

Visit wsib.ca/submit to submit this form and supporting documents.

NOT VALID FOR ACCESS TO CLAIM FILE INFORMATION

Please complete and submit this form online at wsib.ca/onlineservices or by email at employeraccounts@wsib.on.ca to provide consent for us to:

- share account information with your business by email
- add your business's email address(es) as authorized contact(s) on your business's account

You can find information about canceling or changing email authorization on page two.

Business information			
Business legal name			Account number
Address			
City/town	Province	Postal code	Telephone

Email address(es) to be added		
Full name	Title/position	Email address

Acknowledgement and consent	
<ul style="list-style-type: none"> • I have authority to act on behalf of the business to authorize email communication. • The WSIB has my permission to send emails to the email address(es) provided. • I understand that email is not secure and may include confidential information, and I accept the risks of email communication. 	
Full name	Title/position
Signature	Date (dd/mmm/yyyy)
<p>Check this box if you are completing and submitting this form electronically. This represents your signature. You must fill out your name and the date above.</p>	

Risks of unencrypted email communication

Please visit [wsib.ca/email](https://www.wsib.ca/email) for more information on the risks associated with transmitting information by unencrypted email.

Cancelling or changing email authorization

It is the business's responsibility to properly manage consent for us to share information with them. The business is responsible for notifying us of any change to email authorization. Please send us a message at [wsib.ca/onlineservices](https://www.wsib.ca/onlineservices) or email us at employeraccounts@wsib.on.ca to cancel or change email authorization on an account.

Providing email authorization

Only an authorized officer of the business (i.e., an individual within the company who would normally have access to, and control of, the information to be released) can provide email authorization for the business.

Please read our [Authorization of Employer Representatives for Employer Accounts policy](#) for more information.

Third-party representation or access

If the business wants to use a third-party representative for business account issues or provide company-related information to a third-party who doesn't legally represent them, they must complete the [Authorization for access to business account information form](#).

You can send us a message at [wsib.ca/onlineservices](https://www.wsib.ca/onlineservices) if you have questions or need more information. You can also call us at 1-800-387-0750, Monday to Friday, 7:30 a.m. to 6 p.m.