

## Online services

You can sign up for WCB-Alberta's online services by visiting [www.wcb.ab.ca](http://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
- Pay premiums online by credit card
- Revise reported worker earnings submitted on your annual return
- Change address and company contact information
- Add/terminate/amend personal coverage
- Request a review of industry classification
- Report a company name change
- Report ceased operations
- Report the sale or partial sale of your business
- Close your WCB-Alberta 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-Alberta claims and premiums.

### Pay your WCB-Alberta premiums

WCB-Alberta premiums can be paid online, without a password, using Visa or MasterCard 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's Report of Injury or Occupational Disease form \(C-040\)](#)

#### ***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-Alberta's system. The specifications for this capability can be found in the Online Services section of WCB-Alberta's website.