

Creating an online services account as an employer

How to create a profile and link services to your account

Our online services provide employers with a variety of tools to view information and transact with us in an easy, fast, and secure way. To get started, you need to create your online services profile, and then link My Employer Services to your account to access your firm's information online.

Once you have access to your WorkSafeBC account, you can complete transactions, such as reporting payroll and making payments, and access other tools related to insurance, health and safety, and claims management from your desktop or mobile device.

How do I create an online services profile?

1. Go to worksafebc.com.
2. Click the blue **Log in/Create an account** button in the top-right corner.
3. Click the **Sign up** button at the bottom of the page.
4. Enter the required information to create your online services profile. When you're done, scroll down and click **Submit**.
5. You will see a message indicating you've successfully created your online services profile. Click **Close**.
6. Once you've created your profile, you'll need to access My Employer Services.

How do I link My Employer Services to my account?

Before you start, you will need:

- A valid **Payroll report ID** (which can be found on your WorkSafeBC payroll report form) or **Internet Application Reference Number**
- Your six- or nine-digit **WorkSafeBC account number** (which can be found on your WorkSafeBC payroll report form)

1. **Log in** to your online services profile.
2. Click **Access my...** at the top of the page. (If you are on a mobile device, click the three lines at the top right of your screen.) Choose **WorkSafeBC account (for businesses)**.
3. Enter your six- or nine-digit **WorkSafeBC account number** and click **Search**.

4. Every online services account requires at least one administrator. What displays next depends on whether the account already has an online administrator:

- If there is no online administrator for your account, you will be asked to provide either your **Payroll report ID** or **Internet Application Reference Number**. By providing one of these and clicking the checkbox, you will become the account's online administrator.

If you correctly provide either the account's Payroll report ID or Internet Application Reference Number, you will see a success message. Once you close this message, you will have access to your firm's online account.

- If an online administrator already exists for this account, you'll be asked if you want to:
 - a. Become an administrator by providing the **Payroll report ID** or **Internet Application Reference Number**, or
 - b. Request access from an existing administrator. If you select this option, you'll be provided with a list of administrators on the account. You can **contact them**, and they will set up your access.

Questions?

If you have any questions about your online services account, please visit our [Help centre](#) or call our technical support team at 604.276.3135 (or toll-free at 1.888.855.2477).

If you have questions about your WorkSafeBC insurance or can't find your Payroll report ID, Internet Application Reference Number, or WorkSafeBC account number, please contact our Employer Service Centre at 604.244.6181 (or toll-free at 1.888.922.2768).

We'd be happy to help.