
myWCB

Online Administrator Guide for AEI and Certifying Partners

eBusiness Support Team

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Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding statutory holidays)



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Introduction

myWCB offers a suite of web-based services that provide a convenient and secure way of doing business with WCB-Alberta. With access to WCB's online services, employers enjoy the ease and efficiency of accessing statistical reports, submitting injury reports, or modifying company information. Health care providers can electronically submit patient injury reports and invoices,. Alberta Employment and Immigration (AEI) and Certifying Partners can access the Certificate of Recognition System (CORRS) through myWCB.

For CORRS purposes, Online Administrators are individuals designated the responsibility to manage myWCB access for AEI or a specific employer association. They can:

- create new users,
- approve access,
- modify access for existing users,
- deactivate users who should no longer have access,
- reset passwords, and
- update user profiles.

Online Administrators can be identified by AEI and employer associations. The system will automatically assign an administrator if one does not exist for a specific group.

CORRS is available 7 am – 7 pm, Monday through Friday. It is supported under Internet Explorer V6.

Signing in

1. Go to the myWCB Sign in page at <https://my.wcb.ab.ca>.

home | contact us | sign in

WCB Workers' Compensation Board - Alberta **myWCB**

myWCB Sign In ?

Enter your UserID and Password to sign in to myWCB:

UserID: * Forgot UserID?

Password: * Forgot Password?

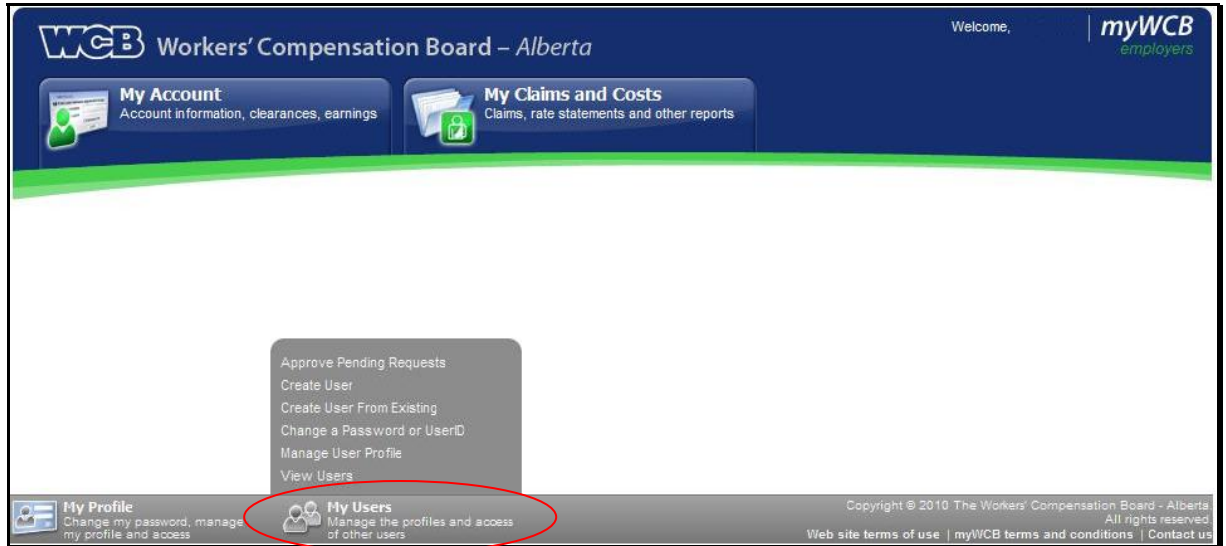
New to myWCB?

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2. Enter your UserID and password and then click the **Sign In** button. Please note the password is case sensitive.

Online Administrator Functions

To administer your users, go to **My Users**, found at the bottom of the screen.

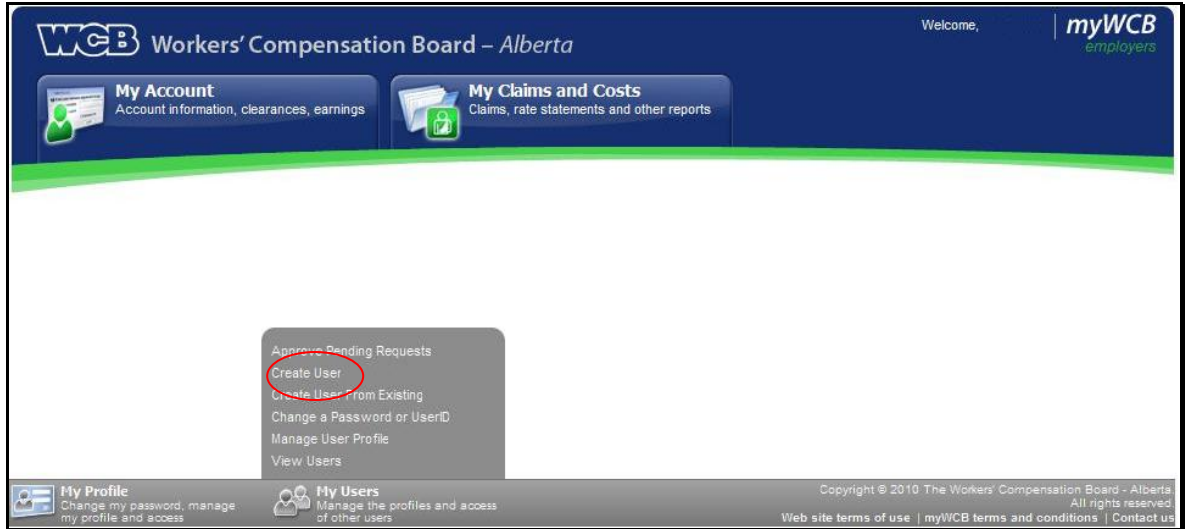


The **My Users** menu allows you to:

- create users
- create a new user from an existing user's access profile
- manage a user's profile
- modify a user's access
- deactivate users
- change a UserID
- reset a password

Creating a new user

Go to **My Users**, click on **Create User**.



Note: Do not use the Back/Forward arrow buttons located at the top of your browser. Using these will result in an error and may require you to re-start the registration process.

1. Enter the profile and company information of the new user, and then click the Next button.
2. A suggested **UserID** will be provided. (It can be changed if required.) Click the Next button.
3. Select the applicable role and identify the corresponding employer association if the Certifying Role is selected. Click the Next button.

Section 3 of 5

SECTION 3. ACCESS REQUEST ?

User Type

* Select the type of relationship that most closely represents the user's business with WCB-Alberta.
Note: If you are a physician who currently uses medical software, click here.

Employer Association

Association Information

Enter the employer association's employer association number.

Employer Association Number:

I would like to manually approve all access requests for the employer association number ?

I am requesting access for a third party representative for this employer association number (e.g. accountant, consultant, representative, etc.) ?

Roles

* Select the role(s) that best describe(s) the function performed by the user for this employer association number. ?

Certifying Partner Online Administrator

[Start Again](#)

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Note: If the individual is not an employee of the entity identified, place a check mark beside the statement “I am requesting access for a third party representative”.

4. Review your request on the Confirmation screen and make any necessary changes by clicking on the applicable Modify button. Click the Submit button if no changes are required.

SECTION 4. CONFIRMATION Section 4 of 5

Review the access requested. If any changes are required, click on the Modify button. Otherwise, click on the Submit button.

UserID: john.doe1 Modify

Profile Information Modify

Title:	First Name: john	Last Name: doe
Country Code: Canada/USA/Caribbean (1):	Phone Number: 7801111111 Ext:	Email Address: johndoe@yahoo.ca
Company Name: WCB	Position:	Province: Alberta
Address:	City:	Postal Code:

Access Requested ?

User Type	Association	Assigned Roles	Request Date
Employer Association	Employer Association Number	Certifying Partner	Nov 26, 2010

Modify

Available Services

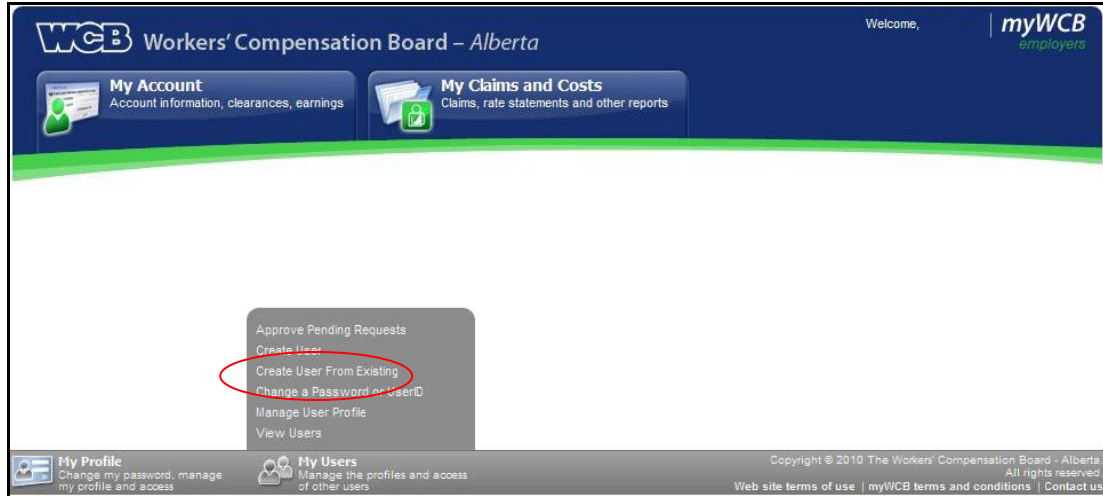
- Certificate of Recognition Registry System (DEV)
- Request Claim and Premium Reports

Start Again
Previous
Submit

A confirmation email will be sent to the user with their password.

Creating a new user, with same access as an existing user

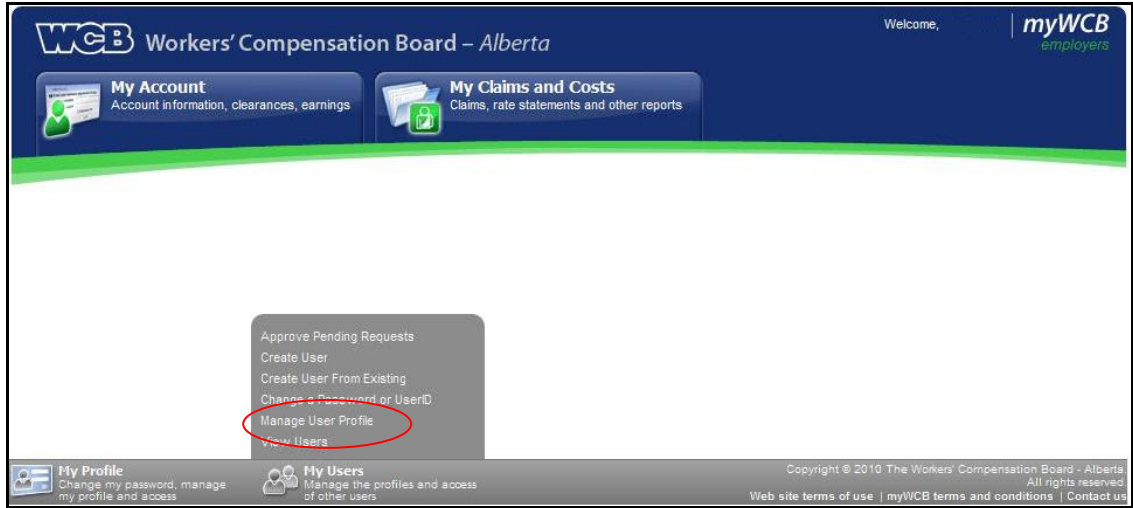
Go to **My Users**, click on **Create User From Existing**.



1. In the User Search window, enter one or more fields to find the user you want to duplicate and then click the Search button.
2. Click on the Select button beside the user you want to copy.
3. Enter the profile of the new user and update the company information if required. Click the Next button.
4. A suggested UserID will be provided. (It can be changed if required.) Click the Next button.
5. A confirmation page will be displayed for you to review the access requested. If any changes are required, click on the applicable Modify button. If no changes are required, click the Submit button.
6. A confirmation email will be sent to the user with their password.

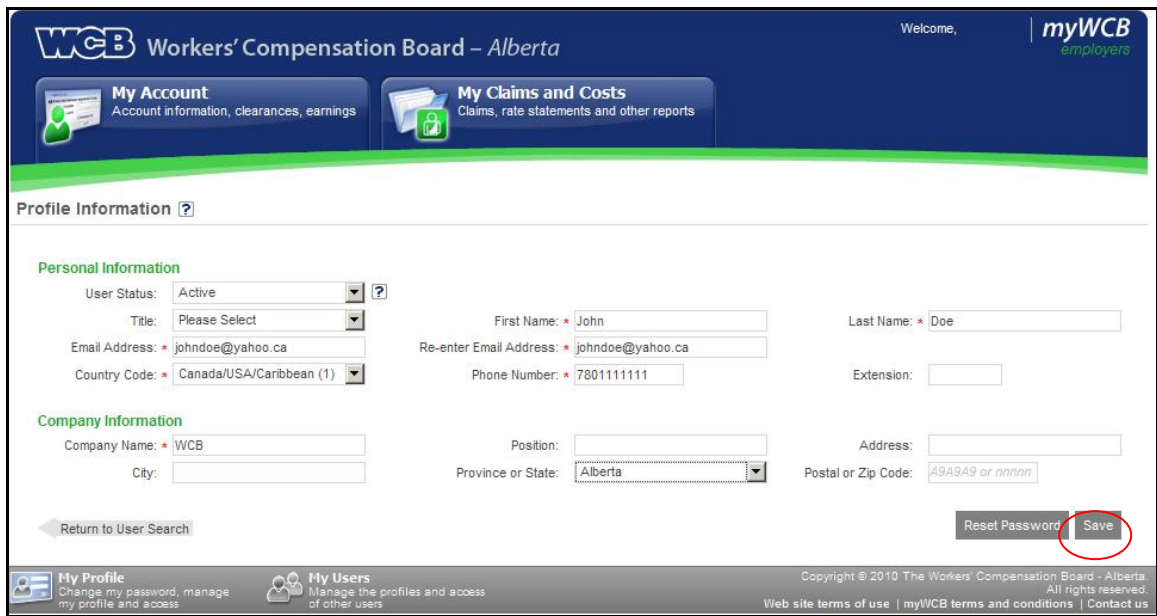
Updating a user's profile

Go to **My Users**, click on **Manage User Profile**.



This is where you can update a user's personal, company or contact information, or change their user status.

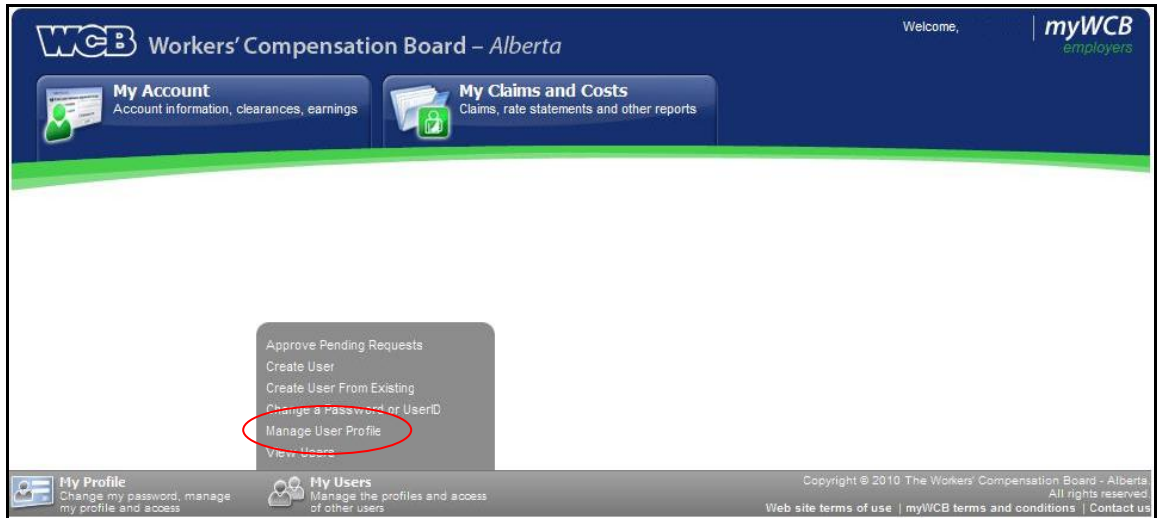
1. In the User Search window, enter one or more fields to find the user whose profile you want to update. Click the Search button.
2. Click on the Select button beside the applicable user. The following window will be displayed.



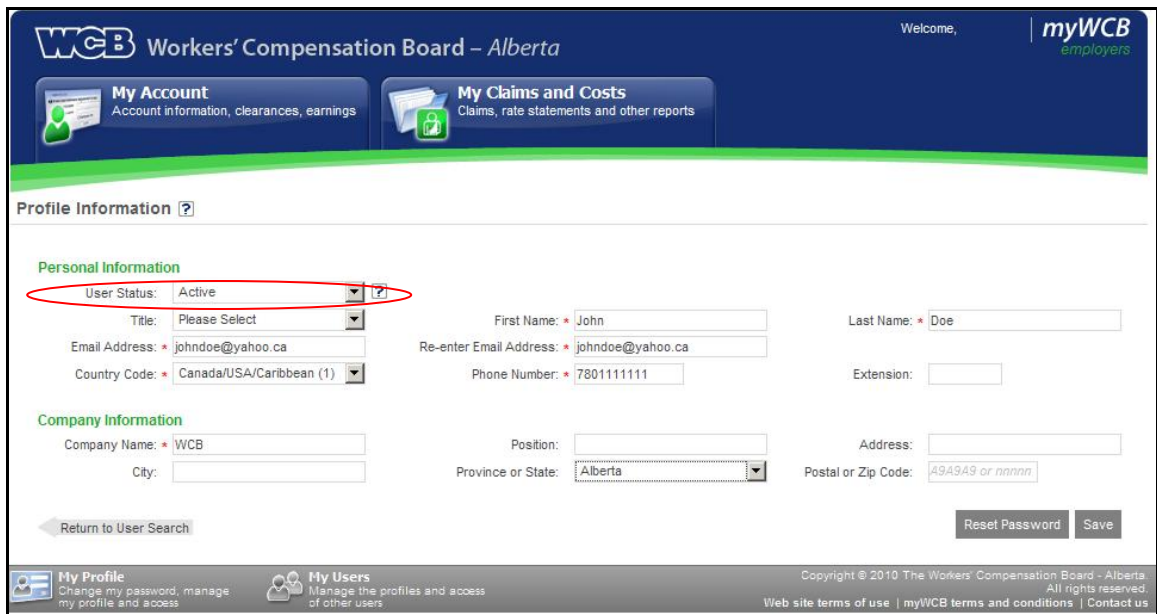
3. Update the required information and click the Save button.

Changing a user's status (active, inactive)

Go to **My Users**, click on **Manage User Profile**.



1. In the User Search window, enter one or more fields to find the user whose status you want to change. Click the Search button.
2. Click the Select button beside the applicable user. The following window will be displayed.

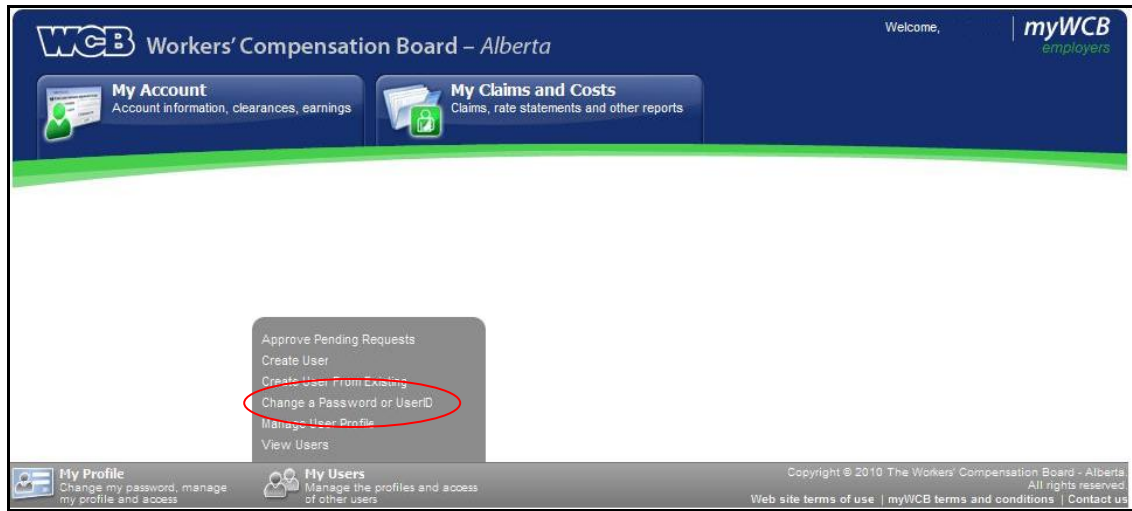


3. Select the applicable User Status option and then click the Save button.

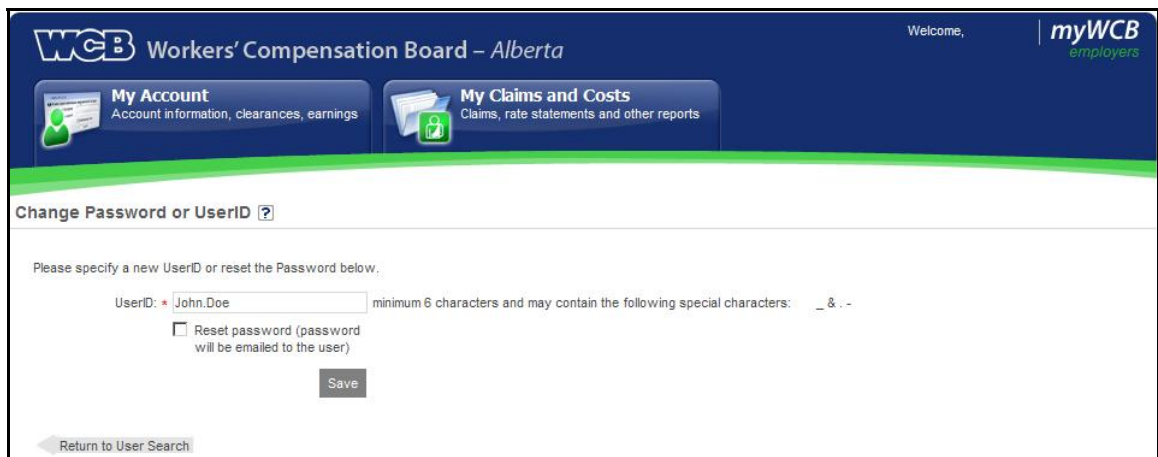
Note: If a UserID has been temporarily suspended due to 5 unsuccessful sign in attempts, you can change their status back to Active. Otherwise, the user will need to wait 15 minutes before trying to sign in.

Changing a UserID or password

Go to **My Users**, click on **Change a Password or UserID**.



1. In the User Search window, enter one or more fields to find the user whose UserID or Password you want to change. Click the Search button.
2. Click the Select button beside the applicable user. The following window will be presented.



3. (I) To change the user ID, enter a new UserID and click the Save button. A notification email will be sent to the user advising them of their new UserID.
- (II) To reset the password, check the box next to Reset password and click the Save button. The password will be sent to the user via email.

Contact us

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