# 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).
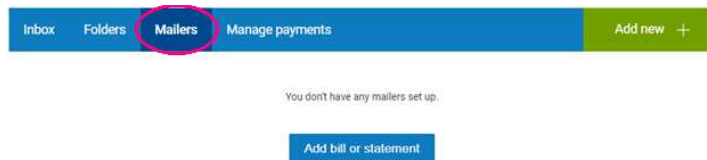
Click on **Create Account.**
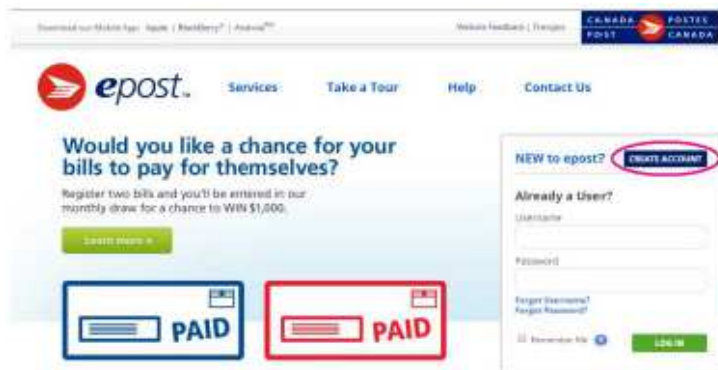


**2.** Compete the 2 profile screens by entering your personal information and the username and password you would like to use for your epost account. Click on **Continue** at the end of each profile screen.
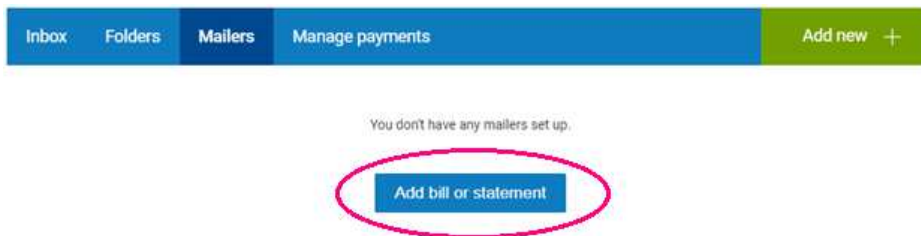
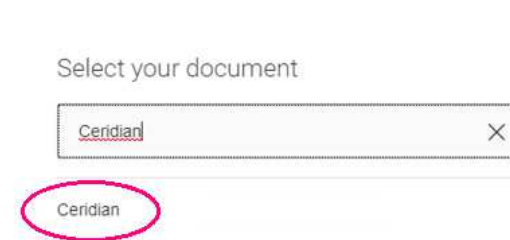**3.** Click on **Done** in the Confirmation window.
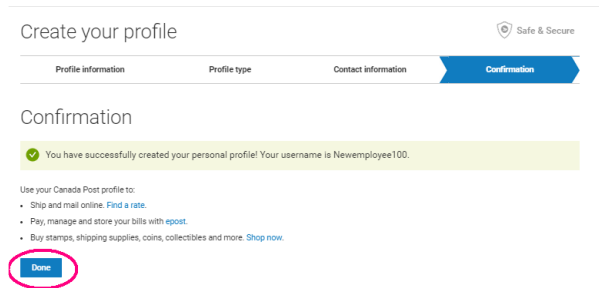


**4.** Click on **Mailers**.



**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).



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**.



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

Click on **Submit**.



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



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



**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**.



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

# Rehires and Transfers

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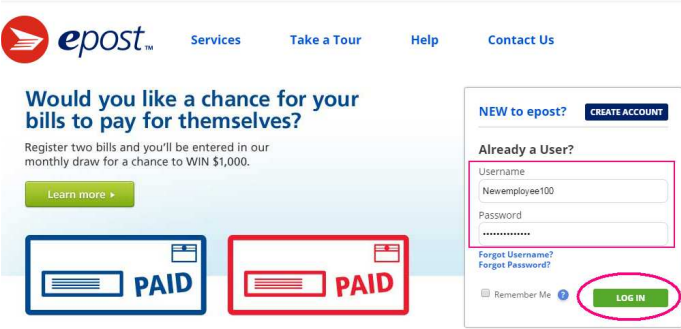


**2.** From the **Mailers** menu, **Add new** and then **Document**



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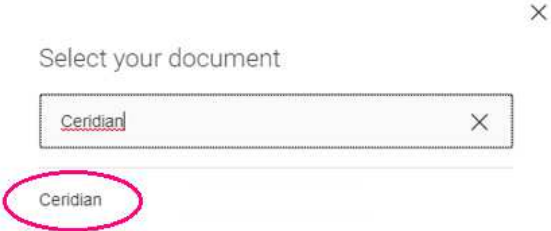


**4.** Follow steps 7 to 14 listed on pages 2 and 3 of this guide.  Please ensure that you use your new Employee Number and/or new Employer Number when completing your epost registration, as these may have changed.

# 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