

My Employer Services

Letters and documents portal

Step 1: Log in to your online services account

- First, go to 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.

Step 2: 'View letters & documents'

- Click 'View letters & documents'.

My Employer Services

[Simulation date for Testing Only]

To ensure the confidentiality of the information contained within these applications, only authorized employees within your organization should have access to these services.

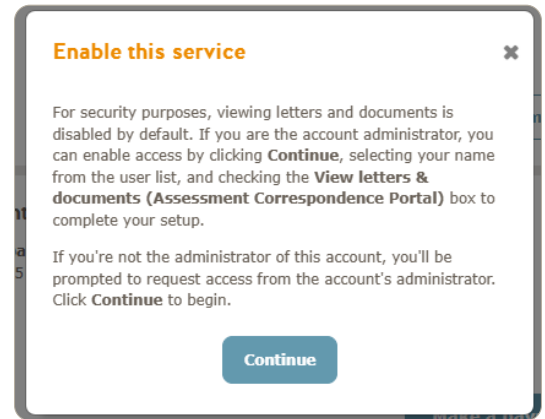
We'd like to hear your feedback

We're seeking feedback from employers to improve our online services and make it easier to interact with us online. If you have a suggestion for us or would like to tell us about your online experience, we'd love to hear from you. If you have a question about your account or claim(s), or are experiencing technical issues, please contact us directly. You can find all contact information on worksafebc.com/contact-us.

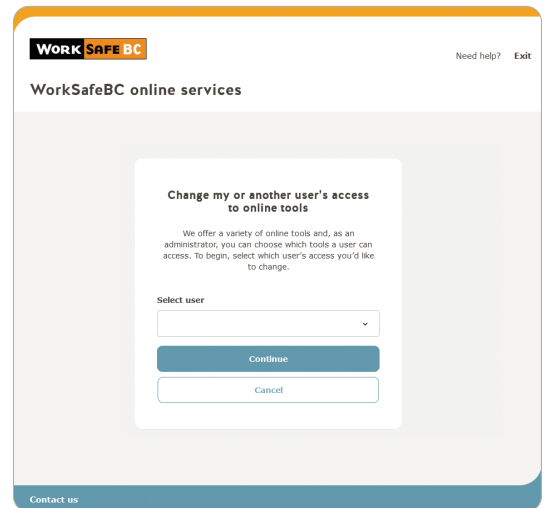
[Give feedback](#)

| Insurance | Health & Safety | Claims |
|--|--|--|
| Account information Account number: [Redacted] Legal name: [Redacted] Trade name: CRA business number: 121361042 Account status: Active Manage my account | Letters and Documents View your insurance-related letters and statements of account. View letters & documents | Contact details PO BOX 5350 STN TERMINAL VANCOUVER BC V6B 5L5 647.342.1487 test@test3.com Change my address |
| Payroll report status You need additional privileges to view this account information. You may request access from your firm's account administrator. | Account balance You need additional privileges to view this account information. You may request access from your firm's account administrator. | Clearance status Active and delinquent Learn more Clearance alerts Get clearance |
| Rate information You need additional privileges to view this account information. You may request access from your firm's account administrator. | Personal Optional Protection Did you know you can be notified by email when it is time to pay your Personal Optional Protection premiums? Sign up for notifications. View POP invoices | Other services Apply for insurance as an employer or business (or view your application) Check review status Apply for insurance as an employer or business (or view your application) - DEV |

- For security purposes, viewing letters and documents is disabled by default and you will receive an “Enable this service” notification.
- Click ‘Continue’.



- If you are the account administrator, you can enable access by clicking ‘Continue’, and select your name from the user list and check the View letters & documents (Assessment Correspondence Portal) box to complete your set up.
- 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 'View letters & documents (Assessment Correspondence Portal)' box and click continue (at the bottom of the screen).

Proactive health and safety reporting

Report payroll and pay premiums

Request & manage reviews

Submit a Form 7 Report of injury or illness

Submit claim document

View and download claim file disclosure

View claim cost report

View claim information

View inspection reports

View letters & documents (Assessment Correspondence Portal)

View rate information

View worker benefit payments

[Continue](#)

[Cancel](#)

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](#)