

## **Get Statements Sooner!**



## Sign up for e-statements with WSCC Connect!

- Receive an email notification when your statement is ready to view, making it easier and faster to manage your payments.
- Access your statements 24 hours a day, 7 days a week with up to 3 years of history to view or download.
- Decrease your impact on the environment by going paperless!

Log in to WSCC Connect today and switch to e-statements. To sign up, use the convenient guide on the reverse side, or see the WSCC Connect online help at https://connect.wscc.nt.ca or https://connect.wscc.nu.ca.

**Note:** After you sign up for e-statements, you'll no longer receive monthly paper statements in the mail.





**Important:** Employers, check with your *WSCC Connect* Access Administrator to **ensure user and account details are up-to-date**. Correct email addresses are important for receiving your notice when the Employer Monthly Statement is ready to view.

## How to sign up for e-statements with WSCC Connect

1 Log in to your User Account

You need a WSCC Connect User Account to access e-Services. Visit WSCC Connect to learn how to create your own account and link it to your employer.

You need to be assigned the user role "Payments and Statements" User roles are granted by the employer's WSCC Connect Access Administrator(s).

**For User Accounts:** To request access to "Payments and Statements", select:

Employer E-Services > Account Activity and Statements > Manage Statement Notifications

You can manage statement notifications or request the "Payments and Statements" user role. To request the user role, select from the drop-down menu and click on "Request Access".

Request Access

**For Access Administrators:** To assign or add someone to a "Payments and Statements" user role, select:

My Connect > Manage Users



**Note:** Your employer's Access Administrator receives an email with your request. They must approve your request before you can proceed to Step 3. This may take some time.

**3** Manage Statement Notifications

Return to Manage Statement Notifications and select "**Yes**" to receive an email notification when your monthly statement is available.

Need help? Ask to speak to an Employer Services representative by calling NWT 1 (800) 661-0792 or Nunavut 1 (877) 404-4407

EMPLOYER E-SERVICES

Register your Business
Payments

Obtain a Clearance

Account Management

OHS E-SERVICE

Account Activity Report