

WSIAT E-SHARE

USER SETTINGS

The Workplace Safety and Insurance Appeals Tribunal's (WSIAT) E-Share service can be accessed through www.wsiat.titanfile.com, with your log-in details.

Active Channels

Your recent E-Share transmissions are found in the Active Channels window. If you do not see your Active Channels on your screen within your E-Share profile, you can return there by clicking on the Channels button on the top left.



Please note that WSIAT E-Share Channels expire after 30 days.

Archived Channels

To archive a channel and remove it from your Active Channels, click on the suitcase icon on the right side of the conversation view. A colour change to green confirms that it has been archived

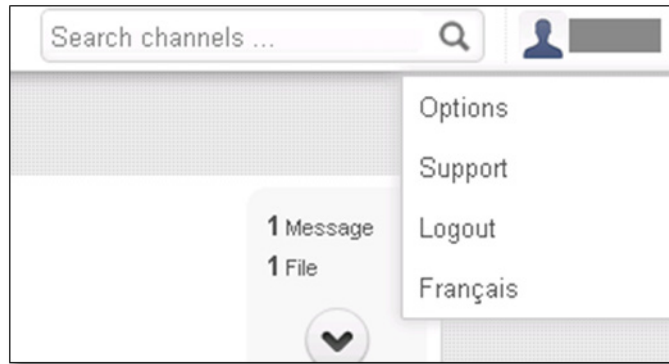


Archived channels can be found in the Archived section indicated by the suitcase icon in the top toolbar

Profile Settings

To change your profile options, click on the small black triangle arrow to the right of your name on the top right to open the user menu





Select *Options* to change your profile name

- i. change your password
- ii. change your defaults
- iii. change your notification settings
- iv. change the language of future E-Share notification emails (English or French)

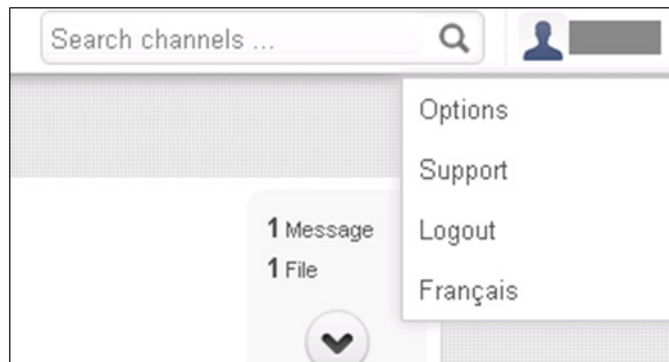
French Services

French E-Share Profile

Your E-Share profile language can be provided in French by clicking on the small black triangle arrow to the right of your name on the top right to open the user menu

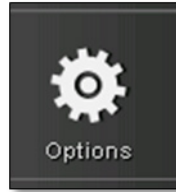


and selecting *Français*

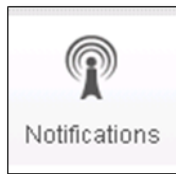


French E-Share Notifications

You can opt to receive future E-Share notification emails in French by clicking on the *Options* window on the left toolbar



selecting *Notifications*



changing the Email Preference Language to *Français* and clicking Save.

Support

If you have any questions about E-Share, please call the WSIAT Call Centre at 416-314-8800 or 1-888-618-8846, or via TTY at 416-314-1787, 8:30 a.m. to 5:00 p.m. Monday to Friday.

You may also visit Titan File Support at <https://support.titanfile.com/en/>.