

Electronic Paystubs and T4 set up Instructions

Step 1: Set up an ePost account or sign in to an existing account

- Note: If you have an ePost account sign in and go to step Step 4.

Log into <https://sso.epost.ca/sso/lfe/ui/login?templateId=&sourceUrl=&targetUrl=&authIv=>

Sign in to your Canada Post or epost account

Username [Forgot username?](#)

Password [Forgot password?](#)

Remember me [?](#)

Sign in

Sign up

Solutions for Small Business
Membership is free, and includes discounts on shipping, mailing and more. Use it for access to great time-saving tools and shipping applications.

epost
Online service to deliver and manage your bills, pay stubs and bank statements. It's free and available with your Canada Post account.

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Canada

Step 2: Create your ePost account by completing the information required to set up your account. You will be asked to set up 2 security questions.

Safe & Secure

Create your profile

Profile information | Profile type | Contact information | Confirmation

Profile information

Canada Post is committed to ensuring the privacy of your contact details.

All fields are required.

Email

Username (Must be 1 to 32 characters and can contain letters, numbers and up to 1 period and 1 underscore)

Password [Show password](#)

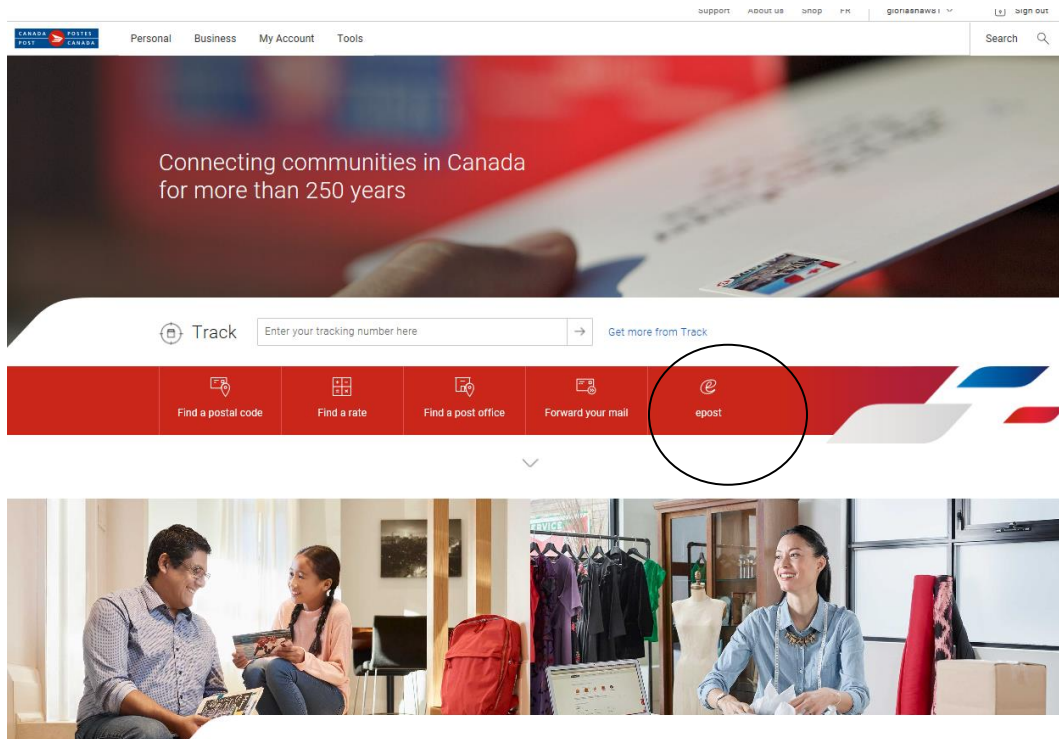
Postal / ZIP code

Once you enter your security questions Click continue and the site will take you to the next screen. Note: The Continue button is gray!

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Step 3: Create your profile

- Click on epost icon



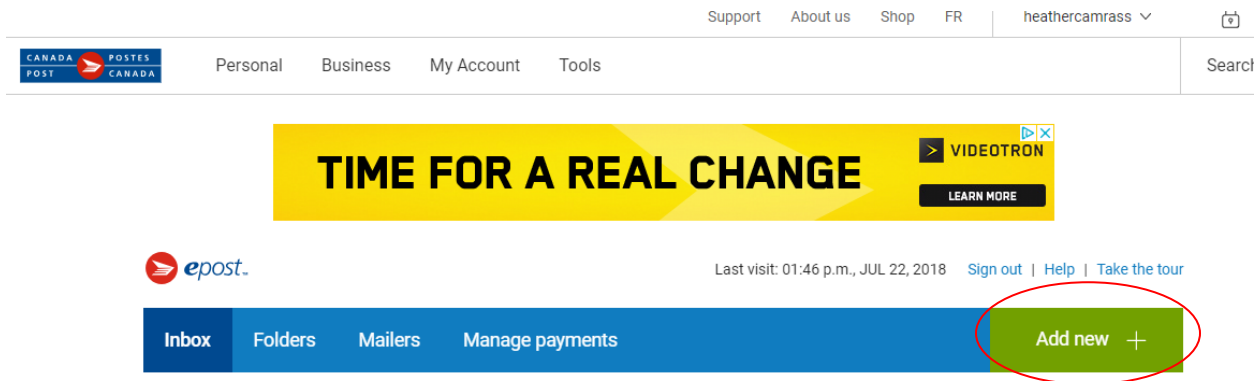
- Complete the information required in the screen below. When done click the CONTINUE button (bottom left). NOTE: The button is gray but it is an active button

A screenshot of the 'Create Canada Post profile' form. The form is titled 'Create Canada Post profile' and has a 'Safe & Secure' icon. The form is divided into four steps: 'Profile information', 'Profile type', 'Contact information', and 'Confirmation'. The 'Contact information' step is currently active. Below the step indicators, there is a section titled 'Contact information' with the note 'All fields are required.' The form includes the following fields:

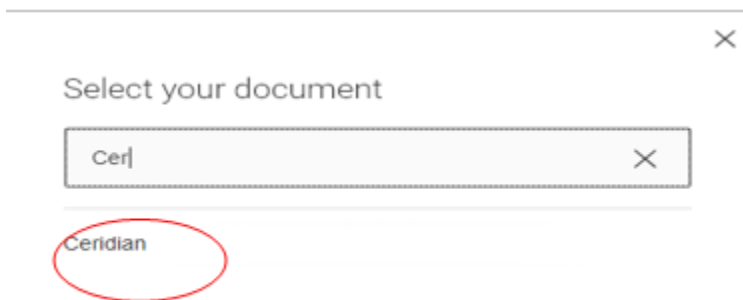
- Title (optional): A dropdown menu with 'Please select'.
- First name and Last name: Two text input fields.
- Phone number type: A dropdown menu with 'Mobile' selected.
- Phone number: A text input field with the format '555-555-5555'.
- Ext (optional): A text input field with an 'Add another number' link.
- Contact address: A text input field with the placeholder 'Start typing an address or postal code' and an 'Address Complete' icon.
- Change the address: A link with a plus icon.
- Postal code: A text input field with 'K4A5G4' entered.
- Language: Two radio buttons, 'English' (selected) and 'Français'.

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Step 4: Click on the Add new button



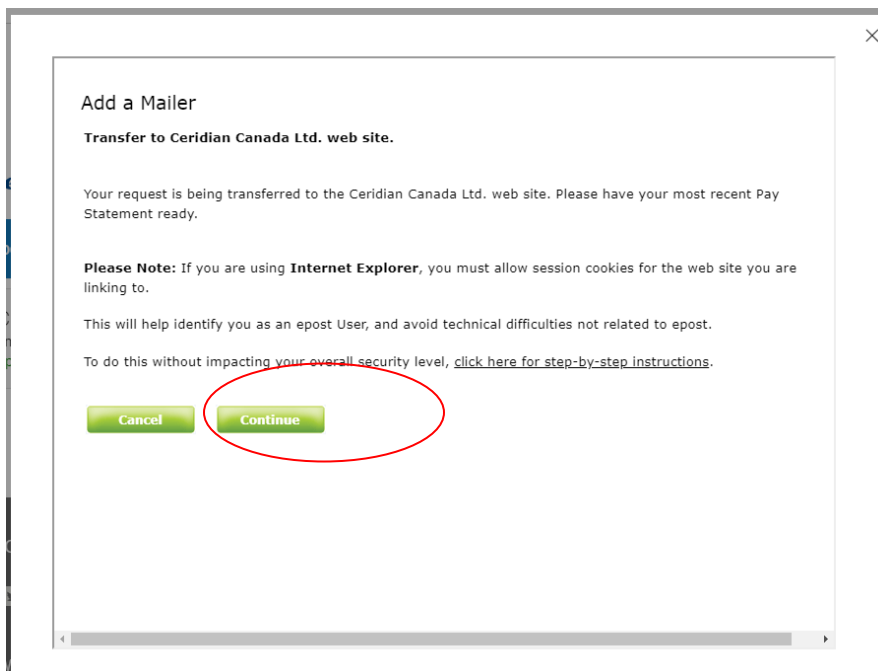
- The screen below will come up
- Type CER in the active box and select Ceridian when it comes up.



Continue to the next screen

Step 5: Set up your Ceridian Mailer



- Click Continue



Electronic Paystubs and T4 set up Instructions

- Enter the information provided in the email + the required number from you Sin and click add new

Secure | <https://www.epost.ca/service/realtimeTransition.a>

[Web Privacy Statement](#)

New Subscription

Employer Number

Employee Number

Social Insurance Number
(Enter positions 1, 3, 5, 7, and 9 of your SIN)

The information you need to enter (with the exception of your Social Insurance Number) can be found on your pay statement. To see a sample, [click here](#).

For the Social Insurance Number field:

Enter positions 1, 3, 5, 7 and 9 of your Social Insurance Number



9 9 9 9 9 9 9 9 9

Current Subscriptions

Employer Number	Employee Number	Department Number	Document Type
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- Check off both Tax Form and Pay Statement and click submit

<https://www.epost.ca/service/realtimeTransition.a>

Add New Documents

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

Tax Form

Pay Statement

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™.

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If you work General Duty and Private Duty, you will need to set up a second subscription. If this pertains to you the information will be in the email received from CNRO. If you don't you can close the browser at this time.

Secure | <https://www.epost.ca/service/realtimeTransition.a>



[Web Privacy Statement](#)



New Subscription

Employer Number

Employee Number

Social Insurance Number
(Enter positions 1, 3, 5, 7, and 9 of your SIN)

The information you need to enter (with the exception of your Social Insurance Number) can be found on your pay statement. To see a sample, [click here](#).

For the Social Insurance Number field:



[add new](#)

Current Subscriptions

Employer Number	Employee Number	Department Number	Document Type
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