Alberta Electronic Form

User Guide

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PARKLANE SYSTEMS

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Alberta Electronic Form Submission

In conjunction with Alberta's Workers Compensation Board's initiative to have employers file Forms electronically, Parklane Systems announces this capability through a secure internet connection to the Workers Compensation Board of Alberta and Department of Labour and Workforce Development. Parklane has developed this feature with strict adherence to Alberta WCB's specification standard.

The goal of the Workers Compensation Board of Alberta is to make the submission of a paperless form more convenient for its clients and the agency itself. The decision to electronically submit or to fax forms is entirely up to the customer as Parklane Systems' Incident Reporting module still maintains the capability of producing the standard paper forms. A company can choose to use both methods of submission; fax and electronic, however, once a form has been submitted in one format, any further submissions/updates to that claim must be in the same format.

Getting started electronically is as easy as contacting Alberta Workers Compensation Board to register. At the time of registration, Alberta WCB will provide your company/users with unique identifiers which you will then use to log into the WCB web site when you are ready to upload an incident report.

The site also provides a Getting Started Guide, which provides an overview and specifics on the submission process.

Completing an Electronic Form C040

Parklane Systems' Incident Reporting module is used to record all workplace incidents such as no injury, first aid, health care, lost time and recurrences. In the past, an important part of its functionality was to also produce a Form C040 which could then be faxed to WCB. Now there is also the capability of electronically submitting a Form C040.

Once the incident information has been entered, click on Legislative Forms on the sidebar Index, then on the **Electronic Form C040** link.

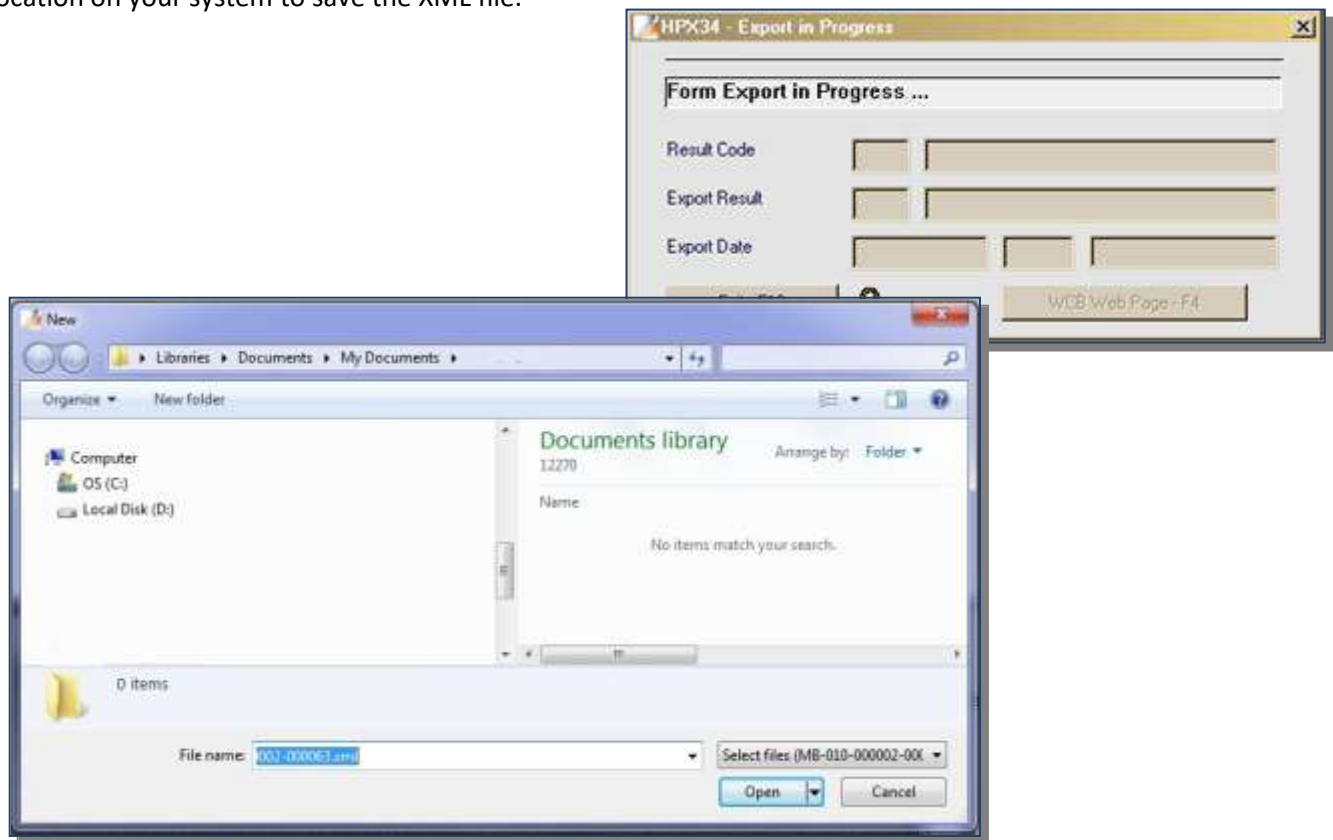The first page of the Electronic Form C040 will present itself:

As in the past with the standard Form C040, some of the information entered in the Incident Reporting module will auto fill the corresponding and appropriate fields found within the electronic Form C040. Complete any additional and required information on each of the following panels. Many of the panels have some fields which are mandatory and must be completed before one can either **Page Up** or **Page Down**. If a user needs to exit a panel without completing a mandatory field, they can do so by selecting the **Close-F12** button.
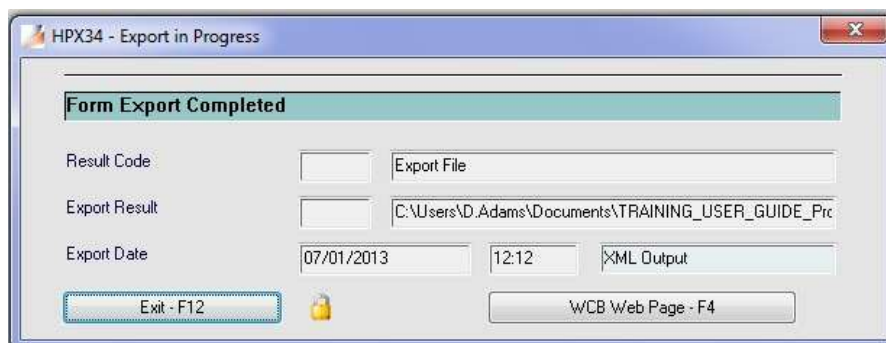
Once the Form C040 has been completed in its entirety, click on the **EForm C040 Export – F2** button found on the bottom of the form to obtain the Export menu.

Selection of the **Export FormC040- F4** button the system will produce the following information box and ask you for a location on your system to save the XML file.

Once the .xml file is saved on your local computer the system will again display the Export box with "Form Export Completed" and the **WCB Web Page – F4** button will now be available.

Selection of the WCB Web Page will open a web browser and the WCB site will be available for your log in and submission of the file.

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Access the Parklane web site for more details about Parklane products

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