




- ▶ Receive an email notification when your statement is ready, making it easy and faster to manage your payments.
- ▶ Access your statements 24/7 with up to 3 years of history to view or download.
- ▶ Decrease your impact on the environment by going paperless!

Log in to *WSCC Connect* today and switch to paperless statements. To sign up, use the convenient guide on the reverse side, or see the *WSCC Connect* online help at <https://connect.wscc.nt.ca> or <https://connect.wscc.nu.ca>.

Note: After you sign up for e-statements, you'll no longer receive monthly paper statements in the mail.



-  **Important:** Employers, check with your *WSCC Connect* Access Administrator to **ensure user and account details are up-to-date**. Correct email addresses are important for receiving your notice when the Employer Monthly Statement is ready to view.

How to sign up for e-statements with WSCC Connect

1 Log in to your User Account

You need a *WSCC Connect* User Account to access e-Services. Visit *WSCC Connect* to learn how to create your own account and link it to your employer.

2 You need to be assigned the user role “Payments and Statements”

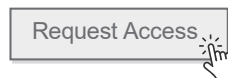
User roles are granted by the employer's *WSCC Connect* Access Administrator(s).

For User Accounts: To request access to "Payments and Statements", select:

Employer E-Services > Account Activity and Statements > Manage Statement Notifications

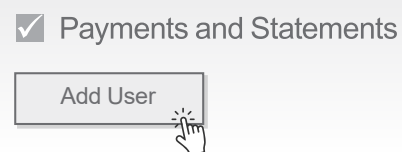


You can manage statement notifications or request the “Payments and Statements” user role. To request the user role, select from the drop-down menu and click on **“Request Access”**.



For Access Administrators: To assign or add someone to a “Payments and Statements” user role, select:

My Connect > Manage Users



Note: Your employer's Access Administrator receives an email with your request. They must approve your request before you can proceed to Step 3. This may take some time.

3 Manage Statement Notifications

Return to Manage Statement Notifications and select “**Yes**” to receive an email notification when your monthly statement is available.

Need help? Ask to speak to an Employer Services representative by calling
NWT 1 (800) 661-0792 or Nunavut 1 (877) 404-4407