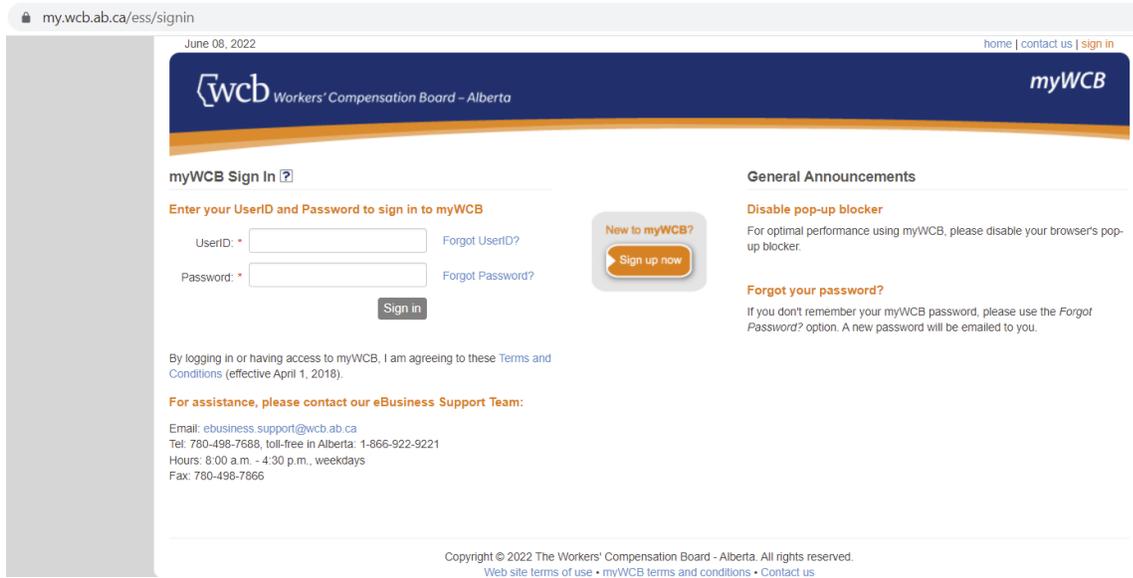


myWCB Sign Up Reference Guide

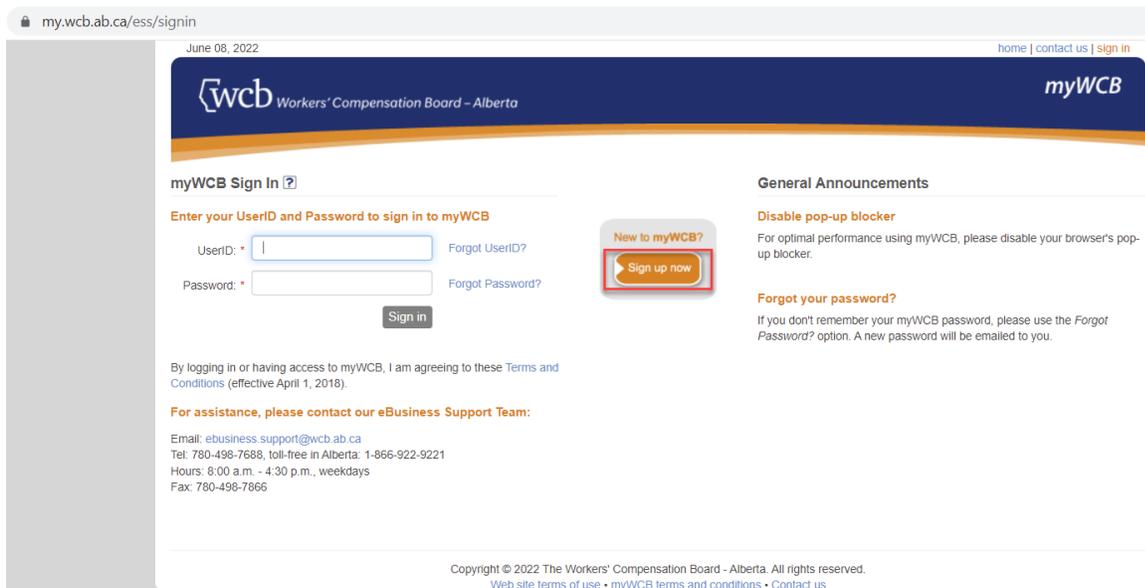
Workers' Compensation
Board – Alberta

myWCB self-registration

WCB-contracted providers are invited to register for a myWCB account by visiting <https://my.wcb.ab.ca/ess/signin>. In 10 simple steps, you'll be able to activate your online account that is needed to access electronic reporting.



1) Click on the orange, *sign up now* button in the middle of the screen.



2) Complete the fields in the profile information section and click the *next* button.

June 08, 2022 home | contact us | [sign in](#)

 **Workers' Compensation Board – Alberta****myWCB**

myWCB Sign Up

SECTION 1. PROFILE INFORMATION Section 1 of 5

Provide the following information to create a user profile.
Note: If you are a physician who currently uses medical software, click [here](#)

Personal Information

Title: <input type="text" value="Mr."/>	First Name: * <input type="text" value="Doctor"/>	Last Name: * <input type="text" value="Joe"/>
Email Address: * <input type="text" value="doctor.joe@test.ca"/>	Re-enter Email Address: * <input type="text" value="doctor.joe@test.ca"/>	
Country Code: * <input type="text" value="Canada/USA (1)"/>	Phone Number: * <input type="text" value="7804983999"/>	Extension: <input type="text"/>

Company Information

Company Name: * <input type="text" value="Clinic"/>	Position: <input type="text"/>	Address: <input type="text"/>
City: <input type="text"/>	Province or State: <input type="text" value="Alberta"/>	Postal or Zip Code: <input type="text" value="A9A9A9 or 99999"/>

3) Select and enter the *userID* and *password* (as per the requirements below) and click the *next* button.

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myWCB Sign Up

SECTION 2. USERID AND PASSWORD Section 2 of 5

The following UserID has been suggested. If you would like a different UserID, enter it below. Enter a password of your choice.

UserID: * <input type="text" value="doctor.joe"/>	minimum 6 characters and may contain the following special characters: _ - &
Password: * <input type="password"/>	minimum 17 characters and may contain the following special characters: ! @ \$ % & * + ?
Re-enter Password: * <input type="password"/>	

- 4) Select the **user type** (by clicking one of the options presented) and then enter your WCB billing number and roles you would like to have for this user. Click the **next** button after submitting the information.

If you're a WCB-contracted provider with no previous WCB invoicing history, please contact eBusiness at 780-498-7688 for help with setting up your billing number to authenticate your account.

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

myWCB Sign Up

SECTION 3. ACCESS REQUEST Section 3 of 5

User Type

* Select the type of relationship that most closely represents your business with WCB - Alberta.

Note: If you are a physician who currently uses medical software, click [here](#)

Chiropractor Employer Injured Worker Physical Therapist Physician Psychology Service Provider

Association Information

Enter the Psychology Service Provider Billing Number.

Billing Number: *

Are you requesting access to a Billing Number that is not your own? ?

Roles

* Select the role(s) the best describe(s) the function performed by you for this Billing Number. What access will these roles grant me?

Psychology Service Provider Submitter

[Start Again](#) [Previous](#) [Next](#)

- 5) To authenticate yourself, please enter the cheque number or Electronic Fund Transfer number that you recently received from WCB that's associated with an injured worker services invoice. Click the **next** button after entering the number.

wcb Workers' Compensation Board – Alberta myWCB

myWCB Sign Up

SECTION 3. ACCESS REQUEST Section 3a of 5

Provide Key Facts for Billing Number ABC123

Answer one of the following questions.

Enter the number of a cheque or electronic funds transfer recently received from the WCB-Alberta.

[Start Again](#) [Previous](#) [Next](#)

- 6) Review the information in the confirmation screen carefully and click the **submit** button if everything looks good. Click the **previous** button to go back to previous screens and update any information.

wcb Workers' Compensation Board – Alberta myWCB

myWCB Sign Up

SECTION 4. CONFIRMATION Section 4 of 5

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

UserID: doctor.joe [Modify](#)

Profile Information [Modify](#)

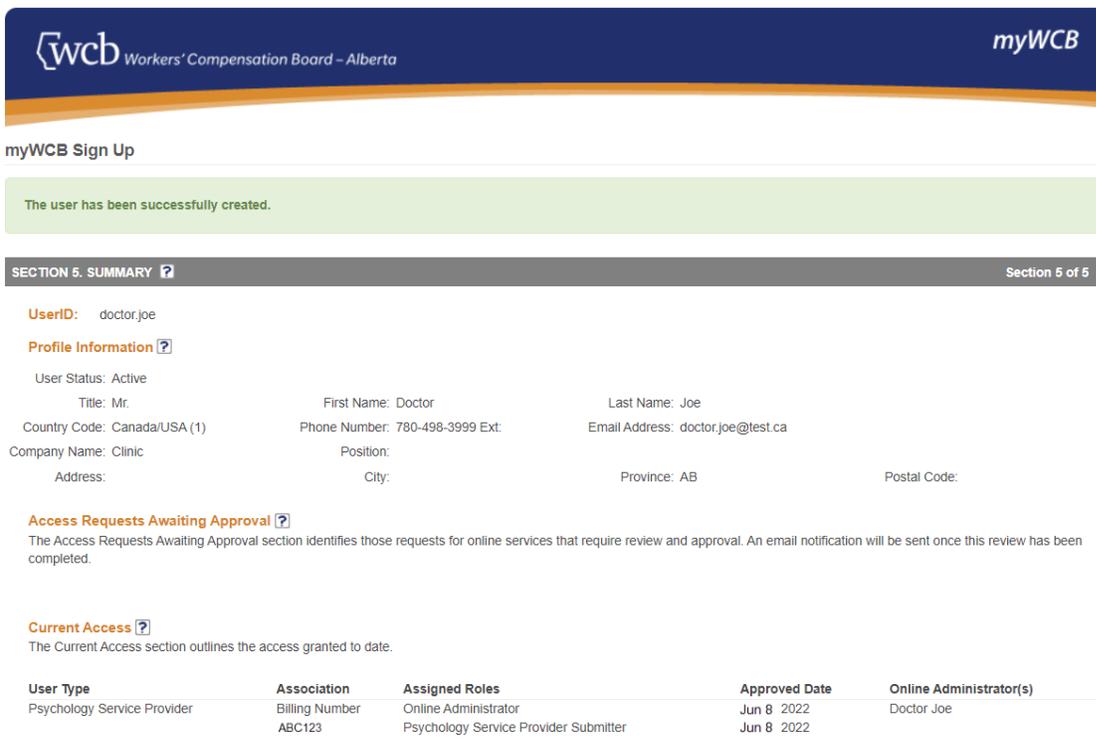
Title: Mr. First Name: Doctor Last Name: Joe
 Country Code: Canada/USA (1) Phone Number: 780-498-3999 Ext: Email Address: doctor.joe@test.ca
 Company Name: Test Position:
 Address: City: Province: AB Postal Code:

Access Requested

User Type	Association	Assigned Roles	Request Date
Psychology Service Provider	Billing Number ABC123	Psychology Service Provider Submitter	Jun 8 2022

[Start Again](#) [Previous](#) [Submit](#)

- 7) You'll see a confirmation message in the green bar near the top of the screen indicating your myWCB profile was created successfully, plus you'll receive confirmation from WCB by email.

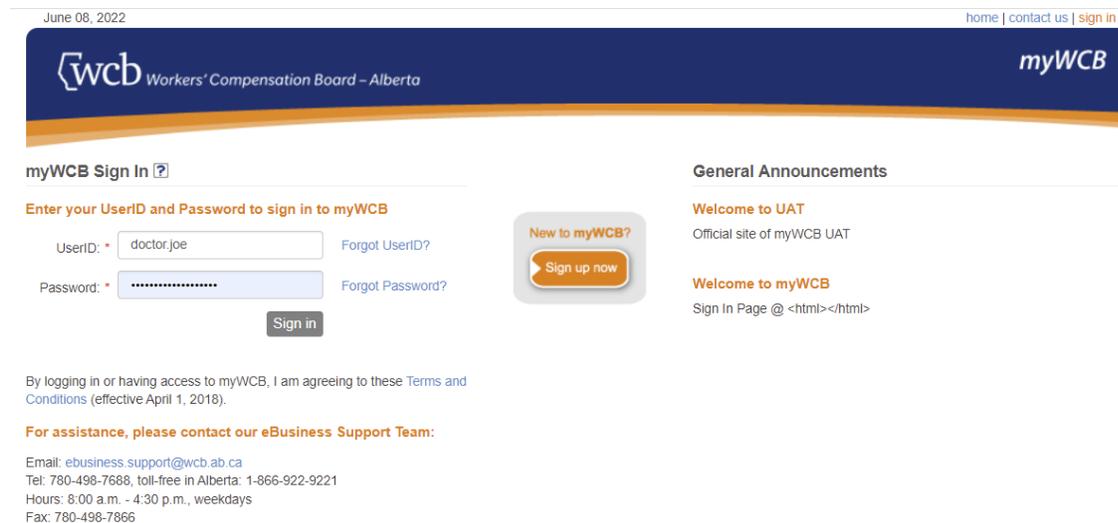


The screenshot shows the myWCB Sign Up confirmation page. At the top, there is a green bar with the message: "The user has been successfully created." Below this, a dark grey header contains "SECTION 5. SUMMARY" and "Section 5 of 5". The main content area includes:

- UserID:** doctor.joe
- Profile Information:**
 - User Status: Active
 - Title: Mr. | First Name: Doctor | Last Name: Joe
 - Country Code: Canada/USA (1) | Phone Number: 780-498-3999 Ext: | Email Address: doctor.joe@test.ca
 - Company Name: Clinic | Position: | Province: AB | Postal Code:
- Access Requests Awaiting Approval:** The Access Requests Awaiting Approval section identifies those requests for online services that require review and approval. An email notification will be sent once this review has been completed.
- Current Access:** The Current Access section outlines the access granted to date.

User Type	Association	Assigned Roles	Approved Date	Online Administrator(s)
Psychology Service Provider	Billing Number ABC123	Online Administrator Psychology Service Provider Submitter	Jun 8 2022 Jun 8 2022	Doctor Joe

- 8) Now you're ready to log in to myWCB using your *userID* and *password*.



The screenshot shows the myWCB Sign In page. At the top, there is a dark blue header with the myWCB logo and navigation links: "home | contact us | sign in". The main content area includes:

- myWCB Sign In:** A form with fields for "UserID" (containing "doctor.joe") and "Password" (masked with dots). There are links for "Forgot UserID?" and "Forgot Password?". A "Sign in" button is located below the password field.
- General Announcements:**
 - Welcome to UAT:** Official site of myWCB UAT
 - Welcome to myWCB:** Sign In Page @ <html></html>
- Terms and Conditions:** By logging in or having access to myWCB, I am agreeing to these Terms and Conditions (effective April 1, 2018).
- For assistance, please contact our eBusiness Support Team:**
 - Email: ebusiness.support@wcb.ab.ca
 - Tel: 780-498-7688, toll-free in Alberta: 1-866-922-9221
 - Hours: 8:00 a.m. - 4:30 p.m., weekdays
 - Fax: 780-498-7866

9) Please review the *Terms and Conditions* carefully. Click on the *checkbox* below to indicate that you agree to the terms and conditions. Click the *next* button.

June 08, 2022 home | contact us | sign out

 **Workers' Compensation Board - Alberta**Welcome, Doctor JoemyWCB
healthcare

Terms and Conditions [?](#)

Terms and Conditions effective April 1, 2018.

This system is restricted to authorized users for legitimate business purposes and is subject to audit. Actual or attempted unauthorized access, use or modifications of computer systems is a violation of federal and provincial laws.

TERMS OF USE

- By signing up for myWCB, I understand I will receive emails of information regarding work injuries, employer premiums, or other matters concerning my relationship with the Workers' Compensation Board - Alberta ("WCB").
- By accessing information from a WCB application, I agree that any and all information obtained about any third party, including any worker under the Workers' Compensation Act, shall:
 - (a) be held in the strictest of confidence and in compliance with the Personal Information Protection Act, the Personal Information Protection and Electronic Documents Act and/or the Freedom of Information and Protection of Privacy Act, whichever applies; and
 - (b) not be disclosed to anyone or used in any proceeding, except as is reasonably necessary in proceedings before the WCB, Appeals Commission or further appeals or applications for judicial review of decisions of those bodies, without the written consent of WCB.
- I am responsible and accountable for all use of my UserID and password, and I must take prudent measures to protect my UserID and password. I am responsible for changing my password immediately after a new password has been issued to me by WCB. I may only use my UserID and password to perform activities related to my business with the WCB and I may only perform authorized functions. Any unauthorized attempt to access or modify computer system information or to interfere with normal

I agree to the terms and conditions

Next

10) Congratulations! You're ready to use your myWCB account.

If you need additional assistance or support, please contact ebusiness.support@wcb.ab.ca or call 780-498-7688/1-866-922-9221 as we're here to help.

June 08, 2022 home | myWCB home | contact us | sign out

 **Workers' Compensation Board - Alberta**Welcome, Doctor JoemyWCB
healthcare

My Reports
Reports, invoices, payments

myWCB Administration
My profile, my users, support

Messages [?](#)

Welcome to myWCB

Getting started with myWCB:
To use an online service, select a service from the menus above.

Browsers
See the browser support chart for a list of supported browsers.

Hours of availability
myWCB is available 24 hours, 7 days a week except for occasional maintenance. See the schedule for Electronic Injury Reporting.

For assistance, please contact our eBusiness Support Team:
Email: ebusiness.support@wcb.ab.ca
Tel: 780-498-7688, toll-free in Alberta: 1-866-922-9221
Hours: 8:00 a.m. - 4:30 p.m., weekdays
Fax: 780-498-7866

For more detailed information on WCB-Alberta, visit the [WCB website](#).