

Ceridian Online Pay Statements/Tax Forms

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. Log on to www.epost.ca.

The screenshot shows the epost.ca website interface. At the top left is the Canada Post logo. The main navigation bar includes links for Products & Services, Collecting, Rates & Prices, Tools, Shop, and Postal Guide. The 'Personal' section is highlighted. The epost logo is prominently displayed with the tagline 'Canada Post's Free Electronic Bill Presentment Service'. A video player shows a woman in a red shirt, with a list of benefits titled 'Why epost?':

- It's a FREE service
- Bills delivered in ONE secure location
- Avoid late charges with reminders
- Secure online storage for up to 7 years

A 'Learn More...' link is provided below the list. A three-step process is outlined: 1. Sign Up for free!, 2. Add Mailers, 3. Receive, view, pay & manage your bills! A large banner at the bottom encourages signing up to receive bills online, featuring a Smart car and a promotion: 'Register and you could WIN 1 of 3 2008 smart fortwo vehicles'. A 'Learn More' link with a play button icon is also present.


On the right side of the page, there is a 'Sign-In' section with fields for Username and Password, a 'Sign-In' button, and links for 'Forgot Password' and 'Forgot Username'. Below this is a section for users who don't have an account, with a 'Sign Up for FREE!' button. A 'Learn more about epost' section lists various topics like 'How epost works', 'Types of bills you can receive from our Mailers', 'View Documents', 'Pay Bills', 'Manage Documents', 'epost FAQs', and 'Share Your epost Success Story'.

2. Click **Sign Up for FREE!** to sign up for any services offered by epost. You are signing up for the online pay statement and/or tax forms from Ceridian.

If a Security Alert dialog box displays, click **OK**. If not, continue to Step 3.

The **Sign-Up** window opens.

Ceridian Online Pay Statements/Tax Forms



Personal

Help | Français

Search Canada Post

Business About Us

Products & Services | Collecting | Rates & Prices | Tools | Shop | Postal Guide

Sign-Up

Step 1 (of 2) - Sign up for an epost box now! [Cancel](#)

Please enter your information in the required fields below.

Salutation:

First Name*:

Last Name*:

Company Name:

Mailing Address*:

Address:

City/Town*:

Province/State*:

Postal Code/ZIP Code*:

Country*:

Daytime Phone*: () - ext.

Language Preference*:

Email Address*:

Email Notifications: Never miss a delivery! I would like to be notified by email whenever there is a new delivery to my epost box.
Yes No

Email Communications: Stay informed! I would like to receive communications from epost about special offers and promotions.
Yes No

How did you hear about us?

Authentication Question:

Please create a personal authentication question and answer which will ensure your privacy whenever you require our assistance.
Choose a question only you know the answer to and that has nothing to do with your password. In the event you forget your password, we'll verify your identity by asking you this question.

Example:
Question: *What is my mother's maiden name?*
Answer: *Smith*

Authentication Question*:

Answer*:

[Continue](#)

* Required field

Ceridian Online Pay Statements/Tax Forms

4. Enter the required information. Follow the instructions on the screen.
5. Click **Continue**.
6. Confirmation of all the information entered above is displayed by the system on the next screen. If all information is correct, click **Continue**. To change any incorrect information click **Edit** and repeat steps 4 and 5.

The **Select Username and Password** window opens.

CANADA POSTES
POST CANADA

Personal

Search Canada Post

Products & Services | Collecting | Rates & Prices | Tools | Shop | Postal Guide

Business | About Us

Sign-Up

Step 2 (of 2) - Select a Username and Password [Cancel](#)

Please choose a username and password.

Be sure to pick something that you will easily remember, as you will need this information each time you log into your epost box.

Your username must contain between **1 and 32 characters with no spaces**.

Your password is **case sensitive**, and must contain at least **6 characters**.

Username Choice:*

Password:*

Confirm Password:*

Terms and Conditions

amended from time to time by us, govern your access to, and use of, the epost Service. If you access and use the Service you accept and agree to be bound by and comply with these terms and conditions. If you do not accept the Terms and Conditions, you are not entitled to use the Service.

By using the Service, you agree to these Terms and Conditions

You agree to use the Service in accordance with these Terms and Conditions and any policies as communicated to you from time to time by us, and all applicable laws. You agree not to use the Service for any illegal or improper activities. Without limiting the foregoing, you agree not to disturb the normal operation of the Service and to use the Service only in a responsible manner. You agree not to use the Service in a manner that harasses or may

[Full screen view](#)

[I Decline](#) [I Accept](#)

* Required field

7. Enter a **username** and **password**.

Ceridian Online Pay Statements/Tax Forms

Note: Your username should be easy to remember, contain no spaces, and contain between 1 and 32 characters. Usernames are not case sensitive. Your password is case sensitive and must contain at least 6 characters.

8. Read the Terms and Conditions, and click **I Accept**.

The **Getting Started with epost** window opens.

The screenshot shows the Canada Post Personal Home page. At the top left is the Canada Post logo. The main header area is green with the word 'Personal' in white. To the right of 'Personal' is a search bar labeled 'Search Canada Post' and a 'Help | Francais' link. Below the header is a navigation bar with links: 'Products & Services', 'Collecting', 'Rates & Prices', 'Tools', 'Shop', 'Postal Guide', 'Business', and 'About Us'. The main content area is titled 'Getting Started with epost' and contains the following text:

Thank you for signing up for epost!

Soon you will experience the ease and convenience of managing your bills and other documents online! A record of your Username and Authentication Question will be sent to you. To begin using this FREE service please read the instructions below:

Add Mailers

In order to start receiving your bills and other documents inside your epost Inbox, you must first add Mailers. Mailers are the companies you already receive mail from, such as your telephone, cable, utility provider and more!

Anything else I need to know?

Be sure to have your latest bill or statement handy as you will be required to provide your account information as well as other specific details as they appear on your paper bill.

At the bottom right of the content area is a green 'Continue' button with a right-pointing arrow.

At the bottom of the page, there are links for 'Contact Us', 'Privacy', 'Legal', and 'Browser Requirements', followed by the copyright notice '© 2008 Canada Post Corporation' and the Canada logo.

You can add a Mailer from here.

9. Click **Continue**.

The **Personal Home > Add a Mailer** window opens.

Ceridian Online Pay Statements/Tax Forms

CANADA POSTES POST CANADA

Personal

Personal Home > Add a Mailer

Welcome, Dafna My Personal Profile | Sign-Out

epost Mailbox

Add a Mailer

Add	Select a Mailer
Add a Mailer	Please select a Mailer from the list below. To make this process easier, be sure to have your account statements and records handy for accuracy and security.
Mailer List	
View	View a list of Mailers currently available in your area:
Inbox	Select your area... ▾
Saved Mail	Within your area, you can also search for a Mailer by Mailer name.
Deleted Mail	<input type="text"/>
Compose Mail	<div style="border: 1px solid #ccc; padding: 5px;"> 407 ETR Advisor's Choice ADP Canada Aliant NB Aliant NL Aliant NS Aliant PEI BC Assessment - Bulk Mail Assessment </div>
Draft Mail	
Sent Mail	
Address Book	
Pay	
Payment Methods	
Payment History	<div style="border: 1px solid #ccc; padding: 5px;"> Edit your Personal Profile Jane Doe 123 Somestreet A1B 2C3 This information may be used to process your request when you Add a Mailer. Keep it current to avoid delays. Update your Personal Profile now. </div>
Scheduled Payments	
Manage	
My Personal Profile	
Email Notification	
Print Plug-in	

[Quick Help](#)

- Choose **Ceridian** from the list and click **Continue**.
The **Add Mailers: Step 2 of 2** window opens.

Ceridian Online Pay Statements/Tax Forms

The screenshot shows the Canada Post Personal epost Mailbox interface. At the top left is the Canada Post logo. The main header area is green with the word 'Personal' in white. Below the header, there's a navigation bar with 'Personal Home > Add a Mailer'. The user is identified as 'Dafna' and has links for 'My Personal Profile' and 'Sign-Out'. The main content area is titled 'Add Mailers: Step 2 of 2' and features a green 'Add a Mailer Now!' button. A sidebar on the left contains navigation links under 'Add', 'View', 'Pay', and 'Manage'. The main content area displays the 'Add a Mailer' form with the following text: '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.', a 'Please Note' about Internet Explorer 6+ cookies, and instructions to click a link for step-by-step instructions. At the bottom of the form are 'Cancel' and 'Continue' buttons. The footer includes 'Quick Help', 'Contact Us | Privacy | Legal | Browser Requirements', '© 2007 Canada Post Corporation', and the Canada logo.

11. Click **Continue**.

The system transfers your request to Ceridian Canada Ltd.

This **New Subscription** window opens.

Ceridian Online Pay Statements/Tax Forms

The screenshot shows a web browser window with the URL <https://www.epost.ca>. The page features the Ceridian logo and the epost logo. Below the logos is a link for the [Web Privacy Statement](#). The main heading is **New Subscription**. There are three input fields: **Employer Number**, **Employee Number**, and **Social Insurance Number** (with a note: "Enter positions 1, 3, 5, 7, and 9 of your SIN"). A callout box with a red border and white background says "Enter positions 1, 3, 5, 7 and 9 of your Social Insurance Number" and shows a sequence of nine circles containing the digits 9, 9, 9, 9, 9, 9, 9, 9, 9. Below the fields is a blue button labeled "add new". At the bottom, there is a section for **Current Subscriptions** with a table header: **Employer Number**, **Employee Number**, **Department Number**, and **Document Type**. The browser's status bar at the bottom shows "Unknown Zone (Mixed)".

13. 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.
14. Click **Add New**.

The **Add New Documents** window opens.

Ceridian Online Pay Statements/Tax Forms

https://www.epost.ca - epost: the evolution of mail - Microsoft Internet Explorer

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 on or before November 30 of the current year. If you subscribe after this date, you will not receive this year's tax forms via epost but will receive tax forms for subsequent years via epost.

Pay Statement

submit

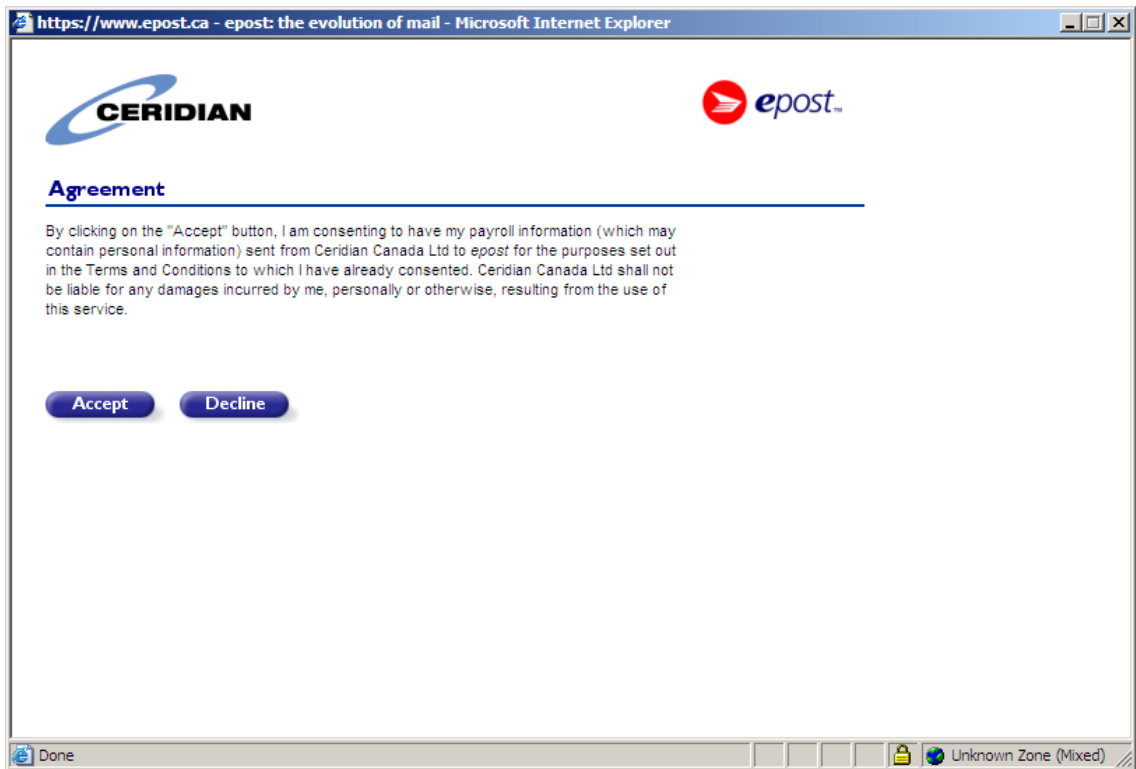
Done Unknown Zone (Mixed)

15. Select **Pay Statement** and/or **Tax Form**

16. Click **Submit**.

The **Agreement** window opens.

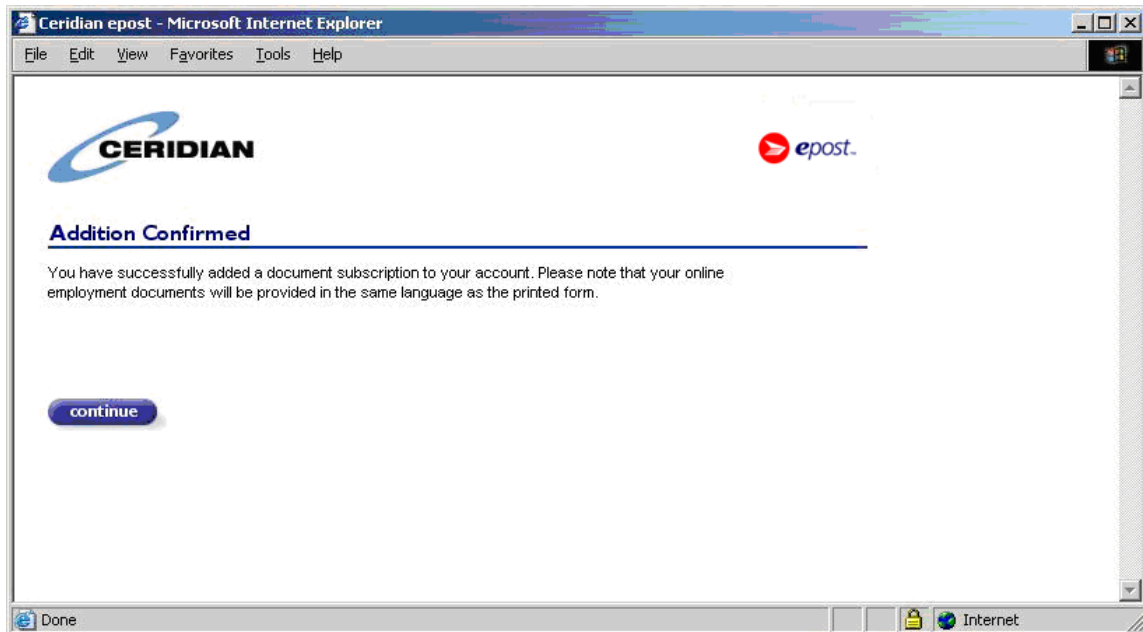
Ceridian Online Pay Statements/Tax Forms



17. Click **Accept**.

The **Addition Confirmation** window opens.

Ceridian Online Pay Statements/Tax Forms



18. 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.