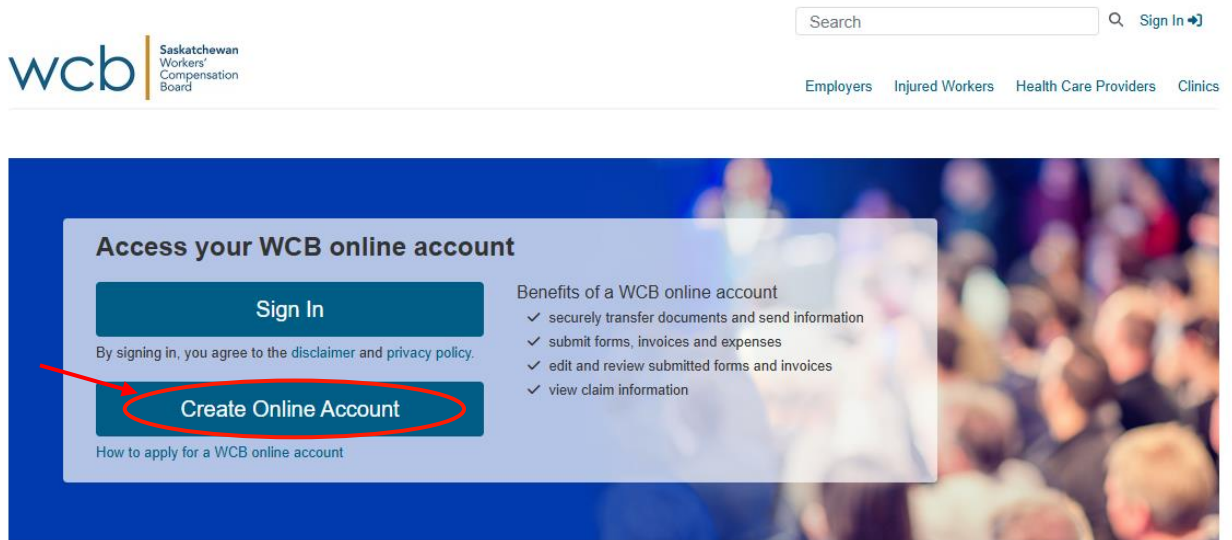




How to create a WCB online account

Saskatchewan Workers' Compensation Board

1. On the [WCB online account](#) page, select the “[Create Online Account](#)” button.



2. The first screen asks you to enter in your valid email address to use as both verification and your user id. Enter your email address and select “Next.”

Create Online Account

Benefits of a basic WCB online account

- submit common forms
- securely transfer documents and send information
- register a new business
- request additional access to a full WCB online account to:
 - submit forms, invoices and expenses
 - edit and review submitted forms and invoices
 - view claim information

1 Email Verification **2** Passcode Verification **3** Account Details

Important Information

- 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 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 written permission.
- If the WCB Online Account is not accessed for 18 months, the account will be deleted and it will be necessary to re-register.

Email Address

Example: example@domain.com

Next

3. By selecting “Next”, a verification email has been sent to you and you should now navigate to your email inbox to locate the confirmation email sent by the WCB. Copy the passcode from the email and paste it back into Step two of the process and select “Next:”

Email example:



To confirm your email address and complete the sign-up process, please enter the passcode using the following link:

Passcode: 01411K

<https://myaccount-dxpuat.wcbask.com/signup?app=su&tc=1690814054517&ref=e9987a6b-d626-4ed3-a758-43d9ccfaf1bf>

After clicking on the link above, enter your passcode in the passcode field. You can then complete the sign-up process. This link will expire in 3 days.

Note: This is an automated notification. Please do not respond to this email address.

If you received this email in error, please ignore it.

If you have any technical questions or issues, please contact [Webmaster](#) at the Saskatchewan Workers' Compensation Board.

Saskatchewan Workers' Compensation Board
www.wcbask.com

Create Online Account

1 An email has been sent to you with a passcode to confirm your email address.

| | | | | |
|--------------------------------|-----------------------------------|-----------------------------|--------------------------|--------------------------|
| 1 Email Verification | 2 Passcode Verification | 3 Account Details | 4 Account Type | 5 Account Info |
|--------------------------------|-----------------------------------|-----------------------------|--------------------------|--------------------------|

Please enter the secure passcode from the verification email.

Passcode:

Next

4. The next screen is related to your online account information. After you enter in the required information, please 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 and then select “Next.”

| | | | | |
|-------------------------|----------------------------|----------------------|-------------------|-------------------|
| 1 Email Verification | 2 Passcode Verification | 3 Account Details | 4 Account Type | 5 Account Info |
|-------------------------|----------------------------|----------------------|-------------------|-------------------|

Account Details

Please provide the following information:

Username:

First Name:*

Last Name:*

Enter Password:*

Confirm Password:*

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](#).

5. Next you have the option to either continue with the request for a specific account type, or to finish the account creation and generate a Basic Account.
 - a. Basic Account: To complete the process, select "Create Account".

Create Online Account

| | | | |
|-------------------------|----------------------------|----------------------|-------------------|
| 1 Email Verification | 2 Passcode Verification | 3 Account Details | 4 Account Type |
|-------------------------|----------------------------|----------------------|-------------------|

Please select an account type:

- ☐ **Business**- I want to do one or more of the following:
Request clearances, submit an Employer's 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, submit invoices, view payment history, more.
- ☐ **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 work at the clinic and want to do the following:
Submit invoices and view payment history for all providers at the clinic.
- ☒ **Basic**- I want an account with only basic functionality. I will request access to a specific business, care provider, worker, or clinic later.

Your account has now been created, and you will have access to a basic online account where you can:

- I. Submit common forms, such as reporting an injury, submitting an appeal and registering a new business:

Basics

The Basics dashboard provides a way to submit some basic forms without having a specific employer, worker, healthcare provider or clinic online account. To submit forms for a specific online account, access the form through the employer, worker, healthcare provider or clinic dashboards. Visit the [Account Access](#) page to review your access or request access to a specific employer, worker, healthcare provider or clinic account.



Injury



Appeals



Review Forms



New Business Registration

- II. Request additional account access to your full online account, by selecting the “Request Account Access” button:

Account Access

Request access to a specific employer, worker, healthcare provider or clinic account to get the most out of your online account. This allows you to do much more than a basic account, such as:

Worker Account:

- View claim information
- Submit expenses
- View payments

Employer Account:


- Request a Clearance
- Submit Employer's Payroll Statement
- View injury cost information

Health Care Provider Account:

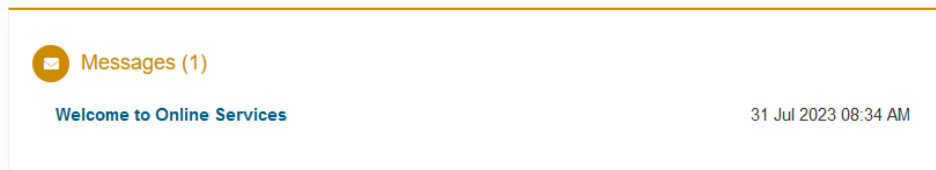
- Submit invoices
- View payments
- Submit reports

Clinic Account:

- Submit invoices
- View payments

 **Request Account Access**

- III. Send and exchange information to the WCB securely through the portal, such as documents, files and messages, by selecting the “Send Documents” button.



Upload and submit your forms, images and any additional information securely through secure messaging.

Send Documents

- b. Access to a specific account type: You will be asked to provide information specific to your relationship with the WCB, such as your firm number or care provider type, and number or clinic number. When complete, select “Submit.”

I. If your account type is “Business”:

- Administrator request:
 - Enter the firm number (policy number) and select “Validate”.
 - Enter the barcode number, select the Relationship to business and enter in your phone number

1
Account Type

2
Account Info

Policy Number: *

✓ Validate

► What is a policy number?

Legal Business Name:

Address:

Barcode Number:

1

Enter the barcode number from your most recent **Statement of Account** or **Employer Payroll Letter**. It is located below the barcode in the upper right corner.

Barcode Number: *


Example:

wcb | Saskatchewan
Workplace
Compensation
Board

200 - 1081 South Street
Regina, SK S4P 4L1
Tel: 204.787.4129
Toll Free: 1.800.687.7990
Fax: 204.787.4255
Toll-free fax: 1.877.226.1671
Email: employer@wcb.ca
www.wcb.ca/employers

Statement of Account

Human Resources
Box 1
Regina SK S4P 3C8


123456789

Firm Number: 1234567
Statement Date: 08 May 2018
Previous Statement: 08 Mar 2018
Page Number: Page 1 of 1

Relationship to business: *

Select One

Contact Information:

First Name: Basic

Last Name: Test Account

Phone Number: *

⬅ Back

⌂ Cancel

✓ Submit

- Agent request:
 - Enter the firm number (policy number) and select “Validate”.
 - Enter in your phone number

Account Access

1 Account Type 2 Account Info

1

Policy Number: *

▸ What is a policy number?

Legal Business Name:

Address:

Contact Information:

First Name: Basic

Last Name: Test Account

Phone Number: *

II. If your account type is “Care Provider”:

Account Access

1 Account Type 2 Account Info

1

Care Provider Type: * -- Select One --

Care Provider Number: *

Job Title: *

III. If your account type is “Injured Worker”:

Account Access

1 Account Type

2 Account Info

Social Insurance Number: *

Provincial Health Number:

Date of Birth: *

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

IV. If your account type is “Clinic”:

Account Access

1 Account Type

2 Account Info

| | | |
|---|---------------------------------------|--|
| 1 | Clinic Type: SK | |
| | Clinic Number: * <input type="text"/> | |
| | Clinic Name: * <input type="text"/> | |
| | Job Title: * <input type="text"/> | |

[Add Another Clinic](#)

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

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

I. If your account type is “Business”, your request may qualify for automatic approval:

- Administrator requests who qualify for automatic approval:

Account Access

Your request has been submitted successfully.

Firm Number:

Your registration for firm has been approved. You can now [Sign In](#) to access your online account.

[Return to Account Access](#)

- Administrator requests who do not qualify for automatic approval:

Account Access

Your request has been submitted successfully.

Firm Number: |

Your application for online services cannot be approved as you are not listed as a contact on the employer account.

Please have the owner, executive officer, HR director, board member, trustee or controller sign an Authorization Letter of Representation (EREP) <http://www.wcbask.com/employers/employer-resources/>. The form should specify the authorized person is representing the business with regards to "online administrator access". We will not accept a form signed by a health and safety manager or director. If you are a director of a corporation, a copy of your corporate registry profile listing you as a director is acceptable in lieu of a signed EREP. Email the completed form to employerservices@wcbask.com so we can proceed with your request.

↩ Return to Account Access

- Agent requests:

Account Access

Your request has been submitted successfully.

Firm Number: .

There is already an administrator for firm . Your request will be sent to the administrator to determine your access.

↩ Return to Account Access

- II. If your account type is Care Provider, Injured 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.

↩ Return to Account Access

7. The WCB (or the account administrator) will review your application and email you when it is approved. Once 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.wcbask.com

If you need any assistance with creating or using your online account, please reach out to the WCB by calling 1.800.667.7590 or emailing askwcb@wcbsask.com. We're here to help! Learn about the online services available and how they can help 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.