

WorkSafeBC online services: How to grant third-party access

Report payroll and make payments

As an employer, you may wish to grant access to third-party users (such as a bookkeeper or accountant) to your account online so they can report payroll and pay premiums on your behalf.

Permission to grant third party access

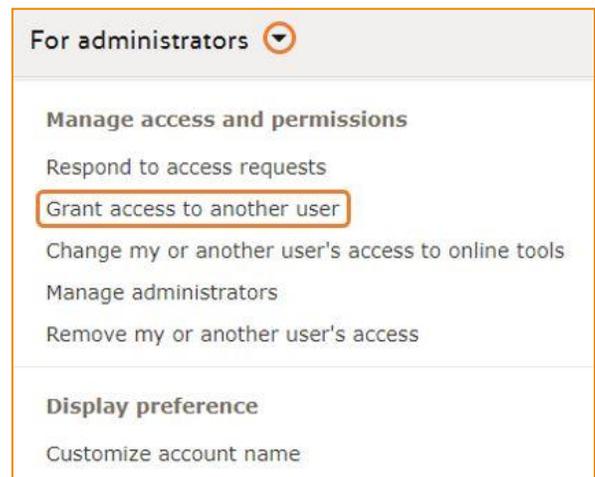
You'll first need to log in or create a secure [online services profile](#). Once logged in, you should see the **Access my** and **Administration** tabs located at the top of the page. To add a new user, follow the three steps listed below.



If you do not see the **Administration** tab, please call contact our [technical support team](#).

1. Adding a new user to access online services

From the **Administration** drop-down menu, select **Grant online services access to a new user**. If this is your first time using this feature, you'll need to accept the Terms and Conditions.



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

- If the user has not previously used online services, the system will indicate that there are no result and you will have to create an online services profile.

- Complete user fields and select **Continue**.

Grant access to another user

Email address:
 bobsmithtest1@gmail.com
 Wrong email? Re-enter

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.

Confirm email address
 bobsmithtest1@gmail.com

First name
 Bob

Middle initial (optional)

Last name
 Smith

Phone number
 6041234567

Extension (optional)

Continue **Cancel**

- If the user has previously used online services, their name and email address will appear. Check the radio button by the user's name and click **Select**.

2. Granting an existing user access to online services

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

For administrators 

Manage access and permissions

- Respond to access requests
- 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 radio button by the user’s name and click **Continue**.
 - If you don’t see the user you’re looking for, click **grant access to another user** and complete the form.

Change my or another users 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 a user from the list below.

Select	First name	Last name	Email address
<input type="radio"/>	Bob	Smith	bobsmlstest1111@gmail.com
<input checked="" type="radio"/>	Joe	Sample	joefakeaccount111@gmail.com

1-2 of 2

1-2 of 2

Don't see the user you're looking for? [Grant access to another user.](#)

3. Granting access to online services

Once the user has been created or selected, the next screen will list the online services available for you to grant access to. **Check** the appropriate boxes to give access or **uncheck** to remove access to a service, and select **Continue**.

The screen will refresh and a confirmation page will be displayed. The system will email the user to let them know of their new access. New users will receive an additional email asking them to change their password.

Change my or another users access to online tools

User:
Rosemarie Test Reroma

[Select a different user](#)

Type of account

Employers

Online account for

ONLINE VIDEO ACCOUNT - 123456789

If you do not see the desired account in this list, you may need to **grant the user access** to the account first.

Which online tools would you like to make available to this user?

If you would like to completely remove a user’s access to a specific online account, please go to **Remove my or another user’s access**.

Calculate experience rating
 Certificate of recognition
 Make a payment
 Report payroll

Change my or another user's access to online tools

You've successfully changed this user's access to online tools.

Close

Note: If you are the access administrator for more than one online account, make sure you select the correct **Service Category** and **Name/Firm** when granting online services.