

## Getting Started

Find *WSCC Connect* online at <https://connect.wsc.nt.ca> or <https://connect.wsc.nu.ca>.

### Create an Account

Sign up for an Online User Account.

1. Click the [Create an Account](#) link.
2. Fill in your details.
3. You will receive a confirmation email from *WSCC Connect*.
4. Click on the link to confirm your email address.
5. You are now ready to [Log In](#) with your Online User Account, and perform some basic tasks in *WSCC Connect*.

If you're a worker or a representative of an employer that is already registered with the WSCC, you require approval from your Access Administrator to use *WSCC Connect* on behalf of that employer.

### Adding an Employer

6. [Log In](#) to *WSCC Connect* and select [Add an Employer](#) under the **MY CONNECT** menu.
7. Complete the [Add an Employer](#) form by filling in the:
  - Employer name (legal or trade);
  - Employer number;
  - Employer *Connect* code;\* and
  - The payroll estimate submitted to the WSCC within the current calendar year.\*

**NOTE:** The first person to add an employer becomes that employer's **Access Administrator**. From then on, the Access Administrator is responsible for authorizing other users to access *WSCC Connect* on behalf of that employer. You will receive an email notification once the Access Administrator has authorized your access.

\* Required only if you are the first person to add that employer.

### Information for Access Administrators

The first person to [Add an Employer](#) becomes that employer's Access Administrator. This role has access to a number of additional features located under the **MY CONNECT** menu.

Click on **MY EMPLOYERS** to:

1. Authorize/decline access requests by other users;
2. Assign roles (for example, obtain a bidding clearance) to other users;
3. Invite a user to access *WSCC Connect* on behalf of your employer;
4. Revoke a user's ability to access *WSCC Connect* on behalf of your employer; and
5. View your employer's *WSCC Connect* code.

Please refer to the *WSCC Connect* online help for more information on these topics.

## Frequently Asked Questions

**Q: What is a *WSCC Connect* code?**

**A:** The *WSCC Connect* code is a unique, six-digit secret access code that is issued to each registered employer active with the WSCC.

**Q: Where can I find my *WSCC Connect* code?**

**A:** You can find your *WSCC Connect* code in the *Welcome to WSCC Connect* letter sent to your billing address. If you no longer have it and need your *Connect* code, please contact the WSCC.

**Q: Where can I find my WSCC Employer Number?**

**A:** Every employer registered with the WSCC has a unique employer number. You can find it on your WSCC Account Activity Report.

**Q: Can there be more than one Access Administrator for a single employer?**

**A:** Yes. Once the initial Access Administrator is established, additional users can be assigned the Access Administrator role.

**Q: Where can I find my payroll estimate information?**

**A:** You can find your payroll estimate on the Annual Payroll Report (APR), which your employer has submitted to the WSCC in the current calendar year. If your employer has not yet submitted an APR, please enter \$0.00 when prompted.

**Q: What do I do if I forget my password?**

**A:** You can easily reset your password. Click on the *Forgot Your Password?* link from the Log In page and follow the directions.

