

epost Enrollment Guide

This enrollment guide will assist you with registering with epost to receive your pay stubs and T4s electronically.

In the epost tool you can:

- View your pay stubs
- View/Change tax forms

You will need the following before starting your registration:

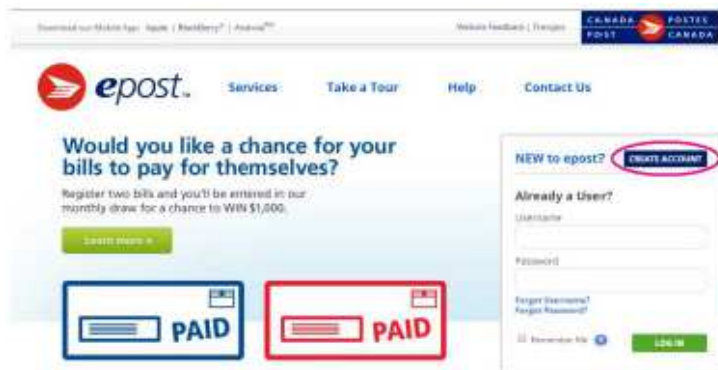
1. Employee Number (found on the top of your pay stub and on the International Directory)
2. Employer Number (found on the top of your pay stub and on page 4 of this guide)
3. SIN

Note: Employees can register with epost after their first pay.

For technical issues with your epost enrollment, please contact epost Customer Service at 1 877 376 1212.

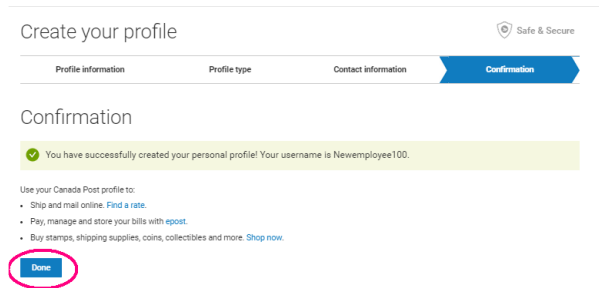
1. To Create a **new** epost account, go to www.epost.ca (please see page 4 of this guide if you have transferred from a different entity, or if you have been rehired).

Click on **Create Account**.

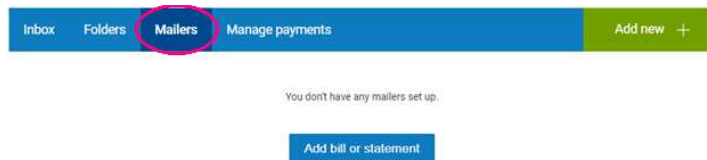


2. Complete the 2 profile screens by entering your **personal information** and the **username** and **password** you would like to use for your epost account. Click on **Continue** at the end of each profile screen.

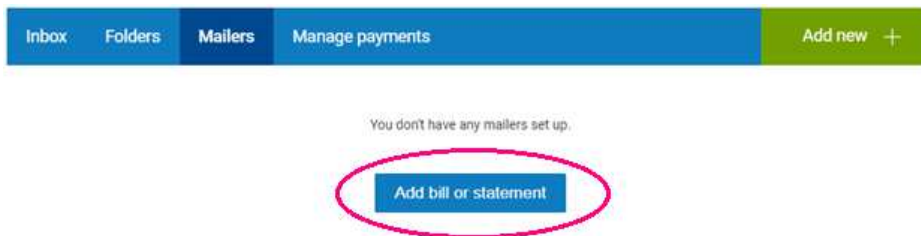
3. Click on **Done** in the Confirmation window.



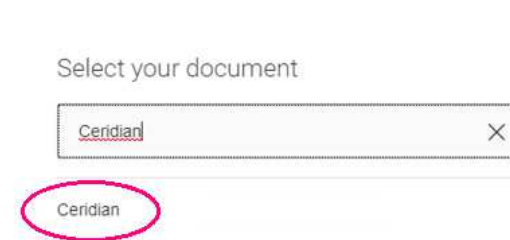
4. Click on **Mailers**.



5. Click on **Add bill or statement**.



6. Enter **Ceridian** in the mailer name field and then click on **Ceridian**.



7. Click on **Continue** to be redirected to the Ceridian Canada Ltd website to complete the enrollment process.



8. Review the top of your pay stub for your **Employer Nnumber** (4-digit number) and your **Employee Number** (without the zeros).

| STATEMENT OF EARNINGS BULLETIN DE PÂIE | | | | EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS REVENUES DE L'EMPLOYÉ ET CONTRIBUTIONS PATRONALES | | | | | | |
|---|-----------------|--------------|-------------------|---|-----------|--------------------|---------------|--------|--------------------|---------------|
| TYPE | HOURS HEURES | RATE TAUX | AMOUNT MONTANT | YTD À JOUR | TYPE | CURRENT COUSANT | YTD À JOUR | TYPE | CURRENT COUSANT | YTD À JOUR |
| REG. EARN. | 86.66 | 10.578 | 916.67 | 22,000.08 | FED TAX | 160.57 | 3,974.64 | DENTAL | 5.00 | 120.00 |
| OVERTIME | 4.00 | 15.867 | 63.47 | 63.47 | CPP | 32.54 | 723.92 | | | |
| | | | | | EI | 23.52 | 529.53 | | | |
| | | | | | COFFEE | 1.00 | 24.00 | | | |
| | | | | | CHARITY | 10.00 | 120.00 | | | |
| | | | | | DENTAL | 5.00 | 120.00 | | | |
| | | | | | EX. DEDNS | 20.00 | 60.00 | | | |

Sample Pay Stub – Reference Only

9. Enter the following information in the **New Subscription** window:

1. Employer Number
2. Employee Number
3. SIN

Click on **Add New**.

CERIDIAN **epost.**

[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 9

add new

Current Subscriptions

12. Click on **Continue** in the epost/Ceridian Addition Confirmed window.

CERIDIAN **epost.**

Addition Confirmed

You have successfully added a document subscription to your account. Please note that your online employment documents will be provided in the same language as the printed form.

continue

10. Select the payroll document(s) you would like to receive via epost (Tax Forms and/or Pay Statements).

Click on **Submit**.

CERIDIAN **epost.**

Add New Documents

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

Tax Form

Pay Statement

submit

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

13. Verify all the information entered is correctly displayed under the **Current Subscriptions** header. Make changes if needed (Steps 9-12). If everything is correct, click on **Back**.

CERIDIAN **epost.**

Current Subscriptions

| Employer Number | Employee Number | Department Number | Document Type |
|-----------------|-----------------|-------------------|---------------|
| 0936 | 243821 | | Tax Form |
| 0936 | 243821 | | Pay Statement |

back

11. Read the Ceridian agreement. Click on **Accept** to continue.

CERIDIAN **epost.**

Agreement

By clicking on the "Accept" button, I am consenting to have my payroll information (which may contain personal information) sent from Ceridian Canada Ltd to epost for the purposes set out in the Terms and Conditions to which I have already consented. Ceridian Canada Ltd shall not be liable for any damages incurred by me, personally or otherwise, resulting from the use of this service.

Accept **Decline**

14. Click on the **Mailers** tab to confirm Ceridian has been added to your Mailer group.

Inbox **Folders** **Mailers** **Manage payments** **Add new +**

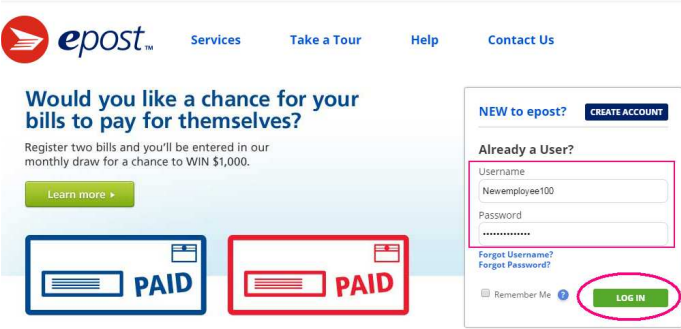
Ceridian

Employment Forms / Documents liés à l'emploi

Approved - Employment Documents

Rehires and Transfers

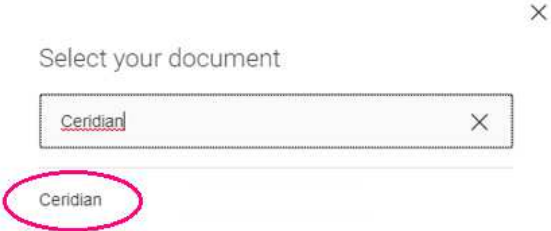
1. Log into your epost account with your existing Username and Password.



2. From the Mailers menu, Add new and then Document



3. Enter Ceridian in the mailer name field and then click on Ceridian.



4. Follow steps 7 to 14 listed on pages 2 and 3 of this guide. Please ensure that you use your new Employee Number and/or new Employer Number when completing your epost registration, as these may have changed.

Employer Numbers for epost Enrollment

| Employer Number | Business Unit/Entity |
|-----------------|---|
| 0640 | Schneider Electric Software Canada Inc. |
| 0721 | Schneider Electric IT Corp |
| 1427 | Schneider Electric Solar Inc. |
| 0795 | Power Measurement - Hourly |
| 0804 | Power Measurement - Salaried |

| Employer Number | Business Unit/Entity |
|-----------------|--|
| 0965 | Viconics - Salaried |
| 0992 | Viconics - Hourly |
| 1135 | Schneider Electric Systems Canada Inc. |
| 2883 | Schneider Electric Canada Inc - Hourly |
| 0936 | Schneider Electric Canada Inc - Salaried |

For assistance with Payroll information, please contact **PeopleLink**:

Phone: 877 645 2233

Self-Service Portal: <https://schneider.service-now.com/supportatschneider>

Hours: Monday – Friday from 8:00 AM – 7:00 PM EST