WorkCover secure site user registration

WorkCoverSA
Better together

Government of South Australia

User details

The applicant will have access to information in relation to the entity listed on this form and will be responsible for notifying WorkCoverSA of details that are listed on this form, status of the entity or any suspected security breaches.

First name: _____

Last name: _____

Date of birth: ____ / ____ / ____

Position: _____

Mailing address: _____

_____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

Declaration by user

I declare that I have read and understood the Terms and conditions for using secure sites (see over), the General terms and conditions of use (see www.workcover.com and search the phrase 'conditions of use') and if applicable, the Terms and conditions for using electronic WorkCover Medical Certificate and/or Terms and conditions for using ePPS (see www.workcover.com and search the phrase 'conditions of use').

Signature: _____ Date: ____ / ____ / ____

WorkCover office use only

Authorisation

Authorised by: _____

Signed: _____ Date: ____ / ____ / ____

Helpdesk

Processed by: _____

Log No: _____ Date: ____ / ____ / ____

Validation

If you forget your USER ID or PASSWORD, call WorkCoverSA on 13 18 55. To confirm your identity, a series of questions will be asked. Please supply a secret pass phrase question and answer.

Pass phrase question: _____

_____

Pass phrase answer: _____

_____

Type of access

What type of website access do you require?
Please tick the appropriate box and provide details.
(Business details to be completed by authorised officer (owner, proprietor, director or partner).

Entity name: _____
(Company trading name or practice)

WorkCover No: [ ]
(employer or provider)

Entity type:

- ☐ Self-insured employer
- ☐ Provider (electronic invoicing - ePPS)
- ☐ Provider (submitting electronic medical certificates via workcover website)

Medicare No: [ ]

NB: If you are an employer AND a provider, tick relevant box; two separate logins will be created. If you wish to register for online WPRR (weekly payment reimbursement request) please use the online WPRR user registration form.

Declaration by authorised officer

I declare that:

a. _____ (name) has been nominated as the user for WorkCoverSA's secure site;

b. I have read and understood the Terms and conditions for using secure sites (see over), the General terms and conditions of use (see www.workcover.com and search the phrase 'conditions of use') and if applicable, the Terms and conditions for using electronic WorkCover Medical Cetificate and/or Terms and conditions for using EPPS (see www.workcover.com and search the phrase 'conditions of use') (together, the Full Terms);

c. the entity listed on this form will ensure that the nominated user complies with the Full Terms and the entity will be responsible for all acts and omissions of the nominated user as if they were the acts and omissions of the entity; and

d. I have authority to bind the entity listed on this form.

Printed name of authorised officer, office held and date: _____

_____ Signature: _____

Please forward this completed form to WorkCoverSA, PO Box 2668, Adelaide SA 5001

Terms and conditions for using secure sites

Definitions

In these Terms and Conditions for Using Secure Sites,

- "WorkCoverSA's Secure Internet Applications" means any secure website or portion of a website operated by or on behalf of us;
- "terms" means these terms and conditions (as amended from time to time);
- "use" includes access or use or attempted access or use of any part of WorkCoverSA's Secure Internet Applications;
- "we", "us", "our" and "WorkCoverSA" mean the WorkCover Corporation of South Australia and its officers and employees; and
- "you" means any person applying to be registered as a user of any of WorkCoverSA's Secure Internet Applications or who we have authorised to use any of the WorkCoverSA's Secure Internet Applications, and any entity which has nominated that person as a user.

Scope of terms

These terms and WorkCoverSA's General Terms and Conditions of Use govern your access to and use of any of WorkCoverSA's Secure Internet Applications. By submitting an application to be registered as a user or by nominating a user of one or more of WorkCoverSA's Secure Internet Applications, you agree to be bound by these terms as amended from time to time and also the General Terms and Conditions of Use of WorkCoverSA's website as amended from time to time.

Application to use WorkCoverSA's secure internet applications

You may apply to access and use one or more of WorkCoverSA's Secure Internet Applications by submitting a properly completed application form to us. WorkCoverSA may require you to provide further information in support of your application. WorkCoverSA will, however, be under no obligation to accept any application.

You warrant that all information you supply to us, or which you submit to our website, in connection with your application is complete and accurate. If you become aware of any error or omission after you have made an application, or if there is any change in the information provided to us in the application or which you submit to our website (for example, if employer registration details change), you agree to notify us immediately in writing of that change.

Acceptance of application

If we accept your application to access and use one or more of WorkCoverSA's Secure Internet Applications we will issue you with a unique username and password to enable you to access the relevant Secure Internet Applications. You must not access or attempt to access any of WorkCoverSA's Secure Internet Applications unless we have accepted your application and issued you with a unique username and password.

We may suspend or terminate, at any time and in our sole discretion, your right to access and use any or all of WorkCoverSA's Secure Internet Applications. By submitting information to us relating to your application to access and use WorkCoverSA's Secure Internet Applications or by submitting any information to our website you thereby authorise us to use that information for any reasonable purpose including any purpose in relation to the Workers Rehabilitation and Compensation Act 1986 and WorkCoverSA's obligations under that Act.

Password protection

Access to each of WorkCoverSA's Secure Internet Applications is restricted and you may only access or attempt to access any of WorkCoverSA's Secure Internet Applications if we have authorised you to do so and we have issued you with the username and password necessary to do this.

Your username and password are confidential. You must take all reasonable precautions to safeguard your username and password at all times and you should not disclose them to anyone. Without limitation, you should not tell anyone else your user name or password; you should not allow anyone to see you enter your user name or password and you should not keep the user name or password written down (except in a secure place). You must take all necessary steps to prevent use of your user name or password by any other person. You must not let someone else use your computer when logged on to WorkCoverSA's Secure Internet Applications and you must not leave your computer unattended whilst logged on to a Secure Internet Application.

Protection of confidentiality

You will not disclose any information submitted, or accessed, by you by using WorkCoverSA's Secure Internet Applications except where required by law to do so, in addition to any other obligations you may have as to privacy/confidentiality to a third party.

Warranty

You warrant that only you will use a username and password we issue to you to access and use any of WorkCoverSA's Secure Internet Applications. In your use of any of WorkCoverSA's Secure Internet Applications, you must comply with all terms, policies and procedures which we have communicated to you.

Credit card use

If you provide your credit card details to this website, WorkCoverSA will use and disclose them only in accordance with WorkCoverSA's privacy policy and only for the purpose of securing the verification and processing of the credit card transaction. WorkCoverSA will report any suspected illegal (including fraudulent) use of credit cards to credit card providers, merchant banks, government institutions and other authorities as may be required by law.

Security

When using WorkCoverSA's Secure Internet Applications a secure 128-bit Secure socket layer is established between your computer and WorkCoverSA. However, no transmission over the internet can be guaranteed as totally secure and WorkCoverSA cannot warrant the security of any information that you transmit to us using the WorkCoverSA Secure Internet Applications.

You acknowledge that using WorkCoverSA's Secure Internet Applications on a computer which can be used by anyone other than you can result in access to the Secure Internet Applications by an unauthorised person. WorkCoverSA will not be liable for any loss or damage caused to you as a result of or arising from using a shared computer.

Safe exit requirements

You agree to close your secure session promptly after use of a WorkCoverSA Secure Internet Application. You agree not to navigate to a third party website within the same browser window whilst you are still logged on to a WorkCoverSA Secure Internet Application.

Compliance with policy and procedure

In any use of WorkCoverSA's Secure Internet Applications, you must comply with all policies and procedures which we have communicated to you or included in the Application. WorkCoverSA reserves the right to amend these policies and procedures from time to time.

Amendment of these terms

WorkCoverSA reserves the right to amend these terms at any time. You agree to comply with any amended terms from the date on which we publish notice of the change on this website.

Governing law

These terms are governed by the laws in force in South Australia. You agree to submit to the exclusive jurisdiction of the courts of that jurisdiction.

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