

## Subcontractors requesting an online clearance certificate

**\*To obtain a clearance on newly issued WCB accounts, an initial payment of \$200 is required. This payment is applied to your invoice total.**

Direct Employer Clearance Certificates (DECC) is a self-service, web-based system for obtaining clearances from the Workers' Compensation Board-Alberta. As a subcontractor, use DECC to obtain clearances on your company to provide to your principals. A principal is a person or entity who hires a contractor or subcontractor to perform work or services. You can access DECC at <http://decc.wcb.ab.ca>. Log on to DECC as an "Unregistered Subcontractor" and you will see the screen below:

**WCB** Workers' Compensation Board Alberta

**Direct Employer Clearance Certificates** Contact WCB | Help

Getting Started Subcontractor List Submit Clearance Request AAV Registration

**Subcontractor details**

Account number  Company name

Is this request for the sale of primary timber products?

**Principal details**

Account number  OR Company name

Subject line (optional)

**Principal destination**

Attention

Email

Fax

**Mailing** address

address

city

province

postal code

**Subcontractor destination**

Attention

Email

Fax

**Mailing** address

address

city

province

postal code

**1. Subcontractor details** - Enter your account number. Press the 'Tab' or 'Enter' key and your company name will appear (only enter numerical values).

**2. Principal details** - Enter the account number for whom you want the clearance addressed. If you do not know the principal's account number or one does not exist, enter the principal's company name in the Company name field.

**3. Subject line (optional)** - If your clearance relates to a particular project, describe it on the subject line (maximum 30 characters). It will appear on the letter (example: PO #1234-56).

4. *Principal destination* - Select this box if you want the clearance sent to the principal. If you want the clearance addressed to a specific individual, enter their name in the Attention field. Identify how you want the clearance sent by selecting a delivery mode (email, fax, mail). Make sure the address is correct.
5. *Principal mailing address* -This is required information even if the letter is not being mailed. If there is no address information or it is incorrect, please enter it in this area.
6. *Subcontractor destination* - Remove the checkbox if you do not want a copy of the letter sent to you. If you want the letter sent to yourself, identify how you want it sent (email, fax, mail).
7. *View button* - You will require Adobe Reader 6.0 or higher to view the letter online. To view the letter, click on the View button. When you are finished viewing the letter, select File and Close.
8. *Send button* - To send the letter to the destination(s) you identified, click on the Send button. You will get a message advising your request has been sent.

### Minimum system requirements

Pentium 166 MHz or higher  
32 MB RAM  
56.6 KBPS Modem  
Netscape 7.1, Microsoft Internet Explorer 4.0  
Adobe Acrobat 6.0

If you have questions about DECC contact the eBusiness Support Team at 780-498-7688.