

Online services

You can sign up for WCB-Alberta's online services by visiting www.wcb.ab.ca.

A password is not required to apply for an account, to obtain a clearance certificate or to pay your premiums online.

Apply for a WCB-Alberta account

You will need the following information ready to complete your application:

- Legal business name or Corporate Registry of Alberta Business Number
- Contact information
- Type of business
 - Individual
 - Partnership
 - Incorporated/Limited
- Type of employees with start dates
 - Workers
 - Subcontractors
- Estimated earnings of your employees
- Details of work performed (including work performed outside Alberta, if applicable)

File your annual return

Each year you must file an annual return to report earnings paid to your workers in the previous year. You are also asked to provide an estimate of earnings to be paid to your workers for the current year. This information is vital to ensure the correct WCB premium coverage is in place.

The submission of an employer's annual return is time sensitive. New annual return passwords are mailed by January 15 of each year. If you require a replacement password, one can be requested online.

Maintain your WCB-Alberta account

You can:

- View statement of account and invoice balances.
- Request a review of industry classification.
- Pay premiums online by credit card and using INTERAC®.
- Report a company name change.
- Revise reported worker earnings submitted on your annual return.
- Report ceased operations.
- Change address and company contact information.
- Report the sale or partial sale of your business.
- Add/terminate/amend personal coverage.
- Close your WCB account.

Obtain a clearance

A clearance states a (sub)contractor's account is in good standing and clears your liability for them. It also authorizes you to release final payment on a specified contract. No User ID is required.

Obtain your account statistics/industry statistics

You can get online industry and account specific reports to manage your WCB claims and premiums.

Pay your WCB premiums

WCB premiums can be paid online, without a password, using Visa or MasterCard or by signing up for pre-authorized debit. You can also make a one-time payment directly from your bank account using INTERAC® online 24 hours a day seven days a week.

This service is only available to customers of Bank of Montreal BMO, Royal Bank of Canada RBC, Scotiabank, and TD Canada Trust.

Note: Visa Debit and Debit MasterCard are currently not accepted.

Report an injury

Meeting the 72-hour mandatory reporting period is easy. You can submit the [Employer Report of Injury or Occupational Disease form \(C040\)](#).

Access return-to-work information from your worker's physician (pink copies)

All employers who submit an online Employer Report of Injury or Occupational Disease form (C040) will have access to electronic pink copies.

Pink copies that are generated from medical reports submitted online will be available for viewing. Doctors still using paper copies will continue to provide your injured employees with a paper pink copy.

Capturing information from your own systems

There is a modified reporting option for those who already enter injury data into a disability management system. An upload feature exists to allow data to be extracted from your system and used to automatically populate the data fields in WCB's system. Find out more at www.wcb.ab.ca.

