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If you need to submit documents for more than one claim, sub-mit them separately for each claim.If you're submitting a document for an estate, enter the claimant's last name followed by the words 'estate of' in the "Last name" field (e.g., Smith estate of).Select the documents that you want to submit. You can submit up to five documents at a time. Once you have attached the files, submit.Identify your documents. If you're submitting WSIB forms, search for the form name or ID. If you are submitting non-WSIB forms, select the type of document you are submitting. Get a confirmation. Select the checkbox to choose whether you want to receive a confirmation email. Once you submit your documents you'll see a confirmation screen.Submit a claim documentIf you have questions or if you have trouble submitting a document, contact us.I'm ready to use the online services to manage my claimIf you have a personal identification number (PIN) then you can log in to our online services and submit claim documents straight to your file. You should have received a personal identification number (PIN) when you reported an injury or illness through your online services account.Log in to your online services account. Add your claim and if a claim already exists, select the claim number from the claim section.In the left-hand column under documents, click submit documents(s).To help us make sure your document(s) gets to the right place, tell us if you're submitting a WSIB form and if yes, select the form name from the drop-down list.If you're not submitting a WSIB form, let us know what type of document you're submitting from the options in the drop-down list.Once you submit your document(s), you'll see a confirmation page. You can then click submitted documents to see a list of all the documents you've submitted. Only documents you submitted while logged into the service will appear.Sign up for our online services You can submit documents related to reporting and paying your premiums, premium rates/classification, clearances, account maintenance (i.e., closure, ownership, address change), registration and worker/independent operator status. Both Schedule 1 and Schedule 2 businesses can submit account-related documents online.Please don't submit any claim-related documents or Freedom of Information (FOI) requests or documents using the submit account documents service. Select 'View your claims' to submit claim-related documents or 'Report an injury or illness' to submit a new claim online through your online services account. People who have experienced a workplace injury, illness or exposure incident can report online.You can fill out a request form to make an FOI request. To submit an account-related document:Log in to your online services account. If you don't have an account, sign up.Click "Submit documents and send messages." a. Follow the instructions to enroll your account. Once you've entered your account information, click "Go" under "Submit documents and send messages."b. If you've already enrolled in this service, select the account or firm number you'd like to submit a document or send a message for and click "Go" under "Submit documents and send messages."c. Follow the instructions for unnumbered documents if you don't have an account or firm number, you're an independent owner operator or you're registering your business with us.Submit a document by dragging and dropping it into the field or by clicking "upload file." Please note you can only submit one document at a time. Confirm if the document is a WSIB form. Select the type of document you're submitting from the drop-down menu. Certify that the information and document you're submitting are correct.Click "Submit." Get a confirmation. You'll see a confirmation message and be able to view your document submission history by returning to the homepage. You can print or save a PDF receipt that confirms your submission. You can also submit another document.Submit an account document You can still submit account-related documents if you're an independent operator or need to complete your WSIB registration.To submit an account-related document without an account number:Log in to your online services account. If you don't have an account, sign up.Once logged in, click "Submit an account-related document if you don't have an account number."Submit a document by dragging and dropping it into the field or by clicking "upload file." Please note you can only submit one document at a time. Confirm whether you're registering a business, an independent operator or other. Select the option that applies to you and provide your phone number. You must provide your phone number to submit a document.Confirm if the document is a WSIB form. Select the type of document you're submitting from the drop-down menu. Certify that the information and document you're submitting are correct.Click "Submit."Get a confirmation. 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(3074A)Request your claim file Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. (3074A)Request your claim file Featured You must fill out a Form 6 (pdf). The Form 6 Reference Guide for Workers (pdf) will give you more information on filling out this form. Often called just the Form 6, this is a WSIB form that the worker completes and sends to the WSIB after a work-related injury or illness. It is a way for you to tell us the details of what happened to cause the injury or illness. It also provides us with information we need to make decisions about and process your claim. This form is different from the one you may have filled out at work for your employer. When you complete and submit the Form 6, it tells us that you are claiming for benefits for a work-related accident. There is a time limit for you to report. It is important to claim benefits as soon as possible. You have six months from the date of the accident to claim benefits or, for occupational diseases, from the time you learn of the disease. Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. 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When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. (3074A)Request your claim file Hello again, and welcome to Goodman Elbassiouni LLP's blog! Last time we discussed what steps you should take immediately after you become injured or ill from your work, so this time we thought we would talk about how to file a claim with the Workplace Safety and Insurance Board (WSIB). If you haven't already read our last post, we encourage you to do so now, because there is a lot of important information you will need as well! When an incident occurs at your workplace causing an employee to lose work from the resulting illness or injury, then three claim forms need to be filed with the WSIB: form 6, form 7, and form 8. You are in charge of filing form 6, your employer is in charge of filing form 7, and the physician that treats you for the incident is in charge of filling out form 8. These forms are available on the WSIB website (www.wsib.on.ca), but you can also contact the board directly and have them send it to you. Each of these forms have a specific timeframe in which they must be received by the WSIB for them to be valid, so it is important to be diligent in ensuring each form is filled, sent, and received well before the due date. Generally, the WSIB needs to receive a claim form within 6 months of the incident, or if the illness/injury occurred gradually, within 6 months of you finding out that your injury was workplace related. Since you don't personally have to fill out form 7 or form 8, we are going to start with form 6, the "Worker's Report of Injury/Disease form". If you have difficulty downloading the Worker's Report of Injury/Disease form from the WSIB's website, you can call them at 1-800-387-0750 to have them send you a copy. Or, if you have decided to work with us in your claim, we can help you get a copy and can coach you through the process one-on-one. Fill out the form 6 as instructed, taking care to provide as many accurate details as you can about the incident. For example, if you injured your arm opening a door, talk about the events leading up to the incident (your surroundings, were there any witnesses nearby), what caused it (ex. the door was blocked and resisted when you went to open it), how it happened (ex. you twisted your right arm from the force of trying to open the door), what happened as a result and which part of you was hurt (ex. you broke your right arm, but Suzy came to help you right away) and any other details you can remember. This is where your detailed records from the day of the incident will pay off! Once your form is complete, make two copies: one for you, and one to give to your employer, then submit the original to the WSIB. Your employer is obligated by law to give you a copy of their report as well, so you might want to check with them to ensure they do this. If not, you can also receive a copy of their report from the WSIB. Next time we'll be discussing your doctor and your employer's report, so be sure to watch out for the next exciting installment in our workplace injury blog series! Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. (3074A)Request your claim file If Canada Post goes on strike, they will not deliver mail to people's homes, government offices, tribunals, or courts. If you need to file documents with a court or tribunal, you should deliver them another way. For example, you might be able to send your documents by courier or use an online service. Some courts and tribunals accept documents in person. If you're expecting a cheque, there may be delays. You might be able to ask for direct deposit if you want. For more information, call or check the website of the court, tribunal, or government office that you're dealing with. Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. (3074A)Request your claim file If you suffer a workplace accident or illness, you should: Tell your employer about your accident or occupational disease. If you need more than first aid, your employer should send a report of your accident or disease (Form 7) to the WSIB within three days. Get medical attention right away (for example, first aid, hospital emergency, family doctor). Tell the person treating you to send a Health Professional's Report (Form 8) to the WSIB. Report the accident to your union or your health and safety representative, if you have one. How do I file a WSIB claim? To apply for WSIB benefits you should complete and sign the Worker's Report of Injury/Disease (Form 6). You can get this form on the WSIB website or you can phone the WSIB toll-free at 1-800-387-0750. In order to receive WSIB benefits, you must agree to allow your doctor (or other treating health professional) to release information about your "functional abilities" to your employer. Functional abilities information describes what you can and cannot do at work because of your work-related injury. Functional abilities information does not include details about your medical condition. By signing a Form 6, you allow your doctor to complete the functional abilities form and provide a copy of the completed form to you, your employer, and the WSIB. Generally, the WSIB will pay no more than two weeks of benefits to a worker who has not signed a Form 6. When you are completing a Form 6, you need to provide the WSIB with detailed information about your accident. You must provide your employer with a copy of the completed Form 6. What is e-filing? If your employer filed an Employer's Report of Injury/Disease (Form 7) and the WSIB has assigned a claim number to your accident, the WSIB will send you a letter asking you to file a Form 6. You may complete and file an electronic Form 6 (eForm 6) on the WSIB website. You must print the electronic Form 6 before filing it as you are required to give a copy to your employer. Your employer must provide you with a copy of the Form 7 that they sent to the WSIB. What happens after I file a Form 6? You should receive a letter from the WSIB providing you with a claim number. A claim number does not mean that your claim has been approved. It only means that the WSIB knows about your claim and has started a file. You should refer to the claim number every time you contact the WSIB about your claim. If you do not receive a claim number, it may mean that the WSIB does not know about your claim. You should contact the WSIB right away to check. The WSIB will tell you how to establish a claim if you do not have a claim number. What if my benefits are delayed? You could experience a delay in benefits if the WSIB has not received all the information required to make a decision. (For example, your doctor's report or employer's report may be missing.) A delay could also mean that the WSIB is still in the process of reviewing your claim and that a decision has not been made. If you do not receive a letter of explanation within a few weeks, call the WSIB and ask about the delay. What if my claim is denied? You should receive a letter from the WSIB explaining why they are denying your claim. If you disagree with the reasons provided, you have six months from the date of the WSIB decision to file an appeal. For more information on appealing a WSIB decision, see Appeals at the WSIB. Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. 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When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. 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When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. (3074A)Request your claim file Find the form you need, fill it in using your desktop or laptop computer, save it and submit it online.Categories:Report an injury or illnessYou can report your injury, illness through our secure online services. When you sign up for online services and report through your account, you can provide us with the information we need to quickly process your claim and get updates faster.Report an exposure incidentYou can sign up for a secure online services account to report your exposure incident.You can also fill out and save an (3958A) or an (3885A) and submit your forms here.Noise-induced hearing lossYou can report your work-related, noise-induced hearing loss claim through our secure online services.You can also fill out and save a Set up direct depositYou can sign up for direct deposit through our online services to get your benefit payments sent right into your account. and fax or mail it to us.Please note: Do not submit the form online.Learn more about how to sign up for direct deposit.Object to a decisionAuthorize a third-party representative (1824A) This is not a request for access or an appeals form. 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