

# My Employer Services

## Letters and documents portal

### Step 1: Log in to your online services account

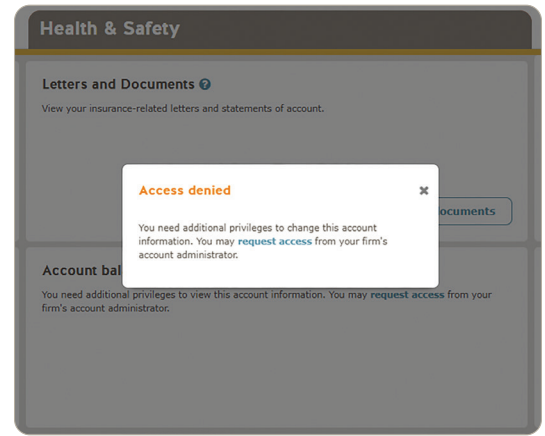
- First, go to [worksafebc.com](https://worksafebc.com) and click the blue button 'Log in to online services' in the top right corner.
- If you do not have an online services account, follow these steps:  
[worksafebc.com/en/resources/insurance/information-sheet/online-services-faq-for-employers](https://worksafebc.com/en/resources/insurance/information-sheet/online-services-faq-for-employers).

### Step 2: 'View letters & documents'

- Click 'View letters & documents'.

The screenshot shows the 'My Employer Services' portal interface. At the top, there is a header with the text 'My Employer Services' and a simulation date '[Simulation date for Testing Only]'. Below this is a disclaimer: 'To ensure the confidentiality of the information contained within these applications, only authorized employees within your organization should have access to these services.' A feedback section follows with the text 'We'd like to hear your feedback' and a 'Give feedback' button. The main content area is divided into three columns: 'Insurance', 'Health & Safety', and 'Claims'. The 'Insurance' column contains 'Account information', 'Payroll report status', and 'Rate information'. The 'Health & Safety' column contains 'Letters and Documents' (with a 'View letters & documents' button highlighted by a red arrow) and 'Personal Optional Protection'. The 'Claims' column contains 'Contact details', 'Clearance status', and 'Other services'. A 'View POP invoices' button is located at the bottom of the 'Personal Optional Protection' section.

- If you do not have permission to access this area of the portal, you will get an 'Access denied' notification window.
- Click 'request access'.



- If you are the administrator, please search for yourself and choose the type of account, then move to step 3.
- If you are not the administrator, ensure you have chosen the correct account, select the 'Assessments Correspondence' checkbox, and then click 'continue'. A request for access will be sent to the administrator of the account. Once the administrator grants access you will get an email informing you that you've been given access.



## Step 3: Request a change in my access to online tools

- Ensure you have chosen 'employer' for type of account, and the correct online account.
- Check the 'Assessment Correspondence Portal' box and click continue (at the bottom of the screen).

### Request a change in my access to online tools

Use this page to add or change which online tools you can use. We will send your request to the online account's administrator(s) for approval.

To completely remove your access to an online account, please click [here](#).

#### Type of account

Employer

#### Online account for

City of Vancouver, BC

Select all the online tools you would like to access

- Angular test app
- Asbestos abatement licence application
- Asbestos abatement licence application - DEV
- Assessment Correspondence Portal
- Assessment Correspondence Portal - DEV
- Calculate experience rating
- Calculate experience rating - DEV
- Create a Form 7 Report of injury or illness (without submitting)
- Delegate Management (Share your claim cost information)
- Delegate Management (Share your claim cost information) - DEV
- Employer Health and Safety Planning Tool Kit
- Employer Health and Safety Planning Tool Kit - DEV
- Enter Form 7 (incident/injury report) - DEV
- Find My Health & Safety Resources
- Find My Health & Safety Resources - DEV
- ICOR Certificate of Recognition

## Step 4: View letters & documents

- Employers now have access to their online letters and documents, including:
  - Rate Notifications
  - Monthly Claim Cost Reports
  - Statement of Account
  - Collection Notice
  - System generated letters including, welcome and cancellation letters
- Please note that not all letters are available for viewing at this time.
- Historical letters and documents are available from January 1, 2020.

### Letters and Documents ⓘ

View your insurance-related letters and statements of account.

[View letters & documents](#)