

YOUR EMPLOYEE EPOST REGISTRATION GUIDE



Online Pay Statements and Tax Forms provide a convenient way to safely receive and view pay statements and tax forms online. Follow the steps below to sign up to receive Online Pay Statements and Tax Forms.

1. Navigate to www.epost.ca.

The screenshot shows the epost.ca website interface. At the top, there is a navigation bar with the epost logo, links for Services, Take a Tour, Help, and Contact Us, and a Log In button for existing users. The main content area features a large 'Welcome to your digital mailbox.' message with a blue mailbox icon and a red number '1'. Below this, there are four service icons: Bills & Statements, Vault, Newsstand, and Notification Calendar. To the right, there is a 'Create A New Account (it's free)' form with fields for Username, Password, Confirm Password, Email, and Postal/ZIP Code, followed by a Sign Up button. The footer contains a 'For Providers' section with logos for Petro-Canada, Citi Financial, Hydro Québec, BC Hydro, Hydro One, and Reliance. Social media icons for Facebook, Twitter, and Email are also present. The bottom of the page has a footer with links for Privacy, Legal, and various epost Tools, Services, and Customer Service options.



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2. Create a new account to sign up for any services offered by epost. You are signing up for the online pay statement and/or tax forms from Ceridian. Enter the required information. Follow the instructions on the screen.

Note: Your username should be easy to remember, contain no spaces, and contain between 1 and 32 characters. It may contain the character . (period) or _ (underscore). Usernames are not case sensitive. Your password is case sensitive and must be between 8 and 32 characters and contain uppercase, lowercase, number and/or special character.

3. Click Sign Up.

4. Read the epost Terms and Conditions.

epost Terms and Conditions



Welcome to the all-new epost digital mailbox!

We are excited to introduce you to the all-new epost digital mailbox designed to enhance your experience and help you better manage the business side of your life, digitally.

Check out new features including:

- Redesigned look and feel with easier navigation
- Simplified functionality to view and manage your bills and statements
- Calendar feature to schedule and track bill payments and help avoid late fees
- Vault storage, an online security deposit box for all of your important documents
- epost Newsstand, access to over 5,500 national and international magazines

And that's just the beginning. Your epost digital mailbox will soon evolve beyond bills and statements, providing you the ability to combine your digital and mailing addresses. Imagine being able to safely and securely receive and store a wide range of essential documents from government and businesses, right to your digital mailbox.

Thank you for signing up to epost and we'll keep you posted as new features are released.

And, **don't forget to register two bills and you will be automatically entered for a chance to win \$1,000 in our ongoing monthly contest.** * [Rules and Regulations](#).

Yes, please tell me about epost special offers and promotions.

epost.ca [Terms and Conditions](#)

Cancel Agree to Continue

5. Click Agree to Continue.



6. Complete the Activate My Mailbox page.

Activate My Mailbox
✕

Contact Information

*First name
Please enter your first name

*Last name
Please enter your last name

Middle name or Initial

*Phone (primary) Ext.
Please enter your phone number

Phone (mobile)

Mobile Phone is Primary Phone

Please provide us with your full name, mailing address and phone number so that we can activate your Mailbox. We need this information in order to connect your mailing address to your epost mailbox as your mailing address provides us with the mechanism to ensure that your digital mail is delivered into your digital mailbox. You should know that:

- All delivered mail is encrypted and securely stored
- Your mail is being delivered by Canada Post and is protected under the Canada Post Act
- The Electronic Postmark™ certifies that your mail has not been altered or tampered in any way

Rest assured, your peace of mind is important to us.

Security

*Security question
Please specify a security question

*Security answer
Please specify a security answer.

Address Type

House
 Apartment/Unit
 P.O. Box
 Rural
 US Address


Apartment Address


Suite / Unit / Apt.

*Street number
Please enter your street number

Street number suffix

*Postal code
Please enter your Postal Code

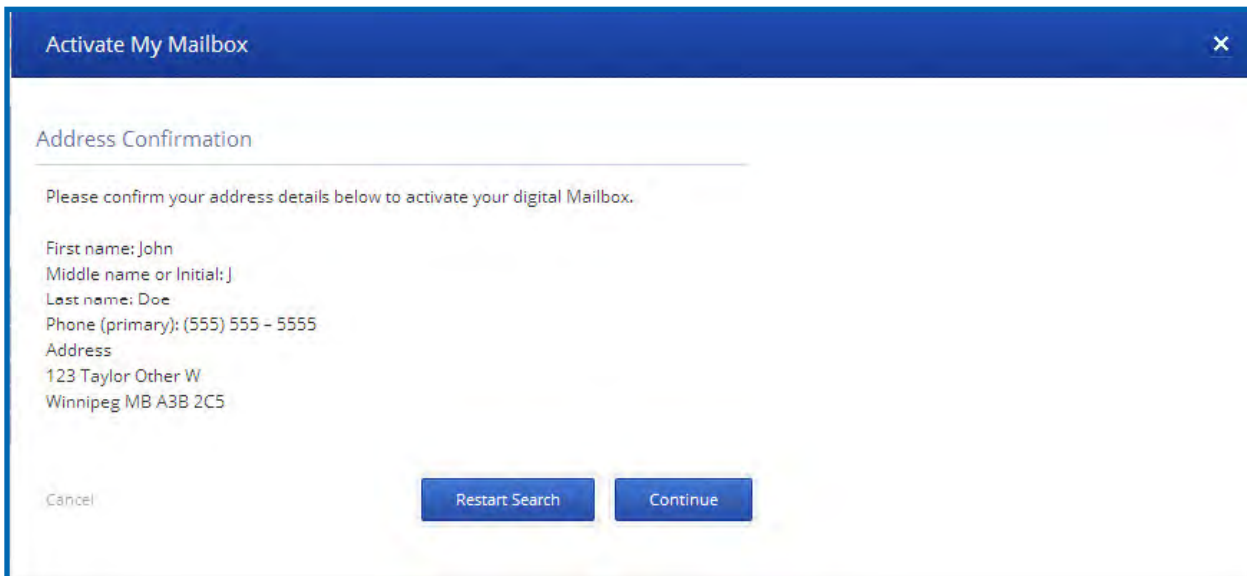


Click the  above to get two new words.

Cancel
Submit

7. Click Submit.

8. Review the information on the Address Confirmation page. If it is correct, click Continue.



Activate My Mailbox

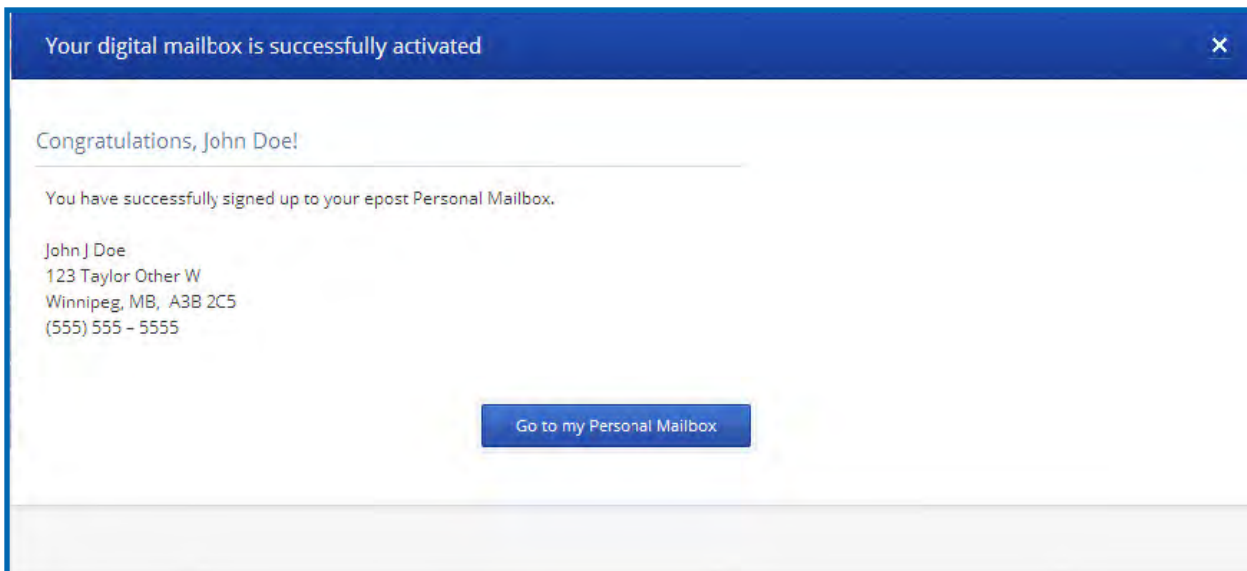
Address Confirmation

Please confirm your address details below to activate your digital Mailbox.

First name: John
Middle name or Initial: J
Last name: Doe
Phone (primary): (555) 555 - 5555
Address
123 Taylor Other W
Winnipeg MB A3B 2C5

Cancel Restart Search Continue

9. Your digital mailbox is activated. Click Go to my Personal Mailbox.



Your digital mailbox is successfully activated

Congratulations, John Doe!

You have successfully signed up to your epost Personal Mailbox.

John J Doe
123 Taylor Other W
Winnipeg, MB, A3B 2C5
(555) 555 - 5555

Go to my Personal Mailbox

10. Click Add a NEW bill or statement.

The screenshot displays the epost website interface. At the top, there is a navigation bar with the epost logo and links for Services, Take a Tour, What's New, Help, and Contact Us. Below this is a promotional banner for mailers, listing Bell, Rogers, Visa, and Telus. The main content area is a mailbox view with a table of items. The first item is a 'SERVICE' 'Welcome letter' received on '25 Sep/12'. To the right of the mailbox is a sidebar containing a 'Profile Settings' link, a prominent green button labeled 'Add a NEW bill or statement', a calendar for September 2012, a section for 'Payments due this month' showing '\$0.00', a 'Track' section with radio buttons for 'Tracking number', 'Delivery notice number', and 'Reference number', and a 'Find a Post Office' section with a text input for 'Enter Postal Code' and a 'Submit' button. The footer contains links for Privacy and Legal, copyright information for 2012 Canada Post Corporation, and a grid of service categories including epost Tools, epost Services, epost Customer Service, and Canada Post Services.

11. Choose Ceridian from the list of available Mailers.

The screenshot shows the epost website interface. At the top, there is a navigation bar with the epost logo and links for Services, Take a Tour, What's New, Help, and Contact Us. Below this is a banner for "Choose from over 100 mailers!" featuring logos for Bell, Rogers, Visa, and Telus. The main content area is titled "Add a Mailer - Step 1". It includes a search bar with "View All Mailers" selected and a "By Name" option. A list of mailers is displayed, with "Ceridian" highlighted. Other mailers include Canada Post - Executive Payroll, Canada Post - Vendor Remittance, Canadian Springs, Canadian Tire, Citifinancial, Citizens Bank Visa, City of Burnaby - Taxes/Utilities, City of Hamilton - Property Tax, City of Kawartha Lakes - Property Tax, City of Kawartha Lakes - Water Bill, City of Kitchener - Kitchener Utilities, City of Kitchener - Property Tax, City of Nanaimo - Business Licence Fee Invoice, City of Nanaimo - Property Tax Notice, and City of Nanaimo - Statement of User Rates. A "Next" button is visible at the bottom right of the list. On the right side of the page, there is a "Profile Settings" section with a calendar for September 2012 showing "Payments due this month \$0.00". Below the calendar is a "Track" section with options for Tracking number, Delivery notice number, and Reference number, and a "Find a Post Office" section with an "Enter Postal Code" field and a "Submit" button. At the bottom of the page, there is a footer with logos for Manitoba Hydro, ENMAX, Winnipeg, Waterloo, and BC Assessment, along with a "Share:" button and a "Canada Post" logo. The footer also contains a "Privacy / Legal" link and a copyright notice for 2012 Canada Post Corporation. There are four columns of links: epost Tools (Edit Profile, Take a Tour, Refer a Friend, Broadcast Requirements), epost Services (Add a Bill, Vault, Newsstand, Notification Calendar), epost Customer Service (FAQs, Help, Contact Us, Website feedback), and Canada Post Services (Personal Shop, Collector's Shop, Free App Downloads, Canada Post Contacts, Help, News Releases, Careers).

12. Click Next.



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13. Click Continue. The system transfers your request to Ceridian Canada Ltd. This New Subscription window opens.

The screenshot shows the epost website interface. At the top, there is a navigation bar with links for Services, Take a Tour, What's New, Help, and Contact Us. Below this is a banner for "Choose from over 100 mailers!" featuring logos for Bell, Rogers, Visa, and Telus. The main content area is titled "Add a Mailer" and contains the following text:

Add a Mailer

Transfer to Ceridian Canada Ltd. web site.

Your request is being transferred to the Ceridian Canada Ltd. web site. Please have your most recent Pay Statement ready.

Please Note: If you are using **Internet Explorer 6+**, you must allow session cookies for the web site you are linking to.

This will help identify you as an epost User, and avoid technical difficulties not related to epost.

To do this without impacting your overall security level, [click here for step-by-step instructions.](#)

At the bottom of the window are "Cancel" and "Continue" buttons.

The right sidebar includes a "Profile Settings" link, a "Add a NEW bill or statement" button, a calendar for September 2012, a "Payments due this month" section showing \$0.00, a "Track" section with radio buttons for Tracking number, Delivery notice number, and Reference number, and a "Find a Post Office" section with an input field for the postal code.

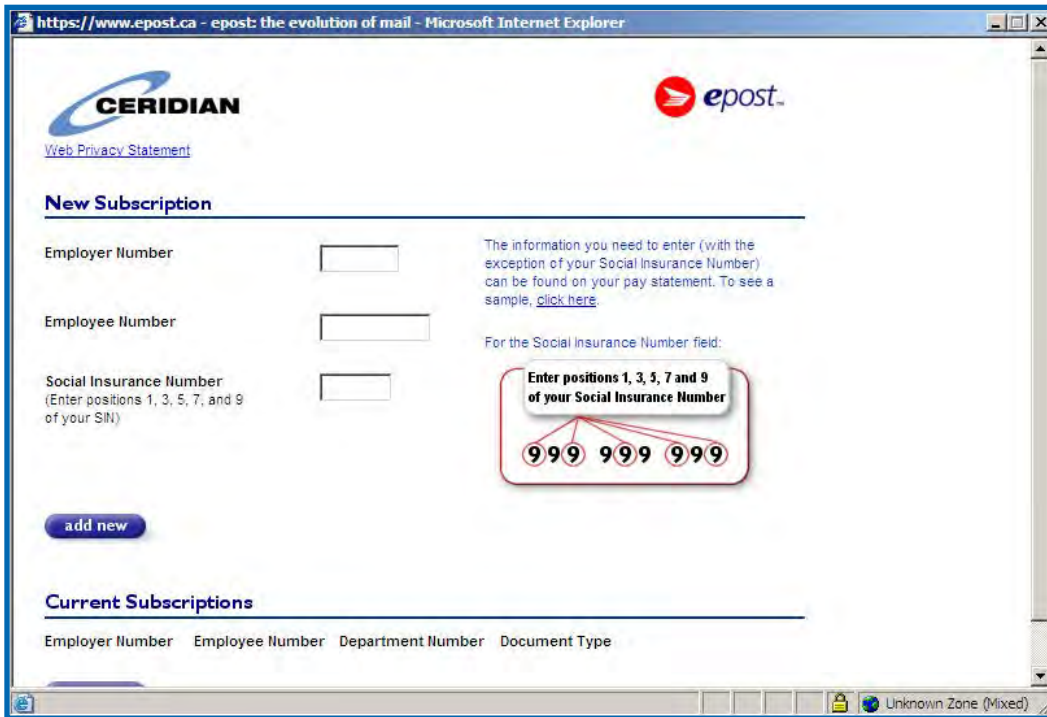
The footer contains a row of partner logos (Scotiabank, Desjardins, National Bank, BMO, 407 ETR) and a "Refer a Friend" link. Below this is a grid of service categories: epost Tools, epost Services, epost Customer Service, and Canada Post Services.



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14. Complete the following fields:

- a. **Employer Number:** Enter your Employer Number. Do not include dashes (-) or any characters following the dash if they appear in your employer number.
- b. **Employee Number:** Enter your Employee number as it appears on your pay statement.
- c. **Social Insurance Number:** Enter the 1st, 3rd, 5th, 7th and 9th characters of your SIN number.



The screenshot shows a web browser window with the URL <https://www.epost.ca>. The page features the CERIDIAN logo on the left and the epost logo on the right. Below the logos is a "Web Privacy Statement" link. The main heading is "New Subscription".

The form contains three input fields:

- Employer Number:** A text input field.
- Employee Number:** A text input field.
- Social Insurance Number:** A text input field with a note: "(Enter positions 1, 3, 5, 7, and 9 of your SIN)".

To the right of the Social Insurance Number field, there is a callout box that says "Enter positions 1, 3, 5, 7 and 9 of your Social Insurance Number". Below this text is a diagram of a Social Insurance Number (SIN) "999 999 999" with red lines pointing to the 1st, 3rd, 5th, 7th, and 9th digits.

Below the form is a blue "add new" button. Underneath is a section titled "Current Subscriptions" with a table header: "Employer Number Employee Number Department Number Document Type".

The browser's status bar at the bottom shows "Unknown Zone (Mixed)".

15. Click Add New. The Add New Documents window opens.

16. Select Pay Statement and/or Tax Form

epost: the evolution of mail - Windows Internet Explorer
https://www.epost.ca/service/realtimeTransition.a

CERIDIAN **epost.**

Add New Documents

Please select the documents you would like to receive through epost.

Tax Form **Important:** To have the current year's tax forms delivered to your epost™ box, you must subscribe 24 hours prior to tax form production (please check with your employer). If you subscribe after, you will not receive this year's tax forms via epost™ but will receive tax forms for subsequent years via epost™.

Pay Statement

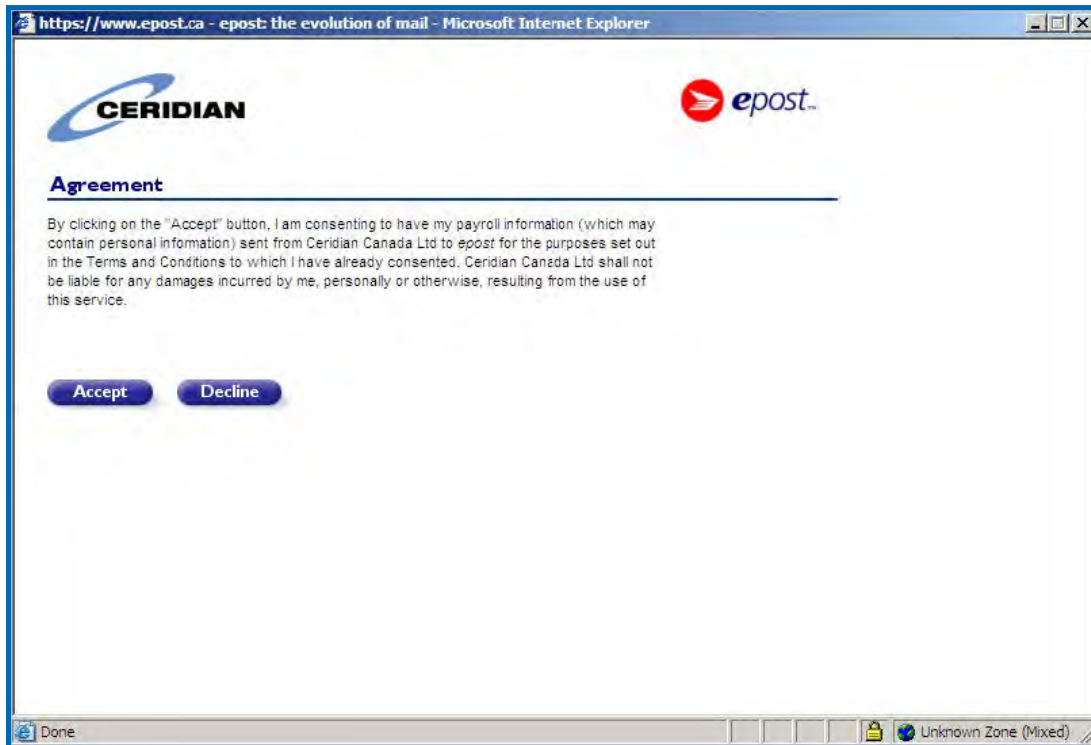
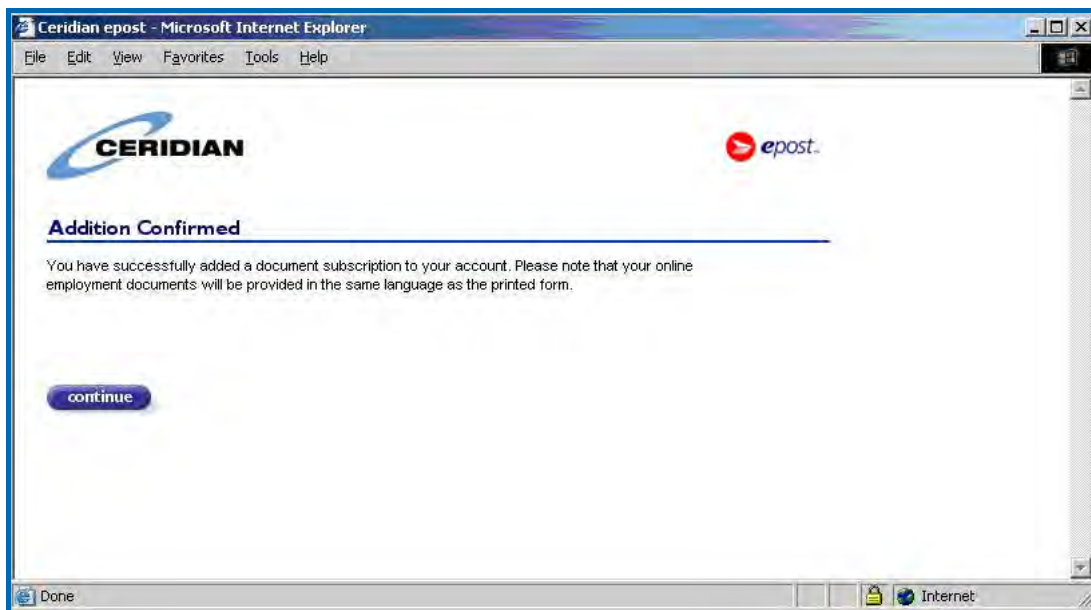
submit

Unknown Zone (Mixed) 100%

17. Click Submit. The Agreement window opens.

18. Click Accept.

The Addition Confirmation window opens.

**19. Click Continue.**

The Subscription window displays. All of your current subscriptions are listed at the bottom of the window under Current Subscriptions.

That's it! Look for your next Pay Statement/Tax Form to arrive in your epost box.



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