

## ACC Pre-Employment Check Standard Operating Procedure

<p>1. If you already have an online 'MyACC' account please skip on to Step 6.</p>	
<p>2. To register for 'MyACC', please click on the link here <a href="#">Register for MyACC and generate a pre-employment report</a></p> <p>3. If you're unable to access the internet or need help with MyACC, please contact ACC for support on 0800 080 273. The ACC support team will then talk and guide you through the instructions to help you set up your account.</p> <p>4. Alternatively, advise your Adecco Consultant who can also assist you through the process.</p> <p><b>Important to note</b> – if you have had no historical claims or claims after July 2007, then you will be informed by ACC that you won't be able to create a MyACC. Please advise ACC to send the confirmation of no historical claims through to <a href="mailto:afterhours@adecco.co.nz">afterhours@adecco.co.nz</a></p>	<p>Click here: <a href="#">Register for MyACC and generate a pre-employment report</a></p>
<p>5. You will then be sent to the 'Register for MyACC' site <a href="https://my.acc.co.nz/login/register">https://my.acc.co.nz/login/register</a>. From here you will need to enter in the registration code and your birthdate in the boxes shown on the screen of your device, then select Register.</p>	

6. Once you are logged in. Click on **'Injuries'** on the Top left-hand corner of your screen

7. Scroll down to the bottom of that page and click on **'Create a pre-employment check'**

## Pre-employment check

Employers may ask you to get an ACC pre-employment check or to fill in an ACC6213 pre-employment check form. You can now create an ACC pre-employment check yourself. You'll see a list of claims that will be included, and if you're happy with the list, you can choose to send it to the employer.

➤ [Create a pre-employment check](#)



8. You will then be directed to the Pre-Employment check page, which looks like this.

This page loads your claims history, displaying all eligible claims that will be sent to Adecco.

## Pre-employment check

The information below will be included in the ACC pre-employment check. It's important that you read the list carefully to make sure that it's correct, and that you're comfortable with all of these claims being included in the letter we'll send to your employer.

If you're happy with the list, you can send it to the employer who has requested a pre-employment check.

If you have questions about the list, or if there are some claims that you're not comfortable with an employer seeing, call us on [0800 101 996](tel:0800101996) (Monday - Friday, 7am - 7pm).

### My claims history

Date of accident	Claim type	Cover status	Injury description
19/09/2019		Accept	Secondary-B9026-Neoplasm of uncertain or unknown behaviour of appendix-Left
22/07/2017	D	Accept	Secondary-N0844-Joint contracture of the hand-Not Applicable
06/06/2017		Accept	Secondary-SH135-Full thickness burn of the nose-Left
02/04/2016	D,GP	Accept	Secondary-S5411-Partial tear, knee, medial collateral ligament-Not Applicable

9. Scroll to the bottom of the page, and enter in the 'afterhours@adecco.co.nz' email in the section where it has 'Email the pre-employment check to'

Tick on the Confirmation box

Click on **Send**

Email the pre-employment check to

Enter the email address of the employer who has requested this pre-employment check.

Confirmation

I confirm that I've reviewed this list of claims, and consent to all of this information being sent as a pre-employment check to the email address provided.

I

Back

Send

10. A Pop Up message will appear to confirm the pre-employment check has been sent.

**Your pre-employment check has been sent**

If you have any technical difficulties, please contact the ACC Team on 0800 101 996  
Monday to Friday 7am - 7pm