

WCAT's email address for submitting documents is: appeals@wcat.bc.ca

- Use **only** this email address to send forms or submissions to WCAT.
- Do **not** use this email address for general inquiries or other correspondence with WCAT.
- Please keep a copy of everything you send to us by email.
- You do **not** need to send printed copies of anything sent to us by email (unless requested by a WCAT officer).
- Please note, there is a maximum file size of **10MB** (including attachments) per email.

What you can file by email

WCAT Forms

- Forms must be sent as attachments.
- Forms requiring a signature have a checkbox, which is the equivalent of a signature when checked.
 - If you filled out the form electronically and you are sending it by email, the checkbox must be checked in the signature section of the form and you **must** enter your name in the field to the right of the checkbox.

Submissions and other Documents

- Submissions or additional documents for appeals or applications may be included in the body of an email or as an attachment in Adobe Acrobat PDF (.pdf) format. Attachments may be sent together with a form or separately in another email.

Attachments

- Do not include links to websites or file sharing apps. WCAT will not open links, and will not consider linked information.
- Attachments must be in Adobe Acrobat PDF (.pdf) format.

Content

When you email WCAT you must include the following in the subject line:

- The WCAT appeal number (if it exists)
- In the case of appeals, the name of the person appealing (the appellant)
- In the case of an application for a Section 257 Determination, the name of the applicant (plaintiff or defendant)
- Your message should also contain the name and telephone number of the sender.

What WCAT will do with your email

- WCAT will treat emails and electronic attachments in the same way as documents received by mail or fax.
- Other than an automatic reply confirming receipt, WCAT will not respond by email. Please note that due to the nature of WCAT's email system, you may not receive an automatic reply to every email.

WARNING

- Email is not a secure medium. Any message or attachment you send by email could be intercepted and read by someone else, and you accept the risk of access to personal information by unauthorized persons during transmission.
- WCAT is not responsible for messages or attachments sent by email until they are received by WCAT.
- You are responsible for the security of the information you are sending. You must assess its sensitivity and decide whether email is a secure method of communication.
- Although WCAT will accept documents by email, our obligation under the Freedom of Information and Protection of Privacy Act to protect the privacy of personal information means we cannot respond by email.
- WCAT will send an automatic response to your first email confirming it has been received (later emails may not always receive an automatic response); however, WCAT will not send any further communications by email.

WCAT accepts forms and documents by email as a convenience. WCAT reserves the right to refuse to receive forms and documents by email from individuals who abuse the facility by sending emails that are excessively lengthy, repetitive, contain material that contravenes WCAT's Code of Conduct for Parties or Representatives, or is determined to have computer viruses or other forms of malware.