



Make a payment



View the tutorial video:

<https://youtu.be/qPdOclF7Ym0>

Make a payment

The screenshot shows the WCB dashboard with the following information:

- Navigation tabs: Overview (selected), Saved Forms, Reports, Resource Centre
- TOTAL ACCOUNT BALANCE: \$ 5,631.00
- PAST DUE AMOUNT: \$ 2,040.50
- POLICY SECTION:
 - POLICY NUMBER AND BUSINESS NAME**: E000261, The Fireside Flats (highlighted with a red box)
 - CLASS CODE AND DESCRIPTION**: S2301, Hotel
 - CURRENT PAYROLL ESTIMATE**: \$ 331,209.00
- WORK IN PROGRESS SECTION:
 - ACCOUNT CHANGE FORM**: 0
 - EMPLOYER'S PAYROLL STATEMENT**: 1
 - APPEALS**: 0

1. From the dashboard, select **Policy Number and Business Name**.

The screenshot shows the policy details page for 'The Fireside Flats' with the following information:

- Policy Number: E000261
- Policy Period: 09/15/2025 - 01/01/202
- Buttons: **Make Payment** (highlighted with a red box) and Request a Clearance

2. Select **Make Payment** from the top menu.

Make a payment

Make a Payment

Policy Information

Policy Number E000261	Business Name The Fireside Flats	Have a question about your account? Contact us at 1.800.667.7590 for more information
--------------------------	-------------------------------------	--

Current Balance \$ 2,040.50

The Account Balance includes a past due amount of \$ 1,761.55

Select Payment Amount

← Cancel Review Payment →

3. Select the drop-down arrow to choose the desired payment amount. Choose between three payment options:
 - i. Pay Current Balance
 - ii. Pay Statement
 - iii. Pay Custom Amount
4. Once chosen, select **Review**.
5. After reviewing the payment, select **Pay**. You will be redirected to a trusted partner website for payment. Select **Yes** and provide payment information.