

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 using Visa and Mastercard, Visa Debit, Debit Mastercard, or by pre-authorized debit.
- 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, credit or debit or by signing up for pre-authorized debit.

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.

Manage your account with the myWCB mobile app for employers

Access your account where and when it's convenient for you. With the myWCB mobile app you can:

- Make payments on your account.
- Request real-time clearance letters on an account.
- Connect with us directly, by sending a message or requesting a callback.

After you've signed up for [online services](#), you can log into the mobile app to access even more features:

- Report an injury when it happens.
- View your account details, including your status and balance.
- Update payroll when there's been a change.
- Sign up for automatic payments and have the option to change to a monthly payment plan.

Download it from the [App Store](#) for iPhone or [Google Play](#) for Android.



myWCB employer mobile app
App Store & Google Play



1-866-922-9221 (within AB)
1-800-661-9608 (outside AB)



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