

NOT VALID FOR ACCESS TO CLAIM FILE INFORMATION

Please complete and send this form to the Workplace Safety and Insurance Board (WSIB) to provide consent for us to:

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

See page two for more information, including how to cancel or change email authorization.

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)

Please email your completed form to employeraccounts@wsib.on.ca.

Contact accessibility@wsib.on.ca if you require this communication in an alternative format.

Risks of unencrypted email communication

For more information on the risks associated with transmitting information by unencrypted email, visit wsib.ca/email.

Cancelling or changing email authorization

It is the business' 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. To cancel or change email authorization on an account, please email employeraccounts@wsib.on.ca.

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.

For more information, please refer to our [Authorization of Employer Representatives for Employer Accounts](#) policy.

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 the representative, they must complete the [Authorization for access to business account information form](#).

Please visit wsib.ca or call us at 1-800-387-0750, Monday to Friday, 7:30 a.m. to 7:45 p.m., for more information.