wcb | Saskatchewan Workers' Compensation Board

Request a Clearance

View the tutorial video:
https://youtu.be/2Aq5z0CkXk4

Changes to the clearance process

As of Dec. 2025, term clearances must now be requested by the customer through their online account rather than being issued quarterly by the WCB.

What's changed:

Expanded term clearances: Moving away from a 90-day maximum window to coverage that extends until your next payroll reporting obligation

Embedded clearance letters: Within your online services account, you will receive real-time confirmation of coverage and account status

Removed Letters of Good Standing: All needs are now met through the clearance process

What this means for employers

One process for all needs

Clearances now provide the confirmation previously offered by Letters of Good Standing

Longer coverage periods

When you file your payroll assessment on time, you are cleared for the full period with no repeated requests

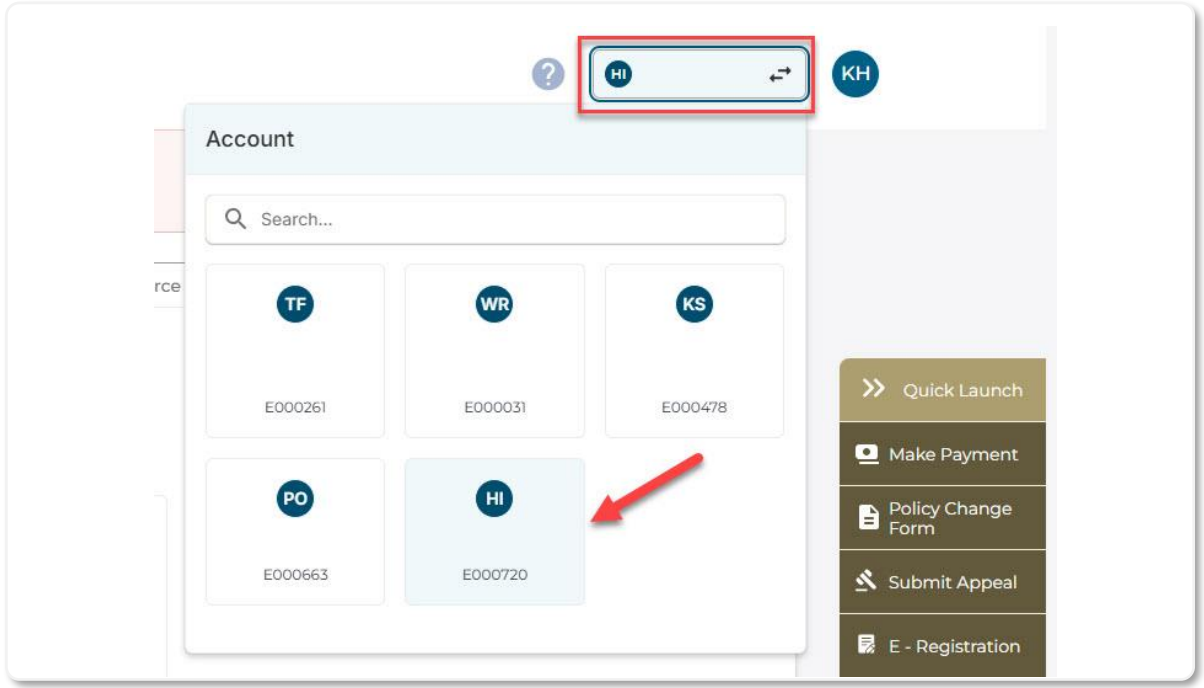
Easy renewals

You will receive a system notification when contractors are set to expire and can easily renew with one click

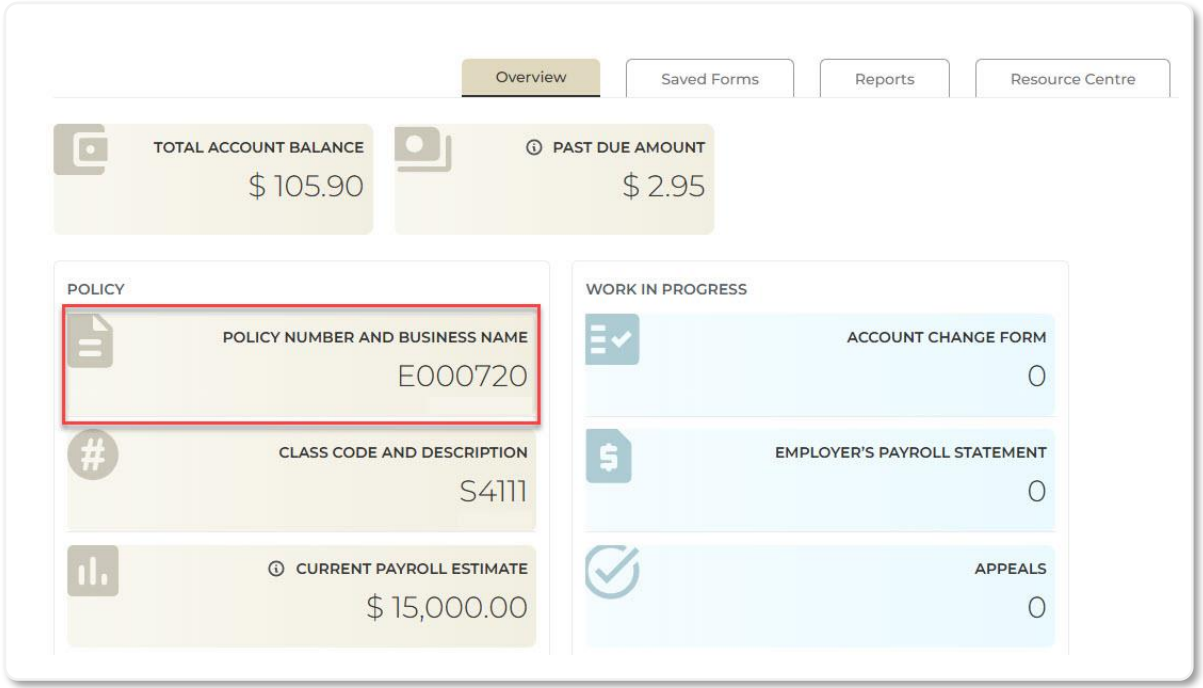
Self-service flexibility

You can manage contractor lists directly in you online services account, reducing repetitive data entry

Request a clearance

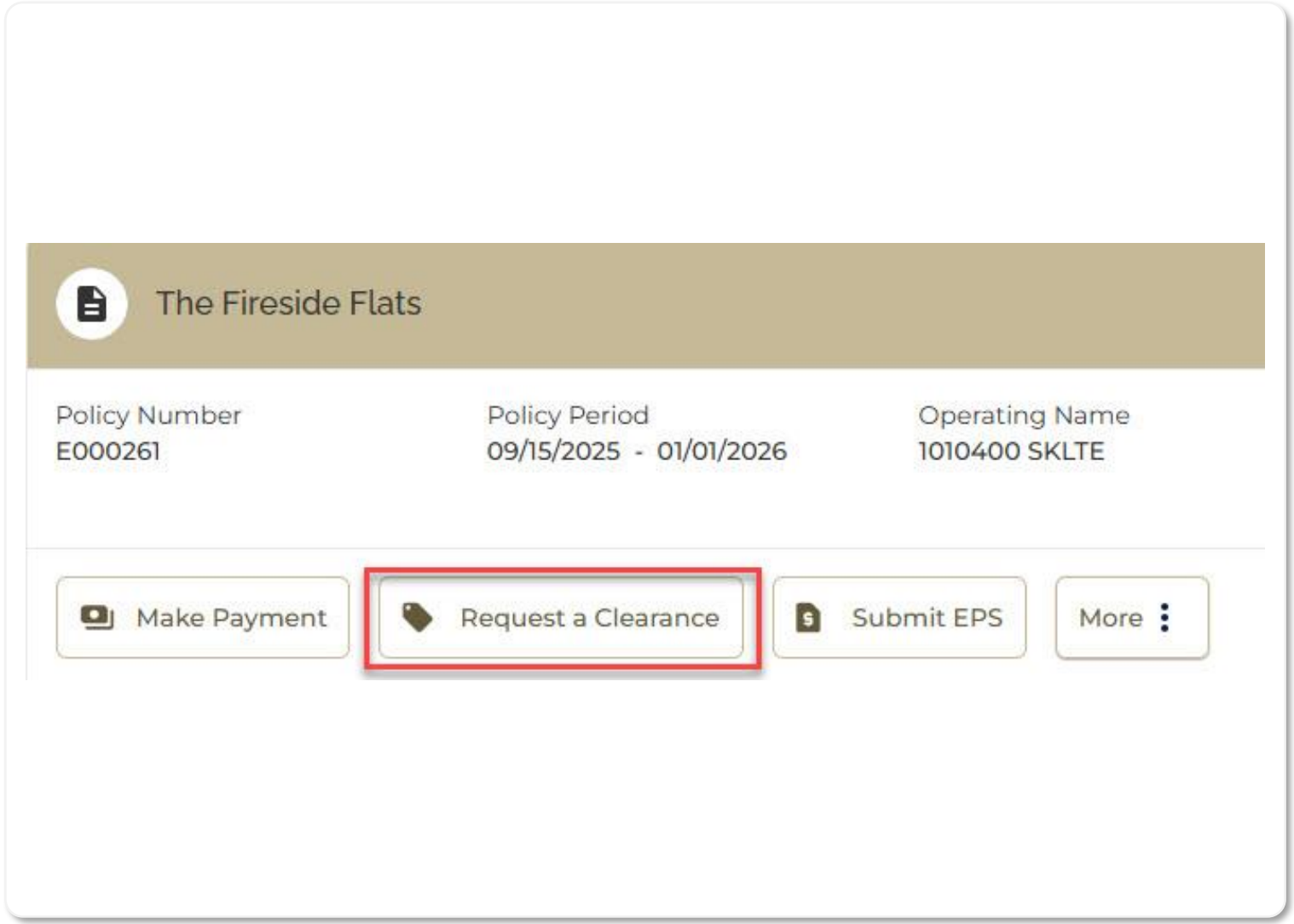


1. To find your active/pending or expired clearances, first ensure you have selected the correct policy. To change your policy, select **Account** and then select the policy you wish to view.



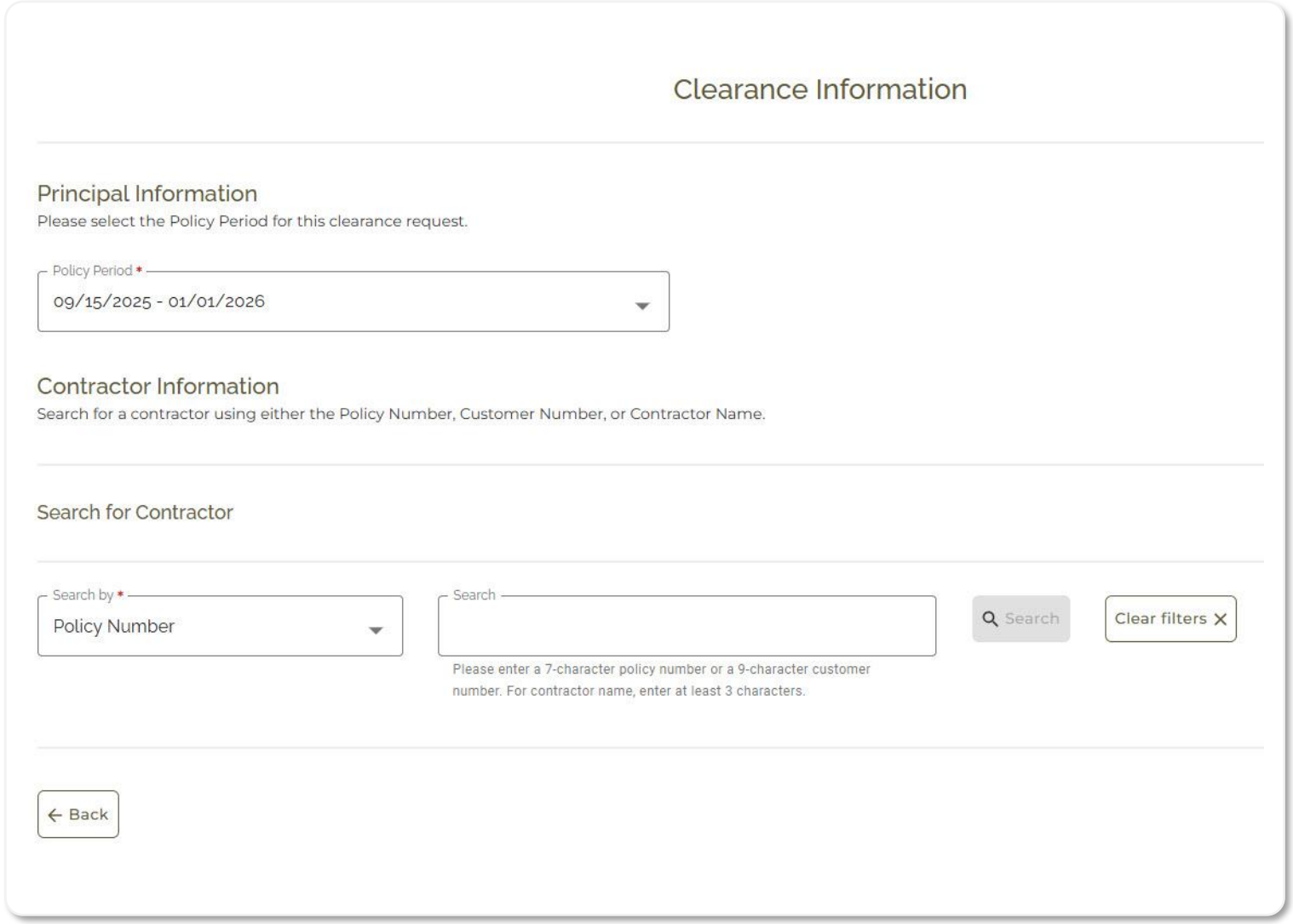
2. Once the policy has been selected, on the Employer Dashboard, select **Policy Number and Business Name**.

Request a clearance



3. Select **Request a Clearance**.
4. You will be brought to the New Clearance Request journey page.
5. Start this journey by selecting “Who is entering the information for this Clearance?”
    i. Principal (Hiring)
    ii. Contractor (Being Hired)

Request a clearance

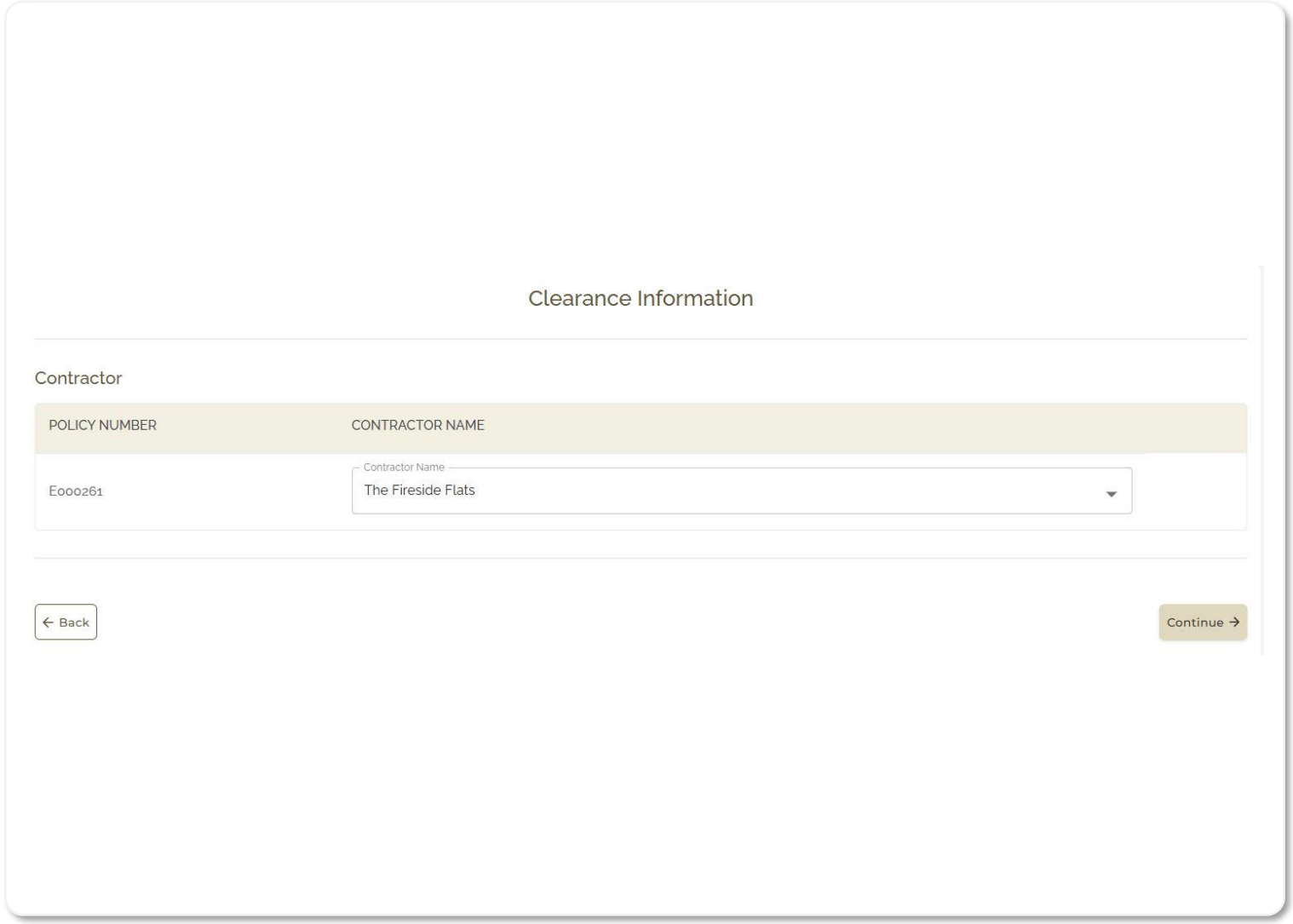


If you select **Principal (Hiring),** you will be brought to Your Current Active Clearances, which lists all your contractors that are cleared as of today or cleared up to a future date. From this page you are able to select **Continue with New Request**. Please continue filling in the required information like:

I. Policy Period
II. Contractor Information

1. Search for Contractor by policy number, customer number or contractor name.
2. From search results, select the contractor.
3. Select **Continue.**
4. Select **Yes** or **No** to whether this clearance request for work is fully completed/or a payment for work is in progress.
5. Once selection is made, select **Submit.**
6. Your request has been completed.

Request a clearance



If you select **Contractor (Being Hired)**, you will be brought to the Clearance Information page.

1. Using the drop-down menu, select the **Contractor Name**.
2. Select **Continue.**
3. Your request has been completed.