

Finance letter requests

A finance letter indicates the status of a WCB account. They can be requested [online using a self-service, web-based system](#).

The screenshot shows a Microsoft Internet Explorer browser window displaying the WCB Direct Employer Clearance Certificates page. The page has a navigation bar with tabs: Getting Started, WCB account holder list, Submit Request, and AAV Registration. Below the navigation bar, there is a search form with two radio buttons: "Enter an account number" (selected) and "Search by company name". There are two input fields and an "Add" button. A circled "1" points to the "Add" button. Below the search form is a table titled "Current WCB Account Holder list" with columns for "Acct #", "Name", and "Address". A circled "2" points to the "Submit Request" tab in the navigation bar. At the bottom of the page, there are buttons for "Remove Account(s)", "Sort by Account", "Sort by Name", and "Print". The status bar at the bottom shows "Done" and "Local intranet".

1. **Enter the WCB account number or company name** of the company you require a finance letter for and then click the *Add* button. Repeat this process if you require the status on additional WCB-Alberta accounts.
2. Once the WCB account number(s) are entered, **select the Submit Request** tab.

Getting Started - Microsoft Internet Explorer

Address: http://deccextuat/decc/Casual/BuildListOther/default.htm?cmdOther=Logon

Workers' Compensation Board Alberta

Direct Employer Clearance Certificates

Contact WCB | Help

Getting Started | WCB account holder list | Submit Request | AAV Registration

Enter your company name and identify whether you want to receive the letter by email, fax or mail. Please note that you must provide your mailing address even if you are NOT having the letter mailed.

Your Company Name 3

Subject line (optional)

Requestor destination

Attention

Email 4

Fax

Mailing address

address

city

province

postal code

Your address information is required even if you are not having the finance letter mailed

View Send

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Done Local intranet

3. Enter your company name.

4. Select method of delivery and enter the appropriate information (choose *email*, *fax* or *mail*)

***Your address information is required even if you are not having the finance letter mailed.**

5. To view the finance letter, click the *View* button. You will require Adobe Reader 6.0 or higher to view the letter online. When you are finished viewing the letter, select File and Close.

To send the finance letter to the destination(s) you identified, click the *Send* button. You will get a message advising that the letter has been sent.