



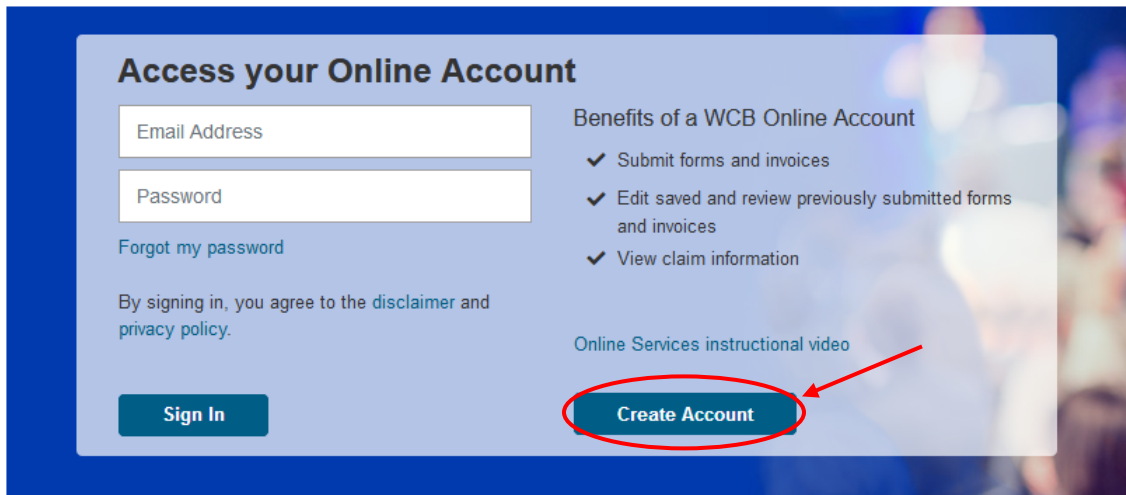
How to securely transfer a document

Saskatchewan Workers' Compensation Board

Transferring a document to the WCB

The “Messages” application is available through online services to securely send documents to the Saskatchewan Workers’ Compensation Board (WCB).

1. To get access to this application, a user can apply for an online account by clicking on the “Create Account” button.



2. If you do not already have an active or pending online account, a WCB staff member may send you a link initiating the process.
 - a. You will receive an email with a link and your access code.

From: WCB Online Services <online-services@wcbask.com>
Sent: Tuesday, December 21, 2021 1:40 PM
To: Test Web Emails <Test_Web_Emails@wcbask.com>
Subject: A Secure Message from Saskatchewan WCB



There is a [message](#) available for your viewing through WCB's Online Secure Messaging system.

If you are experiencing trouble with the link above, please use the following link:
<https://myaccount-dxpdev.wcbask.com/signup?app=sm&tc=1640115615253&ref=c9177682-c8bc-4dff-953e-ba7e8a8f329e>

The following passcode will be required to access your message(s): 6E5F5G

After clicking on the link above, enter your passcode in the passcode field. You will then be required to sign up for a WCB online account to view the message(s).

Note: This is an automated notification. Please do not respond to this email address.

If you have any technical questions or issues, please contact Webmaster at the Saskatchewan Workers' Compensation Board.

Saskatchewan Workers' Compensation Board
www.wcbask.com

- b. Click on the link from the email. Enter in the passcode from the email and click “Submit.”

Welcome to Onlineservices

The first step to accessing your message(s) is to enter your passcode below. The second step is to sign up for a WCB online account using the subsequent screen.

Passcode:

- c. Enter in the information required to create your account and then click “Sign Up.”

Account Details

You are one step away from accessing your message(s). The final step is signing up for a WCB online account which will give you access to WCB online services. Just provide the information below and you are all set.

Username: external.user@test.com

First Name:*

Last Name:*

Enter Password:*

Confirm Password:*

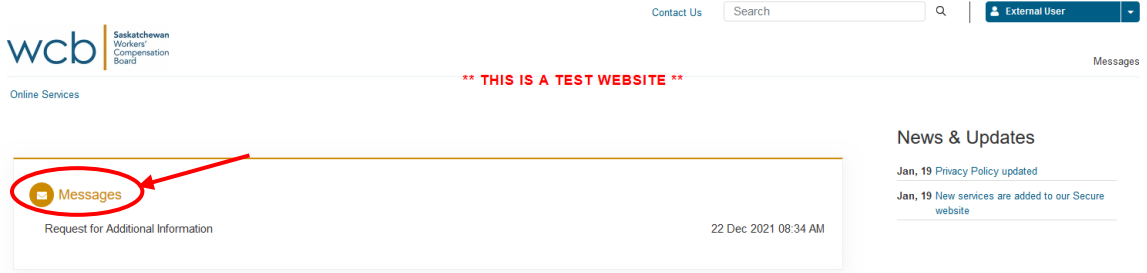
- d. Next, you will be redirected to the secure message sent to you by the WCB.

Message

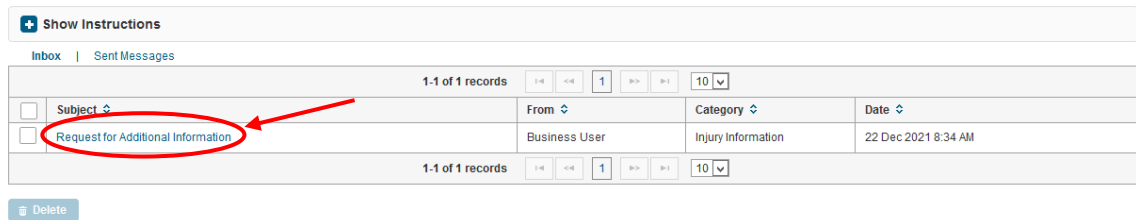
To: External User
From: Business User
Subject: Request for Additional Information
Date: 22 Dec 2021 8:34 AM

Hi there,
As discussed, please send me the document(s).
Thank you!
WCB Staff

3. If you have an active online account.
 - a. Please log in and navigate to (click) the “Messages” application.



- b. Select the message you would like to review and/or reply to by clicking on the “Subject” of that message.



4. Click on the “Reply” button within the received message.

Message

To: External User
From: Business User
Subject: Request for Additional Information
Date: 22 Dec 2021 8:34 AM

Hi there,

As discussed, please send me the document(s).

Thank you!




WCB Staff



5. Insert your reply, along with any attachments and then click the “Send” button.

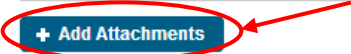
To: Business User

Subject: RE: E1 Information

Sans Serif Normal B I U   

From: Business User
Sent: Tue Feb 15 13:21:52 CST 2022
To: external.user@text.com

Hi there,
As discussed, please include the attachments related to your E1 form.
Thank you!
WCB Staff



- A limit of three files can be uploaded with this message.
- Allowed types: gif, jpg, pdf, png, tif.
- 5 MB limit per file.


Name	Size	Action
No attached files.		





6. After a message is replied to, an icon will appear related to the message and the reply can be found in the “Sent Messages” folder.


Show Instructions

Inbox | Sent Messages

1-1 of 1 records 


<input type="checkbox"/>	Subject	From	Category	Date
<input type="checkbox"/>	Request for Additional Information	 Business User	Injury Information	22 Dec 2021 8:34 AM



1-1 of 1 records 


 Delete

Show Instructions

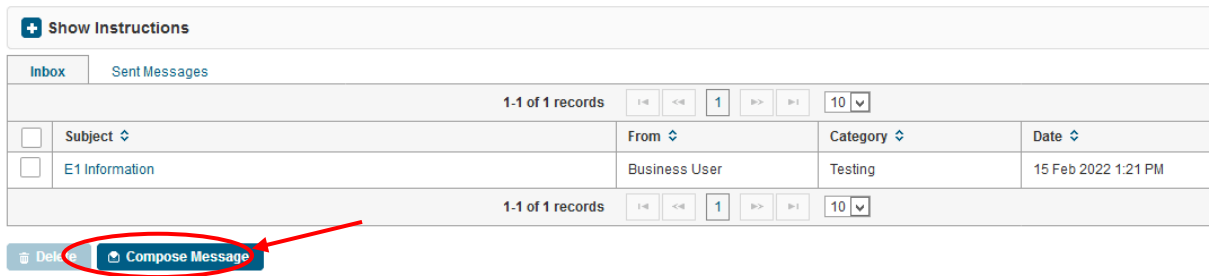
Inbox | **Sent Messages**

1-2 of 2 records 

Subject	To	Category	Date
RE: Request for Additional Information 	Business User	Injury Information	22 Dec 2021 8:59 AM
RE: Request for Injury Information 	Business User	Injury Picture	17 Dec 2021 11:01 AM

1-2 of 2 records 

7. If you are interested in sending a document to the WCB, click on the “Compose Message” button.



8. Enter in the person’s name or department that should receive this document, the subject of your message (the document you are attaching), the body of the message (if desired) as well as the attachments you would like to send. After this information is populated, click “Send.”

Attention

The person’s name or department that should receive this document.

Subject

Body

Sans Serif Normal B I U

+ Add Attachments

- A limit of three files can be uploaded with this message.
- Allowed types: gif, jpg, pdf, png, tif.
- 5 MB limit per file.

Name	Size	Action
No attached files.		

9. If there are any important documents that you would like to mark and remember for another day, click on the “bookmark” icon next to the attachment. These bookmarked documents will be available even if the associated message has been deleted.

 [Show Instructions](#)

Message

Attachment bookmarked. Can be accessed via the Attachments link.

To: WCB Form
From: External User
Subject: ATTN: Registry - My Additional Information
Date: 15 Feb 2022 1:32 PM



Hi there,

Please find my additional information related to the W1.






[Back](#) [Delete](#)

10. A quick view of any attachments that have been sent to WCB through the messaging application are visible through the “Attachments” section.

Online Services > Messages > Attachments



View Messages
Attachments
 Manage Notifications

Show Instructions

- A bookmark allows you to quickly and easily access your attachments for future reference.
- An attachment that is not bookmarked is indicated by the grey bookmark icon, .
- An attachment that is bookmarked is indicated by the green bookmark icon, .
- To bookmark an attachment, click on the grey bookmark icon, , next to the attachment.
- To remove a bookmark for an attachment, click on the green bookmark icon, , next to the attachment.
- Bookmarked attachments can be accessed even if the associated message is deleted. This type of attachment is indicated by the following icon, .






Note: If a bookmark for an attachment is removed and the associated message has been deleted, the attachment will no longer be available to view after leaving this page.

Attachments

Date	File name	Sent/Received	Action
15 Feb 2022 1:32 PM	 home1.jpg	Sent	



11. Any bookmarked items are available for view from the “Attachments” section, on the right-hand side.

Show Instructions

- A bookmark allows you to quickly and easily access your attachments for future reference.
- An attachment that is not bookmarked is indicated by the grey bookmark icon, .
- An attachment that is bookmarked is indicated by the green bookmark icon, .
- To bookmark an attachment, click on the grey bookmark icon, , next to the attachment.
- To remove a bookmark for an attachment, click on the green bookmark icon, , next to the attachment.
- Bookmarked attachments can be accessed even if the associated message is deleted. This type of attachment is indicated by the following icon, .


Note: If a bookmark for an attachment is removed and the associated message has been deleted, the attachment will no longer be available to view after leaving this page.

Attachments

Date	File name	Sent/Received	Action
15 Feb 2022 1:32 PM	 home1.jpg	Sent	

Bookmarks

February, 2022

-  home1.jpg