

WCB clearance is going digital.

Starting in June, WCB clearance status will be available online through MyAccount.

Most WCB-covered employers in Nova Scotia are familiar with the Clearance Letter. It confirms a company is in good standing, which means the company has coverage, has met payroll reporting requirements, and has no outstanding balance. When you hire a contractor who is in “clear” status, it means your experience rating won’t be impacted if they have a claim during the contract, and it also means you don’t pay WCB premiums on their labour.

With this change, printed letters will no longer be used. Hiring employers will search for contractors and confirm their clearance status in MyAccount.

It’s just one way we’re committing to reducing paper-based processes and making it easier for employers to do business with us.

Here’s what the new clearance process will mean for you:

- Check real-time clearance status online at any time.
- Track and report hiring contractors online. (This replaces the annual subcontractor report, which will be phased out.)
- View and pay your corresponding premium charges directly through CRA.
- If you are unable to access MyAccount, contact us, and we will verify a contractor’s status for you.
- If you need to demonstrate that you have WCB insurance (which is different from clearance status) to someone without MyAccount access, contact us.

MyAccount

is WCB Nova Scotia’s essential business tool for employers.

As part of our modernization, we are updating MyAccount so it’s faster, easier to use, and provides you with even more service options. Use it to check clearance, manage your claims, report your payroll, communicate with us securely and much more. If you’re not already using MyAccount, visit my-account.ns.ca to sign up today.

We’re here when you need us.

If you have any questions about WCB Nova Scotia’s new clearance process, the new MyAccount, or any of our other upcoming changes, please contact us by secure message, or by phone at **1-800-870-3331**.



Managing Clearance in MyAccount (Effective early June 2019)

Save this paper for reference.

Checking Your Own Clearance Status

Your own clearance status is visible under the **WCB Account** tab

Searching for Contractors

To find and view Clearance Status information for a contractor, use the **Search for a Contractor** option, and search by a Firm BN or the name of the contractor. If the contractor has a WCB policy, their clearance status will be visible in the search results.

Clearance Statuses

Clear

The contractor has an account with WCB and is considered to be in good standing. The contractor is responsible for coverage in the event that you hire them.

Not Clear

The contractor has an account with WCB but does not have current active clearance. If you choose to hire the contractor, you accept liability and you will be charged a premium payment associated with the contract's labour portion.

Not Registered

The contractor has no account with WCB. If you choose to hire the contractor, you accept liability and will be charged a premium payment associated with the contract's labour portion.

Managing Your Contractor List

MyAccount's Contractor List will allow you to monitor a contractor's clearance status in real time. When you find contractors in the search results, you can add them to your Contractor List to easily monitor their clearance status. Enabling notifications will allow you to receive notice for any change in status. Contractors do not have to be hired to be added to the Contractor List.

Hiring Contractors

You will be able to report the hiring of contractors in real time. After you search for a contractor, you can choose to let us know you have hired the contractor, by clicking **Hire Selected Contractor** and filling out the required fields. Based on the contractor's clearance status, the steps to report hiring a contractor vary slightly.

Modifying Contract Details

When details need to be modified for hired contractors in "Not Clear" and "Not Registered" status, you can simply hire the contractor again with the new details to increase the contract value or duration, or secure message us with the details when the contract decreases in value or duration.

For a complete how-to guide, to view our MyAccount training webcasts, and for more general information about our upcoming changes, visit wcb.ns.ca/ServiceChanges.