



# ***DECC***

## ***User Guide***

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## Information about Clearances

### ***Your responsibility for subcontractors***

If you hire subcontractors, you are responsible for their workers' compensation insurance unless they:

- have their own valid WCB account,
- are operating as a limited or incorporated company, or
- are performing the work as:
  - an employer in that industry,
  - a worker of another employer,
  - a director of a corporation,
  - a proprietor with personal coverage, or
  - a partner in a partnership with personal coverage.

### ***What is a clearance?***

A clearance is a letter from the WCB that states the subcontractor's account is in good standing and clears you of your liability for them, should they default on their premium payment. It also authorizes you to release final payment on a specified contract.

### ***Who needs a clearance?***

If you hire subcontractors with their own WCB accounts, you have a responsibility to ensure that these accounts are in good standing. You can do this by obtaining a clearance. This protects you from becoming liable for payment of your subcontractor's premiums.

### ***When is a clearance required?***

A clearance is required when your contractor or subcontractor has a WCB account. You should obtain the clearance prior to releasing final payment on the contract.

### ***Why am I responsible for my subcontractor's unpaid premiums?***

Holding you responsible for unpaid premiums ensures the WCB insurance fund is maintained at a sufficient level to pay worker benefits. Using clearances ensures that each employer contributes their fair share.

## Insuring Subcontractors

Your responsibility for insuring subcontractors depends on their status. Refer to the chart below to determine whether you must provide coverage:

Subcontractor type	Subcontractor status	Your responsibility
<b>Not incorporated</b> (Proprietorships or partnerships)	Without accounts	You must provide coverage for these subcontractors. Report the labour portion of their earnings as insurable earnings. For mobile industrial equipment owner-operators, use the following to determine the labour portion: Welding-50% of contract Trucks-25% of contract Heavy equipment-25% of contract
	With accounts	You do not provide coverage for these subcontractors. You may, however, be liable for any of their unpaid premiums. To ensure their premiums have been paid, obtain a clearance from the WCB. Hold back payment until you receive the clearance.
<b>Limited or incorporated companies</b>	Without accounts	You do not provide coverage for these subcontractors. Obtain a clearance from the WCB before you release final payment.
	With accounts	You do not provide coverage for these subcontractors. You may, however, be liable for any of their unpaid premiums. To ensure their premiums have been paid, obtain a clearance from the WCB. Hold back payment until you receive the clearance.

### **Coverage may be required for protection from lawsuit**

Some of your subcontractors may not have workers' compensation insurance as they do not have their own coverage and you do not cover them. If such individuals are injured, **you are not protected from lawsuit by them**. The following subcontractors fall into this category:

- Employers who have a WCB account for their workers, but who do not have personal coverage, or
- Partners in a partnership where the partnership has a WCB account for its workers, but one or more of the partners does not have personal coverage, or
- Directors of corporations who do not have personal coverage.

If you employ any of these types of subcontractors, you may wish to apply for a *deeming order*. A deeming order can help ensure all those who perform work for you are covered by workers' compensation insurance. Contact the WCB to see if this is an option for you.

Without a deeming order, only Automated Account Validation can ensure protection against liability for subcontractors who are directors, partners, or proprietors. Although personal coverage ensures protection of the Workers' Compensation Act, personal coverage can be

cancelled at any time. Although it cannot prevent holders from canceling their coverage, Automated Account Validation will inform you by email the day after personal coverage has been cancelled.

## What is the Direct Employer Clearance Certificate (DECC) System?

DECC is a self-service, web-based system for obtaining clearances from the Workers' Compensation Board – Alberta. You can use DECC to obtain one-time clearances for one or more subcontractors, whether or not you hold a valid WCB account. Registered users can maintain lists of subcontractors, making it easy to obtain a clearance each pay period, or can register their list for daily automated account validation.

### **Minimum System Requirements**

Pentium II or higher  
128 MB RAM  
High-speed internet connection  
Microsoft Internet Explorer 6.0 or 7.0  
Adobe Reader 6.0 or higher

### **Registration**

Anyone can request one-time clearances from DECC as an unregistered user. Registration allows you to save your subcontractor list and to participate in Automated Account Validation (or AAV – see page 17 for more information). In order to take advantage of these additional features you must have an account with the Workers' Compensation Board - Alberta and a WCB User ID and password. To request a User ID, navigate to our website at <http://www.wcb.ab.ca/onlineservices/decc.asp> and click on the "Request Access Now" button. Complete all the fields on the online form and click on the **Send Email** button. You will be contacted by a member of the eBusiness Support Team within 2 business days with your user ID and password.

### **Hours of Operations**

Direct Employer Clearance Certificates are available weekdays from 7 a.m. to 7 p.m. Our support line is available weekdays from 8 a.m. to 4:30 p.m. at (780) 498-7688.

### **Security**

The Workers' Compensation Board – Alberta understands that, for many companies, their relationship with their subcontractors is confidential and sensitive. It is important to us that your clearance requests remain private.

The WCB uses a 128 bit SSL (Secure Socket Layer) to encrypt your clearance transactions before they enter the public network.

Subcontractor lists and other data stored by registered users reside on a WCB-Alberta web server. Subcontractor lists can only be viewed by the user who created the list and the WCB. If you are changing DECC administration within your company and need to move a list to a new user, call our support line at (780) 498-7688.

If you are a registered user, please observe the following rules to protect the confidentiality of your WCB User ID:

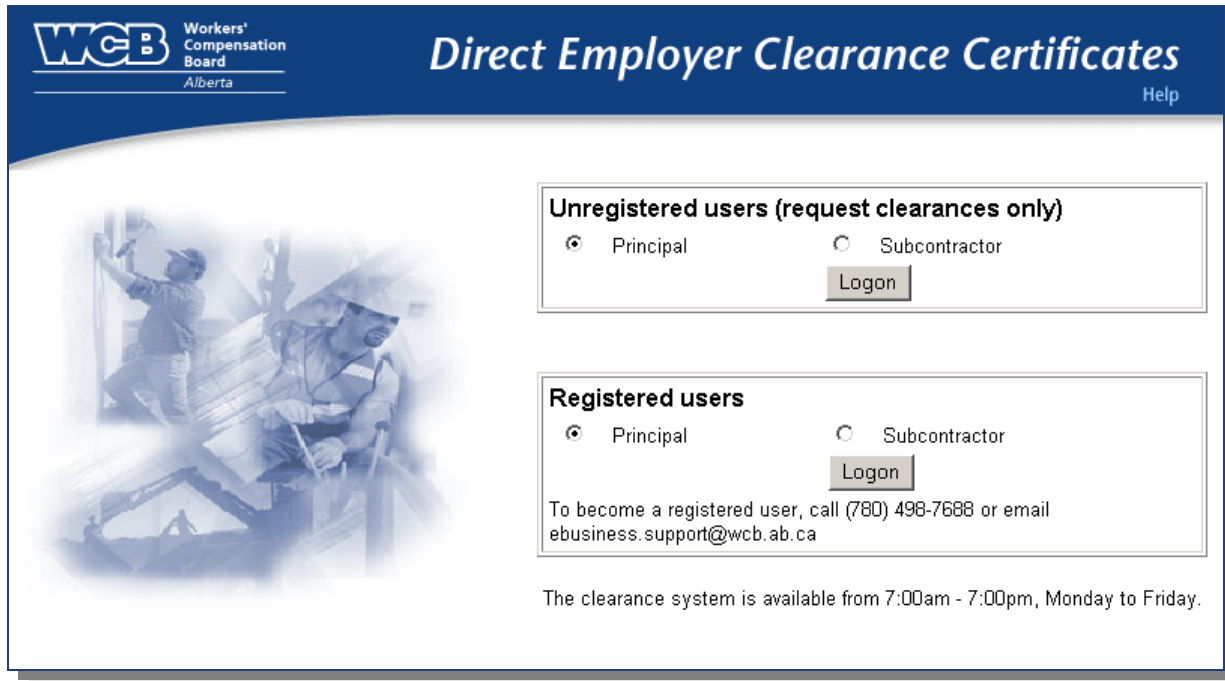
- Never share your User ID or password.
- Do not send confidential information with unencrypted email.

# The Basics: Requesting a One-Time Clearance for a Subcontractor

Anyone with internet access can use Direct Employer Clearance Certificates to obtain clearances for one or more subcontractors, whether or not you have their WCB account number.<sup>1</sup> Whether you are a registered or casual user, the process for obtaining a one-time clearance is the same.

## 1. Load the DECC start page

The DECC start page can be accessed from the WCB – Alberta web site (<http://www.wcb.ab.ca>) or directly from <http://decc.wcb.ab.ca>. The start page appears below.



## 2. Choose your start page options and logon

If you do not have a user ID and password for the system, log in as an **unregistered user** (Principal); otherwise, log in as a **registered user**. Anyone can logon as an unregistered user, but registered users will first have to obtain a User ID from the WCB – Alberta.

After logging in, registered users will be taken to the **Getting Started** tab. Select the “Request clearances” option from the **Available Options** area, then click on the folder tab titled **Subcontractor List**. Unregistered users will automatically be redirected to the **Subcontractor List** tab.



<sup>1</sup>It is always preferable that you obtain a WCB account number, since companies with similar names are easily confused.

### 3. Build a subcontractor list

Identify the subcontractors for which you want a clearance. Subcontractors will be moved directly to the “Submit Clearance Request” page.

If you know your subcontractor’s account number<sup>1</sup>, enter the number in the box provided and press your “Enter” key or click on the “Add” button. Provided that you have entered a valid WCB account number, the associated legal name and address will appear in the lower portion of your screen.

If you don’t know the subcontractor account number, type the first part of the subcontractor name in the box below “Searching a company name” and press your “Enter” key or click on the “Add” button. DECC will load the company name search page, allowing you to choose from a list of companies whose names match what you have entered. For more information on company name searches, see the section on “Searching a company name”.

WCB Workers' Compensation Board Alberta

Direct Employer Clearance Certificates

Change Password | Contact WCB | Help

Getting Started Subcontractor List Submit Clearance Request AAV Registration

Are the subcontractors on this list for the sale of primary timber products?

Add to subcontractor list by:

Entering an account number  Searching a company name  Copying from an existing subcontractor list

**Current subcontractor list** (Lists are limited to a maximum 400 accounts. If you have more subcontractors, please create another list.)

Acct No.	Name	Address
<input type="checkbox"/> 1313661	W C B OF ALBERTA	ATT: FINANCE PO BOX 2415 STN MAIN ,EDMONTON,AB T5J2S5

List Count: 1

You can keep adding additional subcontractors until you are ready to submit your request. To remove an account from your list, check on the selection box to the left of the subcontractor account number and click the “Remove Account(s)” button at the bottom of the page.

If you are requesting a clearance for the sale of lumber, click the check box at the top of the page prior to submitting your request.

<sup>1</sup> WCB account numbers include a “check” digit, but are sometimes communicated without this number. Account numbers including the check digit have a maximum length of seven. Be sure to include the check digit when making a clearance request.



#### 4. Submit a clearance request

Click on the “Submit Clearance Request” tab to see the screen shown at the bottom of the page. If you are a registered user, DECC will already have completed the information for “account number”, “company name”, and “principal mailing address”. If you have selected only a single subcontractor, DECC will have filled in the subcontractor’s mailing address.

The screenshot shows the WCB Direct Employer Clearance Certificates submission form. The header includes the WCB logo and navigation tabs: Getting Started, Subcontractor List, Submit Clearance Request (selected), and AAV Registration. The form fields are as follows:

- Account number:** 1234567 (with a dropdown arrow)
- Company name:** ABC COMPANY INC.
- Subject line (optional):** [Empty text box]
- Destination Selection:**
  - Principal destination**
  - Subcontractor destination**
- Principal destination fields:**
  - Attention:** [Empty text box]
  - Email:** [Empty text box]
  - Fax:** [Empty text box]
  - Mailing address:** address: 123 ANY STREET, [Empty text box], [Empty text box], city: EDMONTON, province: AB, postal code: T1A1A1
- Subcontractor destination fields:**
  - Attention:** [Empty text box]
  - Email:** [Empty text box]
  - Fax:** [Empty text box]
  - Mailing address:** address: ATT: FINANCE, PO BOX 2415 STN MAIL, [Empty text box], city: EDMONTON, province: AB, postal code: T5J2S5

Buttons: View, Send

More information about each of the fields on the clearance submission page:

##### **Principal account number**

Unregistered users must enter their WCB – Alberta account number if they have one. Include the check digit. For registered users, the account number will automatically appear in this field. If you have access to more than one account, select the correct account from the drop-down list.

##### **Company name**

Your company name – this field will automatically populate after you have entered your account number. If you are an unregistered user and you did not enter your account number in the previous field, type in the full name of your company here.

##### **Subject line**

If your clearance relates to a particular project, describe it on this line (maximum 30 characters).

##### **Principal destination**

Select this box if you want a copy of the clearance letter sent to you, the principal.

##### **Principal attention line**

Enter the name of the person to whom the letter is to be addressed to at the principal company.

***Principal email***

If you are requesting a copy of the clearance letter to be sent to you and you wish to receive the letter by email, select the **Email** option and type in your email address. The letter will be sent to you by email as an Adobe PDF file.

***Principal fax***

If you are requesting a copy of the clearance letter to be sent to you and you wish to receive the letter by fax, select the **Fax** option and type in your fax number. Only enter the **numeric** values of the area code and fax number. **Do not** enter any brackets, spaces or dashes.

***Principal mailing address***

This is a required field, necessary to identify you or your company. If you provide your account number, DECC will automatically complete this field with your WCB billing address. This is also the address where your clearance will be mailed to if you select this option.

***Subcontractor destination***

Select this box if you wish to send a copy of the clearance letter to the subcontractor (this box can only be selected if you are clearing a single subcontractor).

***Subcontractor attention line***

Enter the name of the person at the subcontracting company who will be receiving the letter.

***Subcontractor email***

If you are requesting a copy of the clearance letter to be sent to the subcontractor and wish to send the letter by email, select the "Email" radio button and type in the subcontractor's email address. The letter will be sent as an Acrobat PDF file.

***Subcontractor fax***

If you are requesting a copy of the clearance letter to be sent to the subcontractor and wish to send the letter by fax, select the "Fax" radio button and type in the subcontractor's fax number. Only enter the **numeric** values of the area code and fax number. **Do not** enter any brackets, spaces or dashes.

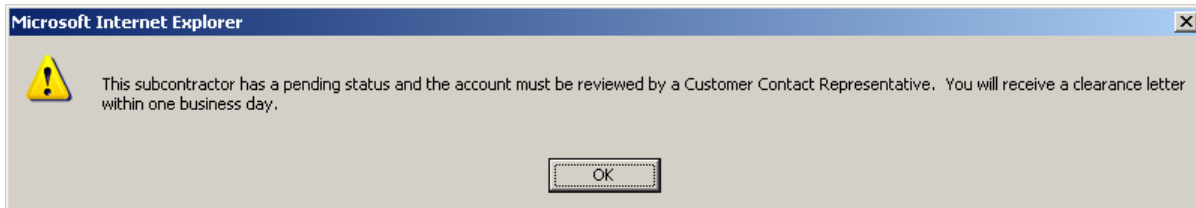
***Subcontractor mailing address***

If you are processing a clearance for a single subcontractor, DECC will automatically complete this field with the subcontractor's WCB billing address. If you are requesting a copy of the clearance letter to be sent to the subcontractor and wish to send the letter by mail, select the "Mailing Address" radio button.

## 5. View your clearance

You can click on the “VIEW” button at the bottom of the “Submit Clearance Request” page to see the results of your clearance request. You will require Adobe Acrobat 6.0 or higher to view clearance output interactively.

In a few cases, it may not be possible for DECC to determine clearance status. This can occur for a variety of reasons and should not be used as a presumption that a clearance will be denied. If clearance status cannot be determined you will receive the message below. A WCB – Alberta representative will send a response within one working day.



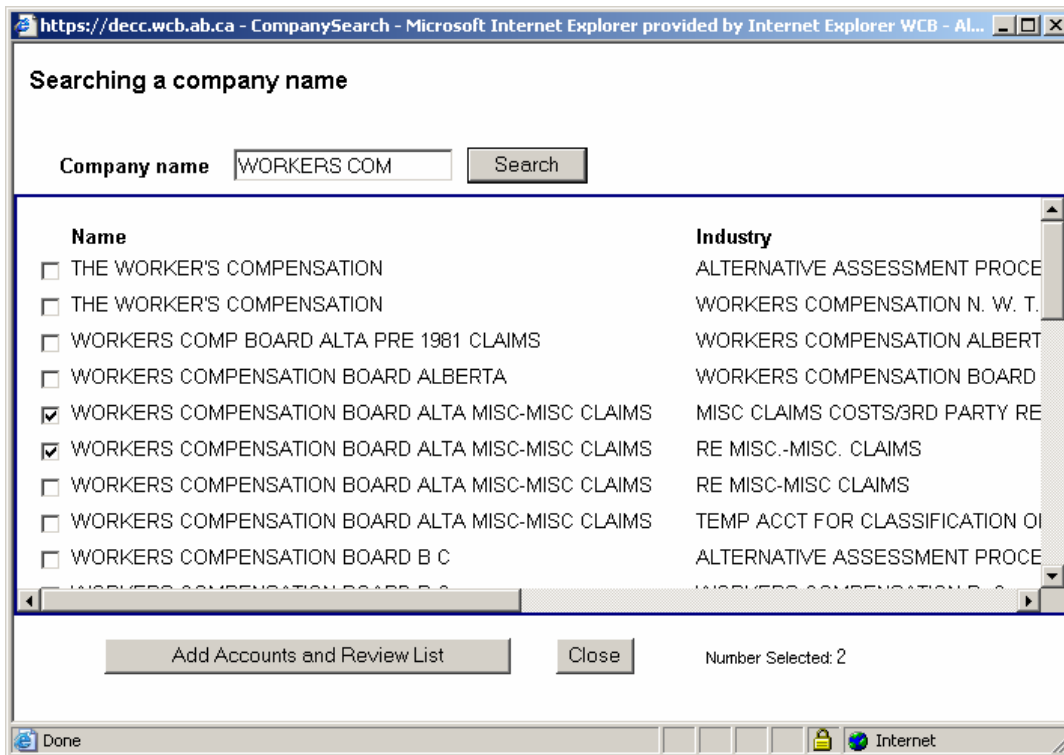
## Company Name Searches

If you don't know a WCB account number you can still process a clearance by searching the company's name. Search the company name on the subcontractor list page, shown below.

The screenshot shows the WCB Alberta website interface for 'Direct Employer Clearance Certificates'. The top navigation bar includes the WCB logo, 'Workers' Compensation Board Alberta', and links for 'Change Password', 'Contact WCB', and 'Help'. Below the navigation are tabs for 'Getting Started', 'Subcontractor List' (which is active), 'Submit Clearance Request', and 'AAV Registration'. The main content area has a checkbox for 'Are the subcontractors on this list for the sale of primary timber products?'. Below this is a section 'Add to subcontractor list by:' with three radio buttons: 'Entering an account number', 'Searching a company name' (which is selected), and 'Copying from an existing subcontractor list'. There are two input fields: the first is empty, and the second contains 'workers' compensation'. A dropdown menu is positioned between the second field and an 'Add' button. Below this is a section titled 'Current subcontractor list' with a note: '(Lists are limited to a maximum 400 accounts. If you have more subcontractors, please create another list.)'. The list has three columns: 'Acct No.', 'Name', and 'Address', but it is currently empty.

Companies may conduct business under multiple names: their incorporated name, one or more trade names (such as the name under which a retail shop or franchise conducts business), or the personal name of an owner or director. DECC searches all of these names, as long as they have been provided to the WCB.

DECC's company search requires a company name prefix of at least five characters. In the example below, DECC will search the prefix "workers' compensation" (the search ignores punctuation and does not differentiate between upper and lower case). Press the ENTER key or click on the "Add" button to process your search. DECC brings up a new browser page with your search results, displayed on the next page.



In the example, DECC has found numerous names matching the prefix. Simply check the name(s) of the companies you wish to add to your subcontractor list, then click on the "Add Accounts and Review List" button to add the accounts to your clearance request. All selected accounts will be copied to your subcontractor list.

You can click on "Close" to return to your clearance request, or leave the search panel open while you swap back to your clearance request window, to see the accounts you have selected.

Note in the example below that, although two names were selected, only one account has been added to the subcontractor list. This is because both names belong to the same account.

If, after reviewing the account number and address, you decide that the wrong account number has been selected, click the check box to the left of the account and then click the "Remove Account(s)" button.

You can continue to search for and add new names to your clearance request list. If you left the Company Search page open, you can add a new search prefix in the "Company Name" box. Otherwise, enter the new prefix in the "Searching a company name" box on the "Subcontractor List" page.

Are the subcontractors on this list for the sale of primary timber products?

Add to subcontractor list by:

Entering an account number

Searching a company name

Copying from an existing subcontractor list

**Current subcontractor list** (Lists are limited to a maximum 400 accounts. If you have more subcontractors, please create another list.)

Acct No.	Name	Address
<input type="checkbox"/> 1313661	W C B OF ALBERTA	ATT: FINANCEPO BOX 2415 STN MAINEDMONTONABT5J2S5

## Working with Subcontractor Lists (Registered Principals Only)

After a Registered user has logged in as a Principal, they will be directed to the “Getting Started” screen shown below. If they select the “Request clearances” button, they can go directly to the “Subcontractor List” tab and begin building a clearance request, as described in the section, “The Basics: Requesting a One-Time Clearance for a Subcontractor”.

Registered principals can also save one or more subcontractor lists for re-use. A saved subcontractor list can be used in one of two ways:

- to submit multiple clearance requests in advance of each pay period, or
- to register all subcontractors in Automatic Account Validation (AAV) for daily verification.

AAV not only ensures daily clearances, but is the only way to ensure protection against liability for a proprietor, partner, or director who suddenly cancels their personal coverage. The next section describes AAV in greater detail.

### Creating a new subcontractor list

WCB Workers' Compensation Board Alberta

Direct Employer Clearance Certificates

Change Password | Contact WCB | Help

Getting Started | Subcontractor List | Submit Clearance Request | AAV Registration

Choose one of the options listed below and then select the appropriate folder above.

**Available options**

Request clearances

Create a subcontractor list (enter list name)  Only use alpha numeric characters for list name.

Work with a subcontractor list

- **Request clearances:**  
Request clearances for one or more WCB accounts.
- **Create a subcontractor list:**  
Build a new subcontractor list using WCB accounts, by looking up WCB accounts, or from an existing list. Subcontractor lists are useful for repeating clearances on the same group of subcontractors, or for registering a group of accounts for daily automated account validation.
- **Work with a subcontractor list:**  
Edit a subcontractor list, delete an entire subcontractor list, request clearances on a subcontractor list, or register a subcontractor list in AAV.

To begin a new subcontractor list, select the “Create a subcontractor list” option and type in a list name. Subcontractor list names can be any combination of alphanumeric characters and spaces, up to a maximum of 30 characters. Press the “Enter” key or click on the “Subcontractor List” tab to begin building your list. A page similar to the one below will appear. In the example, “SOUTHEAST OPERATIONS” has been entered as the subcontractor list name. To work with an existing list, click on the “Work with a subcontractor list” button and select the appropriate list.

You can add accounts to your list in one of three ways:

- Entering WCB – Alberta account numbers.<sup>1</sup>
- Searching company names. Refer to the “Company name searches” section for more information about searching company names.
- Copying from an existing subcontractor list. Click on the radio button, then select the list name from the drop-down box. Click the “Add” button to select accounts from your list.

### Copying from an existing list

**WCB** Workers' Compensation Board Alberta

Direct Employer Clearance Certificates

Change Password | Contact WCB | Help

Getting Started | Subcontractor List | Submit Clearance Request | AAV Registration

Subcontractor list name: SOUTHEAST OPERATIONS      AAV status: INACTIVE

Are the subcontractors on this list for the sale of primary timber products?

Add to subcontractor list by:

Entering an account number       Searching a company name       Copying from an existing subcontractor list

           NORTHEAST OPERATIONS      Add

Current subcontractor list (Lists are limited to a maximum 400 accounts. If you have more subcontractors, please create another list.)

Acct No.	Name	Address
----------	------	---------

When you copy from an existing list, a page similar to the “Company Search” page appears. By default, all companies in the existing list are selected. Note that, as on the Company Search page, you may see multiple records for a single account, with each record corresponding to a different employer name entry.

Click the box to the left of the name field to select or deselect each name. Click on the “Add Accounts and Review List” button to transfer selected accounts to your subcontractor list. You can then copy accounts from a second list (click on the “List name” drop-down box), or close the page and return to the Subcontractor List page.

When you have added all accounts to your new list, select the “Save” button to make your changes permanent. Other buttons on the Subcontractor List page allow you to print or delete your list.

<sup>1</sup> WCB account numbers include a “check” digit, but are sometimes communicated without this number. Account numbers including the check digit have a maximum length of seven. Be sure to include the check digit when making a clearance request.



## Sharing subcontractor lists across multiple accounts

Each subcontractor list belongs to only one WCB User ID. However, a single User ID can be used to administer clearances for several WCB accounts. To establish authority over several accounts, call the WCB (780) 498-7688 email [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca).

Once you have authority for more than one account, you will have to choose one before processing a clearance on the "Submit Clearance Request" page. In the example below, the "Account Number" drop-down box allows the owner to choose an account to act as principal.

The screenshot shows the 'Direct Employer Clearance Certificates' interface. At the top, there is a navigation bar with the WCB logo, 'Workers' Compensation Board Alberta', and the title 'Direct Employer Clearance Certificates'. On the right, there are links for 'Change Password', 'Contact WCB', and 'Help'. Below the navigation bar are four tabs: 'Getting Started', 'Subcontractor List' (which is active), 'Submit Clearance Request', and 'AAV Registration'.

The main form area is titled 'Subcontractor list name' and contains the following fields:

- Subcontractor list name:** SOUTHEAST OPERATIONS
- Account number:** 1313661 (selected from a dropdown menu)
- Company name:** W C B OF ALBERTA

Below these fields is a note: '(The account the clearances will be addressed to)'. There is also a 'Subject line (optional)' text input field.

The form is divided into two columns for destination selection:

- Principal destination:** This column is selected with a checked radio button. It includes:
  - Attention:** Text input field
  - Email:** Radio button selected, with a text input field
  - Fax:** Radio button unselected, with a text input field containing '(780)498-7866'
  - Mailing address:** Radio button unselected, with a text input field containing 'ATTENTION: FINANCE'
  - address:** Text input field containing 'PO BOX 2415 STN MAI'
  - city:** Text input field containing 'EDMONTON'
  - province:** Text input field containing 'AB'
  - postal code:** Text input field containing 'T5J2S5'
- Subcontractor destination:** This column is unselected with a radio button. It includes:
  - Attention:** Text input field
  - Email:** Radio button unselected, with a text input field
  - Fax:** Radio button unselected, with a text input field
  - Mailing address:** Radio button unselected, with a text input field
  - address:** Text input field
  - city:** Text input field
  - province:** Text input field
  - postal code:** Text input field

At the bottom of the form, there are two buttons: 'View' and 'Send'.

## Automated Account Validation (Registered Principals Only)

Automated Account Validation (AAV) relieves you of the need to request ongoing clearances. Based on the assumption that most of your subcontractors are in good standing, AAV notifies you of only those subcontractors with an actual or potential clearance problem. If you have hundreds of subcontractors, you may prefer to view only the handful with clearance issues, rather than sift through hundreds of clearances for those who are in good standing.

The screenshot shows the 'AAV Registration' tab in the 'Direct Employer Clearance Certificates' section of the WCB Alberta website. The page title is 'Direct Employer Clearance Certificates' and the sub-header is 'AAV Registration'. The main heading is 'Automated Account Validation (AAV) eliminates your need to request ongoing clearances. AAV advises you every business day, by e-mail, of any changes that may affect your liability. To register the identified subcontractor list in AAV, checkmark the account(s) to which you want the exception reports forwarded and complete the contact information.' Below this, there is a form with the following fields: 'For the subcontractor list name:' with the value 'SOUTHEAST OPERATIONS'; 'Exception reports sent to these principals:'; 'Activate AAV' (checkbox); 'Account 1313661 W C B OF ALBERTA'; 'Contact Person' (John Doe), 'Phone' (780-444-4444), 'Fax' (780-444-4444); 'Alternate Contact' (Jane Doe), 'Phone' (780-422-2222), 'Fax' (780-422-2222); 'Email Address (es) (for AAV Notification)' (john.doe@network.com). A 'Save' button is located at the bottom of the form.

AAV not only ensures daily clearances, but is the only way to ensure protection against liability for a proprietor, partner, or director who suddenly cancels their personal coverage. Once personal coverage is terminated, your relationship is no longer governed by the Workers' Compensation Act and your company becomes liable for any injury suffered while in your employ.

To activate AAV:

1. First create a subcontractor list as described above. Or, if you wish to activate AAV on an existing subcontractor list, select 'Work with a subcontractor list' and choose the list from the drop-down box on the **Getting Started** tab.
2. Click on the "AAV Registration" tab.
3. Fill out the required contact information and email address(es) on the AAV Registration page. You may enter as many as six different email addresses.
4. Select the "Activate AAV" check box and click the "Save" button.

You can later deactivate AAV by deselecting the "Activate AAV" check box.

## **How AAV works**

AAV sends all notifications to the email address(es) you register in AAV. You can register up to six email addresses for each subcontractor list registered. It is your responsibility to ensure that the email addresses you enter are correct, and that your email server is active and capable of receiving AAV notification. It is also your responsibility to update AAV with any changes to your AAV contacts or email addresses.

Upon activation of the AAV system, an initial clearance letter will be immediately generated and emailed for all subcontractors on the list registered in AAV. The system will also automatically generate and send clearance letters on any subcontractors that are added or deleted from the list. AAV will thereafter check the subcontractor status every business day, starting with the next business day, notifying you *if the subcontractor clearance status is questionable or denied*. If your subcontractor list has no clearance problems, the system will still send a notification email advising of such.

There are several reasons that you might fail to receive an AAV notice:

- it is not a WCB business day;
- you have registered an incorrect email address in AAV;
- your email server is not receiving; or
- AAV is unable to send email.

If you do not receive AAV notification, *it is your responsibility to contact the WCB – Alberta*. You can call (780) 498-7688 or email [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca).

## **Registering a list for more than one account**

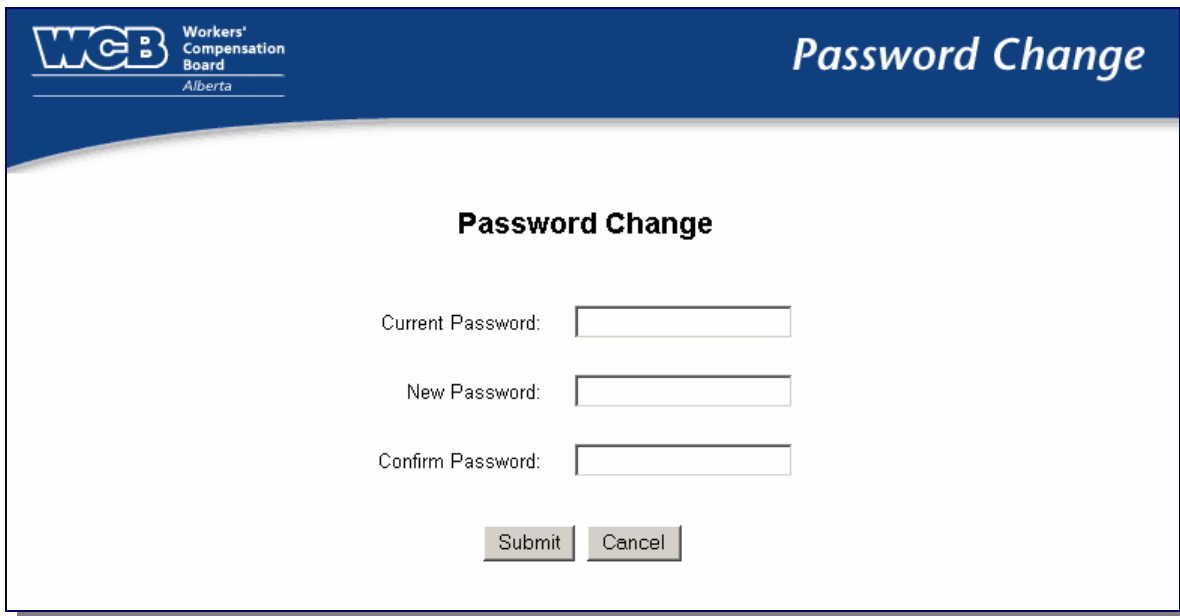
If you have authority to administer more than one principal account, you can register any of your subcontractor lists for each of the accounts. This means that it is possible to register the same list for more than one account. However, at least one daily email message will be created for each of the accounts with which the list is registered.

Contact the WCB – Alberta to establish authority to administer more than one account.

## Changing your password (Registered Users Only)

The DECC system allows users to change their password at any time after login. For security purposes, we recommend that you change your password as soon as you receive your user ID and password from the eBusiness Support Team.

To change your password, click on the 'Change Password' link found on the top right corner of any screen. The following screen will appear:



The screenshot shows a web interface for changing a password. At the top left is the WCB logo (Workers' Compensation Board Alberta). At the top right, the text "Password Change" is displayed in a large, italicized font. The main content area is titled "Password Change" and contains three input fields: "Current Password:", "New Password:", and "Confirm Password:". Below these fields are two buttons: "Submit" and "Cancel".

Fill in the required information and click on the **Submit** button. Your password change will take effect immediately. Please note that the password is case sensitive and all passwords must be at least seven (7) characters in length. Your password may be any combination of letters and/or numbers.