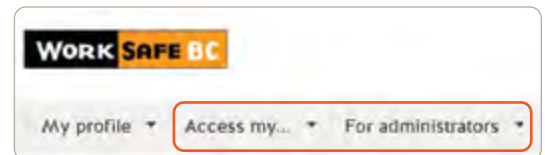


# Changing access permissions for your online services account

## How to give others access to tools and information in your account

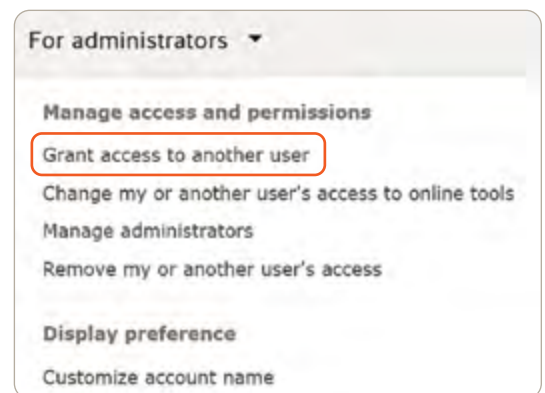
Our online services allow you to give other users access to the tools and information in your account. This is convenient if you'd like to give access to a third party, such as a bookkeeper or lawyer, to help you manage various activities in your online account.

To change access permissions, you need to be an administrator of the account. To check if you're an administrator, log in to your account and see if you have the **For administrators** tab at the top of the page.



## Adding someone to your account

1. From the **For administrators** drop-down menu, select **Grant access to another user**.



2. Next, enter the user's email address and select **Continue**.

- If the user does not have an online services profile, you will be prompted to make one for them.
- If the user has an online services profile, their name and email address will appear.
  
- Next, you'll see a list of online tools that you can check or uncheck. If you're an administrator for multiple accounts, ensure you've selected the correct online account in the drop-down.
- Once you've decided which tools the user can have access to, click **Submit**. The screen will refresh, and you'll see a confirmation page. We'll email the user to let them know about their new access.

**Grant access to another user**

There is no online services profile associated with this email address.

Enter the user's information to create an online services profile for them. They will be able to update this information when they log in.

**Email address**  
testaccount@worksafebc.com

**Legal first name**

**Middle Initial (optional)**

**Last name**

**Phone number**

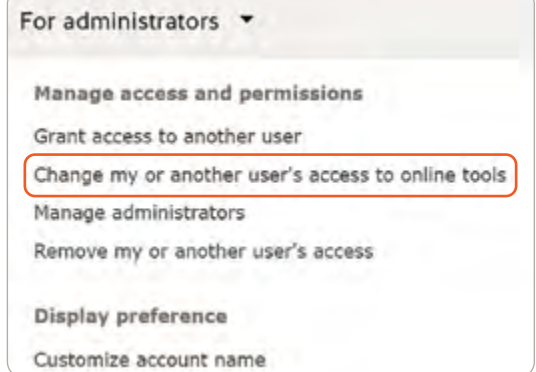
**Extension (optional)**

**Continue**

**Back**

## Changing what someone can access on your account

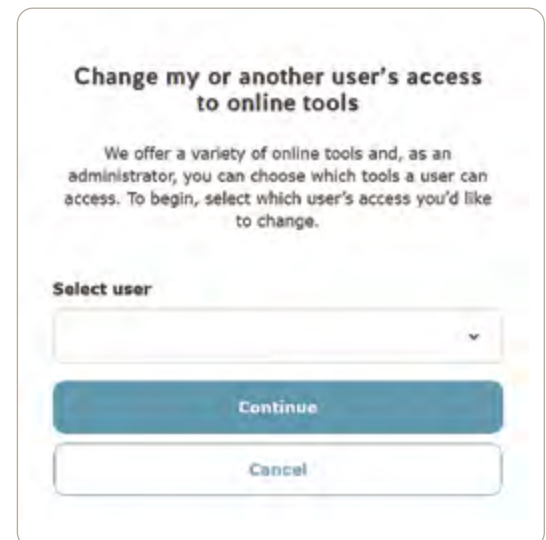
1. From the **For administrators** drop-down menu, select **Change my or another user's access to online tools**.



For administrators ▾

- Manage access and permissions
  - Grant access to another user
  - Change my or another user's access to online tools**
  - Manage administrators
  - Remove my or another user's access
- Display preference
  - Customize account name

- Select the user from the drop-down list and click **Continue**.
- Next, you'll see a list of online tools that you can check or uncheck. If you're an administrator for multiple accounts, ensure you've selected the correct online account in the drop-down.
- Once you've decided which tools the user can have access to, click **Submit**. The screen will refresh, and you'll see a confirmation page. We'll email the user to let them know about their new access.



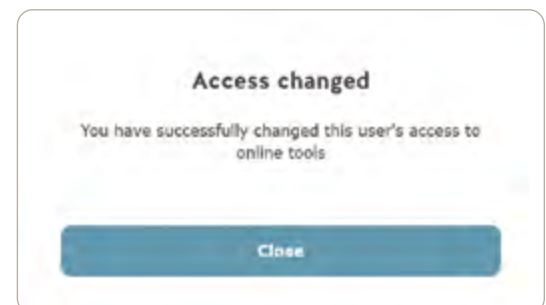
**Change my or another user's access to online tools**

We offer a variety of online tools and, as an administrator, you can choose which tools a user can access. To begin, select which user's access you'd like to change.

Select user

**Continue**

Cancel



**Access changed**

You have successfully changed this user's access to online tools

**Close**