

### ▶ Notice of Project

If you need to notify us of a project you're taking on, why not do it online? Don't risk mail delays. By sending your details online, you'll be assured we've received your project information right on time.

### ▶ Searchable Regulations

Search the Occupational Health and Safety Regulation, download the sections that relate to your industry, and print topical safety information for both you and your workers.

### ▶ Delegate Management

Do other businesses need to access your WorkSafeBC account information? Delegate Management allows you to grant another firm access to your WorkSafeBC online services.

### ▶ Workplace Traumatic Injury Reports

If you're looking for information about injuries in your industry, you've come to the right place. Generate statistical reports by industry sectors and injury types, for specific time periods.

### ▶ Employer Job Submission

Do you have a job vacancy in your firm? Submit your details online to our Hire a Worker Program and you'll reach hundreds of candidates pursuing vocational rehabilitation.

### ▶ Client Payroll Reporting

Are you an accountant or service provider who deals with WorkSafeBC on behalf of a number of clients? Optimize your time by reporting your clients' payroll figures in a single online session. Simply enter the payroll figures and the application performs the calculations automatically.



### ▶ Time saver

In a hurry to report your payroll and make your payment? Do it in five minutes or less through Fast File and Pay.

**WorkSafeBC.com**

▶ **Keeping the same hours you do.**

## Is paperwork bringing you down? Sign up for our online services

To start doing business online, go to **WorkSafeBC.com** and select "Sign up for online services". All you need is:

- Your firm's contact details
- An e-mail address, user ID, and password that you select yourself
- Your payroll report ID from a recent Employer Payroll and Contract Labour Report or Employer's Remittance Form

If you prefer, just give us a call and we'll help you set up your account. Simply contact WorkSafeBC's Technical Support Team at **604 276-3135**, toll-free at **1 888 855-2477** or e-mail **ehelp@worksafebc.com**.

If you've already signed up, you're just a click away from doing business online. Log on to **WorkSafeBC.com** and then select "Employer/Small Business Centre" to access any of our services.

**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE

# Do business with WorkSafeBC when it's convenient for you.

We know that doing business is a 24-hour commitment. That's why we've launched a full range of online services that give you instant access to your WorkSafeBC employer account, 24/7.

It's all part of our commitment to enhance our service to you — helping you work smarter, not harder.

So, whether it's 10 p.m. or 5 a.m. — whether you're at work, at home, or in transit — you can access the account information you need, when you need it.



## ▶ Click and easy

You can now do most of your business — a whopping 80 percent of it — from the comfort of your computer. Fast, easy, and convenient.

## ▶ Clearance Letters

If you hire subcontractors, you know that clearance letters are an absolute must to protect yourself against potential liability for their insurance premiums. In five clicks or less, you can get a clearance letter online and print a copy for your records.

## ▶ Clearance Alert

Sign up for Clearance Alert and we'll do the work for you. Simply submit your list of contractors and we'll notify you, by e-mail, of any changes to their clearance ratings. Whether a contractor's status goes from good standing to cancelled or delinquent, or from delinquent back to good standing, you can be sure you're getting the most recent clearance status for the contractors working for you.

## ▶ Monthly Claim Costs

If your firm has had claims, you can quickly check how much has been paid toward them. For each claim, view the claim number, the date of injury, the name of the worker receiving benefits, the payment period, and the classification unit to which the cost is assigned. You can also download claim cost data files to create your own statistical reports.

## ▶ Claim Status

If one of your workers is injured, log on to view the status of the worker's claim. Workers can also view the status of their claims, as well as their most recent wage-loss payments, including the amount and date of the last cheque processed.

## ▶ Weekly Wage Rate Calculator

Find out more about wage rates. Use the calculator to estimate benefits for claims that exceed 10 weeks.

## ▶ Rate Information Letters

Leave the filing to us! This online tool allows you to access all your rate information — from 2000 forward — so you can easily track your records and compare your base rate, experience rating, and costs from one year to the next.

## ▶ Experience Rating Calculator

Our fast and easy to use calculator helps you predict how changing your payroll and claim costs will affect your experience rating — and, ultimately, the premiums you pay.

 Service is secured and requires sign-up.

## Your account online: Open 24/7

### These are the online services available today:

#### ▶ Registration

Need to open a new account? Our custom application makes it easier than ever to obtain both worker coverage and Personal Optional Protection — income replacement and disability coverage for proprietors and partners. From start to finish, it takes less than 20 minutes to complete and submit your application online. Plus, your application is processed much more quickly when it's received online.

#### ▶ Fast File and Pay

This feature is amazingly simple to use. In the time it takes to walk to the water cooler and back, you can report your payroll and make your payment online, using Visa, MasterCard, or American Express without having to sign up for our full range of online services. It takes five minutes or less.

#### ▶ Online Reporting and Remitting

Choose this option to access a full range of account management services. Report or update your payroll figures. Or, customize your payment plan to installments, electronic banking, or pre-authorized chequing. Check your latest account activity, add Personal Optional Protection to your account, or change your contact details.

#### ▶ Employer's Incident and Injury Report

Like you, we know how stressful a workplace injury can be — for both you and your workers. So that the claim can be adjudicated promptly, the *Workers Compensation Act* requires that you submit an Employer Incident and Injury Report within three days of being notified of an injury to one your workers. Save time, and meet the reporting deadline quickly by completing and submitting your report online.



#### ▶ Hassle-free

Enter the payroll ID number from one of your recent payroll reports, select a user ID and password and you're set to go!



#### ▶ Time saver

If you contract out your services, try getting your clearance letter online the next time you need one. From start to finish, it takes less than a minute!