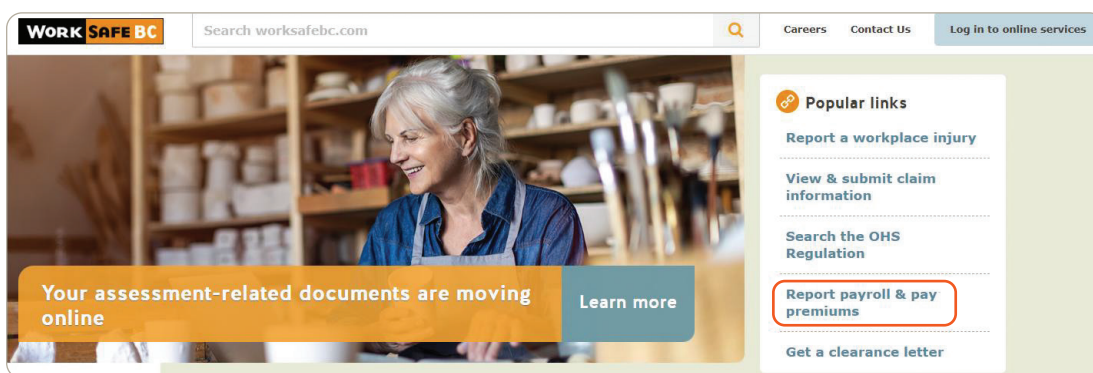


Report Payroll and Pay Premiums: Fast File & Pay

Fast File & Pay is an application that allows you to report payroll and/or pay premiums without using an online services account. This is an option for accountants, bookkeepers, and payroll service providers who do not have online services access to their employers' accounts, but still want to report and pay online for them.

1. Go to worksafebc.com.



2. Under **Popular links**, click **Report payroll & pay premiums**. Scroll to the bottom until you reach the **Fast File & Pay** section. Click **Report payroll and pay premiums using Fast File & Pay**.

Fast File & Pay


If you don't have an online services account, you can still use our Fast File & Pay application to report your payroll and pay your premiums online. This application offers limited services and doesn't include the full range of features available through online services. This option is useful for accountants, bookkeepers, and payroll service providers who do not have access to their client's online services account and report and pay on behalf of them.

Please note that:

- If you are making a payment, only the account number is needed.
- If you do not have a payroll report ID for the account, you can answer a security question to submit your payroll report.
- Payroll reports can only be entered for the current year and one year prior.
- You cannot use this application to amend a payroll report you have already submitted.
- Payment is accepted by credit card using your Visa, MasterCard, or American Express and is limited to \$10,000 per account, per 30 days. If you intend to make a payment, make sure you have your credit card information ready.

[Report payroll and pay premiums using Fast File & Pay](#) ▶

The **Welcome to Fast File & Pay** page will be displayed.

Exit

Welcome to Fast File & Pay

You can use this application to report payroll and/or make a credit card payment if you do not have access to a WorkSafeBC online services account.

Enhanced tools with online services account



Most employers prefer to use their secure online services account to report payroll and pay premiums. [Log in](#) or [create an online services account](#) to report and pay using the same streamlined screens, with the added ability to view your transaction history, pay by direct debit, and much more.


Reporting or paying on behalf of a client?

Your clients can grant you access to their WorkSafeBC online services account. Once you have access, there's no need to enter the WorkSafeBC account number or payroll report ID each time. See [step-by-step instructions](#) on how your clients can give you access to their account.

Before you begin

- If you are only making a credit card payment, only your account number is needed.
- If you are reporting payroll, you may require your welcome letter, annual rate letter or your last payroll submission information to answer the verification questions below.

I'm not a robotreCAPTCHA
Privacy • Terms

WorkSafeBC account number 

Choose a security question (not required for payments)

3. Check the **I'm not a robot** checkbox.

- If you are only making a payment, proceed to the [Make a payment](#) section.
- If you are reporting payroll, proceed to the [Report payroll](#) section.

Make a payment

1. Enter the **WorkSafeBC account number** (a six- or nine-digit number).
2. Click **Make a payment**.

The system will validate the information entered. If it fails validation, an error or warning message will be displayed.

The screenshot shows the 'Make a payment' form. At the top left, there is a green checkmark and the text 'I'm not a robot' with a link to 'reCAPTCHA is changing its terms of service. Take action'. To the right is the reCAPTCHA logo and 'reCAPTCHA Privacy - Terms'. Below this is the 'WorkSafeBC account number' field, which is highlighted with a red box. Underneath is a dropdown menu for 'Choose a security question (not required for payments)'. At the bottom, there are two buttons: 'Make a payment' (highlighted with a red arrow) and 'Report payroll'.

3. Verify the **Account number** and **Legal name** to ensure you are making a payment to the correct account. Enter the payment amount and click **Continue**.

The screenshot shows the 'Make a payment' form. At the top, there are three input fields: 'Account number:', 'Legal name:', and 'Trade name:'. Below these is a section titled 'Recent transactions' with a table:

Date	Description	Amount (\$)
	Account balance as of the last business day ?	\$33,136.29
11/18/2025	Amend 2025 2nd quarter payroll reported	-8,422.14
	Account balance including pending transactions	\$24,714.15

Below the table is a 'Payment' section with a 'Payment amount' field. The field is labeled 'Payment amount (Paying the account balance in full will avoid the cost of penalties)' and contains the value '\$ 24,714.15', which is highlighted with a red box. Below the field is a note: 'Credit card payments cannot be more than \$10,000. This limit is per account per 30 days. You may make payments of any amount through direct debit if you log in to your online services account. You may also pay by cheque or through your financial institution.' At the bottom right, there are two buttons: 'Cancel' and 'Continue' (highlighted with a red arrow).

4. On the **Enter credit card details** page, enter the credit card information. **Note:** Visa, Mastercard, and American Express are accepted. Visa or Mastercard debit cards are not accepted.

Click **Next** to process the payment.




Enter credit card details

Account number:

Legal name:

Trade name:

Payment amount: \$

Card type    Visa debit is not accepted

Name on card*

Card number*

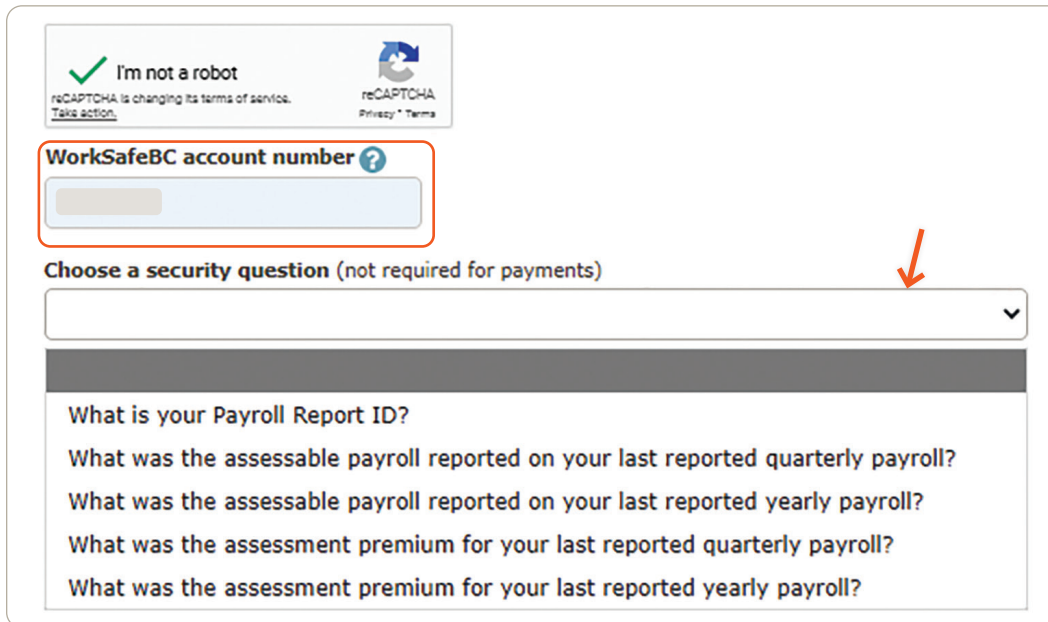
Expiry (MMYY)*

CVV*

5. Once the payment is processed successfully, the **Confirmation page** will be displayed. We recommend that you print or save the page. **Note:** Once the page is closed, you will not be able to obtain this information again.

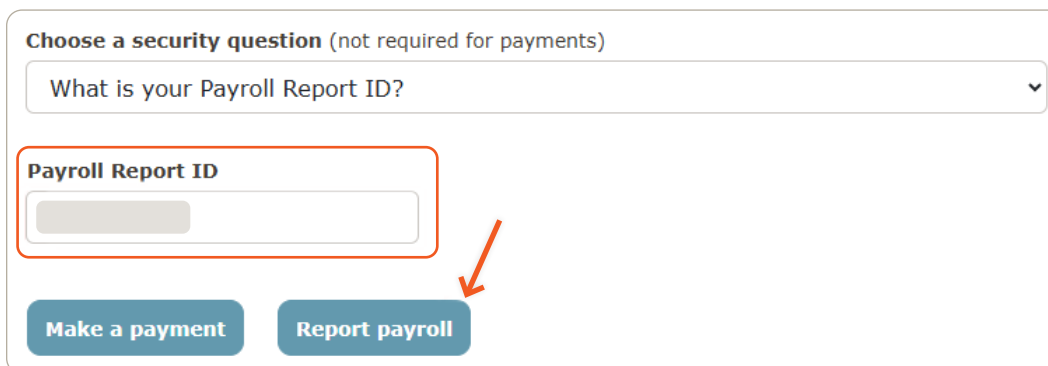
Report payroll

1. Enter the **WorkSafeBC account number** (a six- or nine-digit number).
2. Select the appropriate security question from the **Choose a security question** drop-down list.



The screenshot shows a web form with a reCAPTCHA at the top left. Below it is a text input field labeled "WorkSafeBC account number" with a question mark icon. Underneath is a dropdown menu titled "Choose a security question (not required for payments)". The dropdown is open, showing five options: "What is your Payroll Report ID?", "What was the assessable payroll reported on your last reported quarterly payroll?", "What was the assessable payroll reported on your last reported yearly payroll?", "What was the assessment premium for your last reported quarterly payroll?", and "What was the assessment premium for your last reported yearly payroll?". An orange arrow points to the dropdown menu.

3. If "What is your Payroll Report ID?" is selected, enter the Payroll Report ID. Click **Report payroll**.



The screenshot shows the same form as above, but now the dropdown menu is set to "What is your Payroll Report ID?". Below the dropdown is a text input field labeled "Payroll Report ID". At the bottom of the form are two buttons: "Make a payment" and "Report payroll". An orange arrow points to the "Report payroll" button.

The system will validate the information entered. If it fails validation, an error or warning message will be displayed. If validation is successful, proceed to Step 5 to start your report.

4. If one of the other security questions is selected, enter the last reported payroll or premium amount.

- The last reported payroll or premium information can be found in your most recent quarterly or annual payroll submission.
- If your account has multiple classifications, the payroll or premium amount will be the total sum of all classifications.

Click **Report payroll**.

The screenshot shows a web form for WorkSafeBC. At the top, there is a reCAPTCHA verification area with a green checkmark and the text "I'm not a robot". Below this is a text input field for the "WorkSafeBC account number". Underneath is a dropdown menu for "Choose a security question (not required for payments)", with the selected option being "What was the assessable payroll reported on your last reported quarterly payroll?". Below the dropdown is a text input field for the "Assessable payroll reported on your last reported quarterly payroll" with a dollar sign icon. At the bottom, there are two buttons: "Make a payment" and "Report payroll". An orange arrow points to the "Report payroll" button.

The system will validate the information entered. If it fails validation, an error or warning message will be displayed. If validation is successful, select a payroll reporting period to start your report.

The screenshot shows the WorkSafeBC logo at the top. Below it are three text input fields for "Account number:", "Legal name:", and "Trade name:". Underneath is a dropdown menu for "Select a payroll reporting period to continue". The dropdown menu is open, showing the following options: "2024 - Annual", "2025 - Q1", "2025 - Q2", and "2025 - Q3". An orange arrow points to the dropdown menu.

5. Enter the details of the person filing the report. Check the certification checkbox and click Continue.

Start your report

Account number:

Legal name:

Trade name:

Select a payroll reporting period to continue

2025 - Q2



Reporting quarter: April 1, 2025 to June 30, 2025

Reporting year: 2025

Report due: July 20, 2025

What do I need to complete my report? +

How do I complete my report? +

What's new for this reporting year? +

Who is completing this report?

First name

Test

Last name

Test

Phone number

123.456.7890

Email address

test@test.com

Position or title

Test

I certify that I am the registrant or a person authorized to file on behalf of the registrant and the information given is, to the best of my knowledge, true, correct, and complete in every respect. I acknowledge that WorkSafeBC is relying on this information for the purposes of administering and enforcing the *Workers Compensation Act*.

Continue

6. Enter the payroll amount(s). If there are multiple Classification Units (CUs), click **Next classification** to add the payroll for the additional CUs. Once completed click **Continue**.

Classification Unit: 753004 - Local Government and Related Operations -

Please refer to our [Guide to completing your Annual Payroll Report and Payment](#) and for quick reference aids on assessable payroll, see Appendices A, B, and C in our [Assessable Payroll Practice Directive](#) if you need more information.

Your net premium rate is 4.10% of assessable payroll and is based on your classification. ?

Wages, salaries, and shareholders' earnings ?
Maximum assessable wage per worker is \$121,500

Payments to subcontractors ?

\$ 100 .00

\$ 10 .00

Next classification

Classification Unit: 753003 - Law Enforcement +

Continue

7. Review the amount(s) entered to ensure they are accurate. To make changes, click Edit report. Once verified, click **Submit report**.

Review and submit your report

Account number:

Legal name:

Trade name:

Select a payroll reporting period to continue

2025 - Q2



Reporting quarter: April 1, 2025 to June 30, 2025

Reporting year: 2025

Report due: July 20, 2025

Your premium for this quarter and the details of your report are provided below. If the information is correct, click "Submit report". If there are any errors, click the "Edit report" link to return to the previous page to make corrections.

Classification: Restaurant or Other Dining Establishment (761035)

[Edit report](#)

Wages, salaries, and shareholder's earnings \$100.00

Payments to subcontractors \$10.00

Total assessable payroll \$110.00

2025 net premium rate (% of assessable payroll) 0.75%

Your premium for this quarter \$0.82

Quarterly report adjustment

Your previous 2025 Quarter 2 premium \$8,422.96

Your new 2025 Quarter 2 premium \$0.82

Change to your 2025 Quarter 2 premium -\$8,422.14

[Submit report](#)


8. Click **Print and save** to print and save the confirmation page. Select **Report more payroll** to continue reporting payroll. Select **Continue to payment** to proceed to the payment page.

Print your confirmation

Account number:

Legal name:

Trade name:

 [Print and save](#)

Select a payroll reporting period to continue

2025 - Q2

Start report Report payroll Review and submit **Print confirmation** View balance or pay

Thank you for submitting your report

Your confirmation number is 6K98C7ERNB

Date submitted: Tuesday, Nov 18, 2025 at 2:41 p.m. (PT)

Reporting quarter: April 1, 2025 to June 30, 2025

Reporting year: 2025

Report due: July 20, 2025

Your report has been successfully submitted. Please [print or save](#) this page for your records.
Next, please make your payment.

Report details

Classification: Restaurant or Other Dining Establishment (761035)

Wages, salaries, and shareholder's earnings	\$100.00
Payments to subcontractors	\$10.00
Total assessable payroll	\$110.00
2025 net premium rate (% of assessable payroll)	0.75%
Your premium for this quarter	\$0.82
Quarterly report adjustment	
Your previous 2025 Quarter 2 premium	\$8,422.96
Your new 2025 Quarter 2 premium	\$0.82
Change to your 2025 Quarter 2 premium	-\$8,422.14

9. The **Make a payment** page is displayed with the full outstanding amount due. Click **Exit** to close this session if you are not ready to pay at the moment.

To make a payment:

- Enter the payment amount and click **Continue**.
- Enter the credit card information. **Note:** Visa, Mastercard, and American Express are accepted. Visa or Mastercard debit cards are not accepted.
- Click **Next** to process the payment.

Make a payment

Account number:
Legal name:
Trade name:

Recent transactions

Date	Description	Amount (\$)
	Account balance as of the last business day ⓘ	\$33,136.29
11/18/2025	Amend 2025 2nd quarter payroll reported	-8,422.14
	Account balance including pending transactions	\$24,714.15

Payment

Payment amount (Paying the account balance in full will avoid the cost of penalties)

Credit card payments cannot be more than \$10,000. This limit is per account per 30 days. You may make payments of any amount through direct debit if you log in to your online services account. You may also pay by cheque or through your financial institution.

Enter credit card details

Account number:
Legal name:
Trade name:

Payment amount:

Card type VISA Mastercard American Express Discover Visa debit is not accepted

Name on card*

Card number*

Expiry (MMYY)*

CVV*

10. The **Confirmation page** is displayed once the payment is processed successfully. We recommend that you print or save the page. **Note:** Once the page is closed, you will not be able to obtain this information again.