

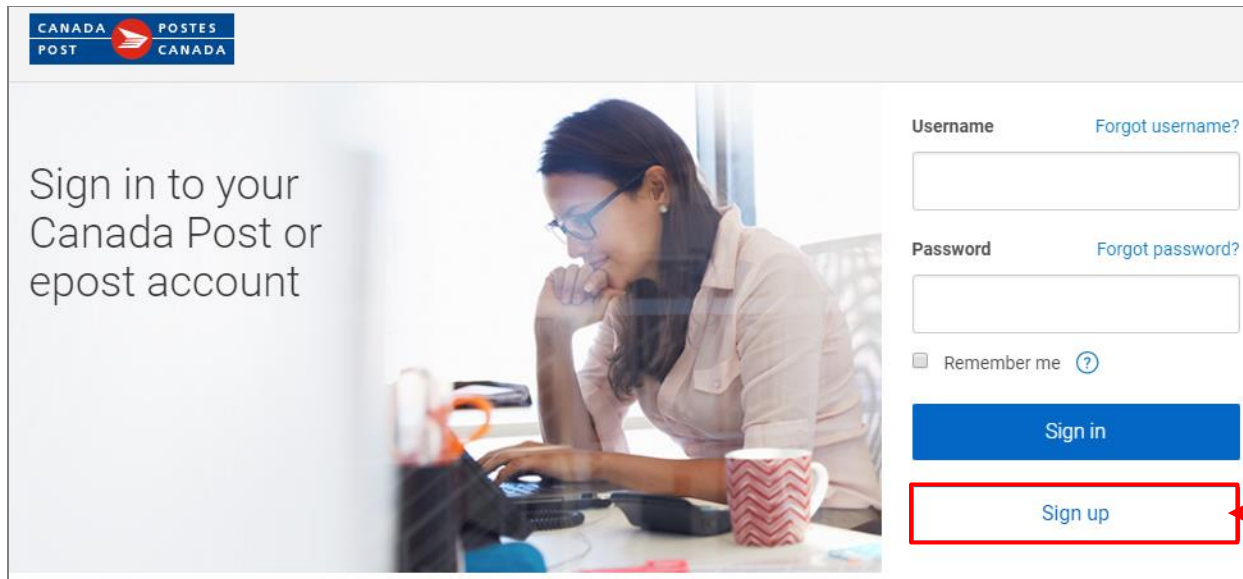
<https://sso.epost.ca/>

- ! Click the link above to open the epost sign-in page.
- ! If your default browser is not Internet Explorer: Copy/paste the address into the Internet Explorer search bar.

► **Create an epost Account**

On the **epost sign-in page**:

1. Click the **Sign Up** button.



2. Complete all fields highlighted **red** in the image below.

**i** If you are missing information or enter information incorrectly, the epost web page will tell what to do.

# 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

Type your personal email address here.

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

Type a username here. It can be anything you'd like, but should be memorable.

Follow the instructions in grey above the field.

Password

Show password

Type a password here. It can be anything you'd like, but should be memorable. Follow the instructions that appear above the field.

Postal / ZIP code

Type your postal code here.

Both security questions are required

Choose security question 1

Security answer 1

Choose security question 2

Security answer 2

Select two security questions from the drop-downs. Enter the answers to those questions in the fields below each drop-down.

I'm not a robot



reCAPTCHA  
Privacy - Terms

Click the checkbox.

Follow the Captcha instructions that appear, then click the VERIFY button.

I have read and agree with the Canada Post [Terms and Conditions](#).

Click the checkbox to accept the terms and conditions.

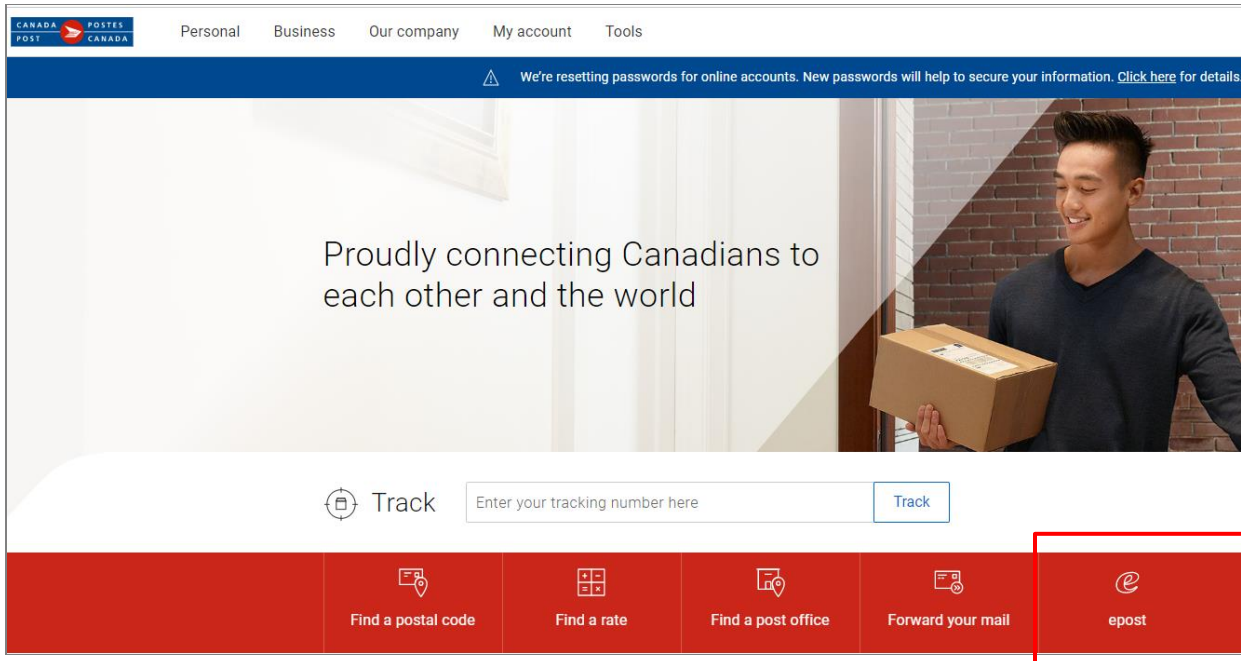
Continue

Cancel

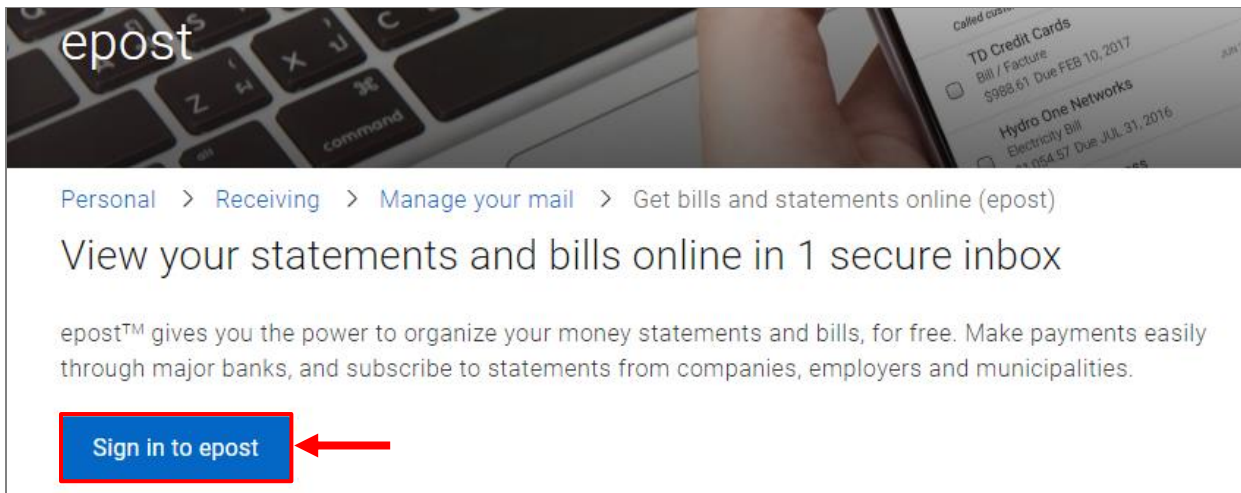
Click the Continue button.

You are sent to the *Canada Post* home page.

3. Click **epost** on the red banner.



4. Click the **Sign in to epost** button.



The *Access your account* window appears. Continue to [Step 5](#).

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► **Sign In to Your epost Account**

From the *Access your account* window:

5. Enter the **username and password you created** when signing up for epost, then click the **Sign in button**.

The image shows two overlapping windows. The left window, titled 'Access your account', contains a 'Username' field with the text 'jana.ham\_30', a checkbox for 'Remember my username on this device', a 'Password' field with masked characters, and a blue 'Sign in' button. A red box highlights the 'Sign in' button, and a red arrow points to it from the right. Below the 'Sign in' button are links for 'Forgot Username?' and 'Forgot Password?'. The right window, titled 'Register online', contains text about creating an account and a blue 'Register now' button. A close button (X) is in the top right corner of the right window.

The *Create Canada Post Profile* page appears.

6. **Complete all fields highlighted red** in the image below.

**i** If you are missing information or enter information incorrectly, the epost web page will tell what to do.

# Create Canada Post profile

Profile information

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Contact information

Confirmation

## Contact information

All fields are required.

Title (optional)

Please select

First name

Last name

Type your first and last name in the corresponding fields.

Phone number type

Phone number

Ext (optional)

Mobile

Format: 555-555-5555

+ Add

Select a phone number type from the drop-down list, then type your phone number in the Phone number field.

Contact address

AddressComplete

Start typing an address or postal code

Type your home address in the Contact address field.

A list of addresses will appear. Select the correct address.

+ Change the address

R2Y1R8

Language

English

Français

Select your preferred language.

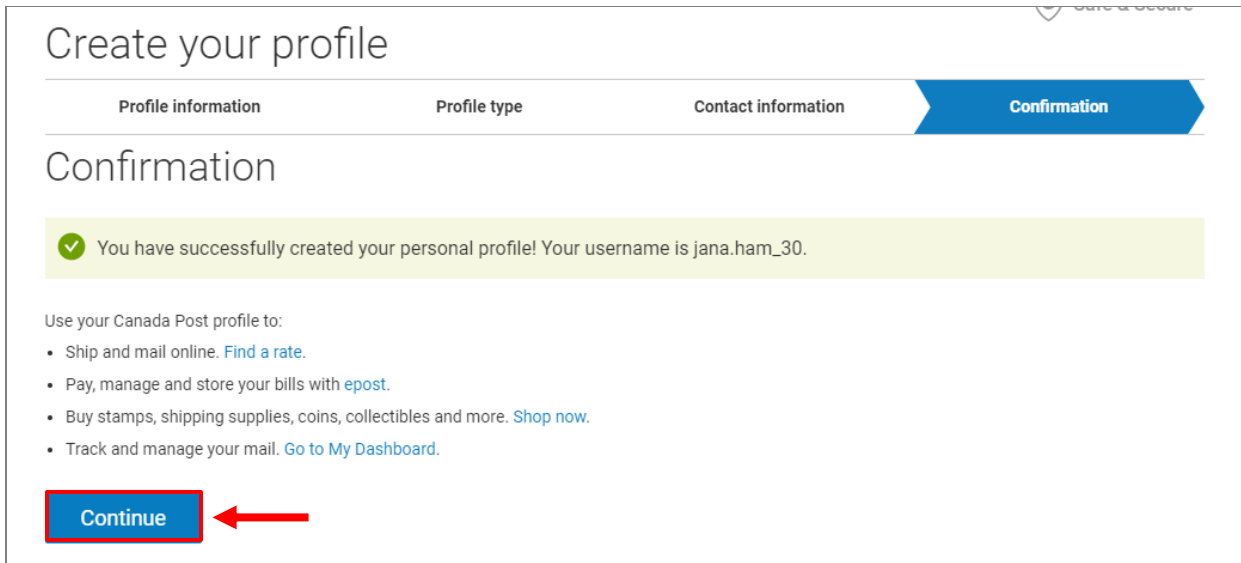
Continue

Cancel

Click the Continue button.

The Confirmation screen appears.

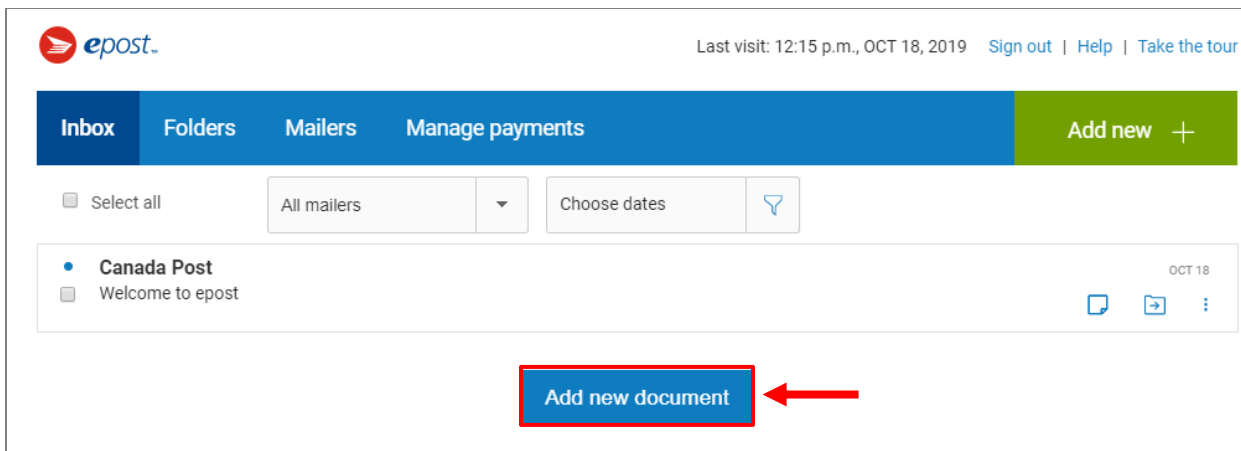
7. Click the Continue button.



You are sent to your epost inbox and prompted to take a tour of the site.

8. Click **Not Now** to close the tour window.

9. Click the **Add new document button**.



The *Select your document* window appears. Continue to [Step 10](#).

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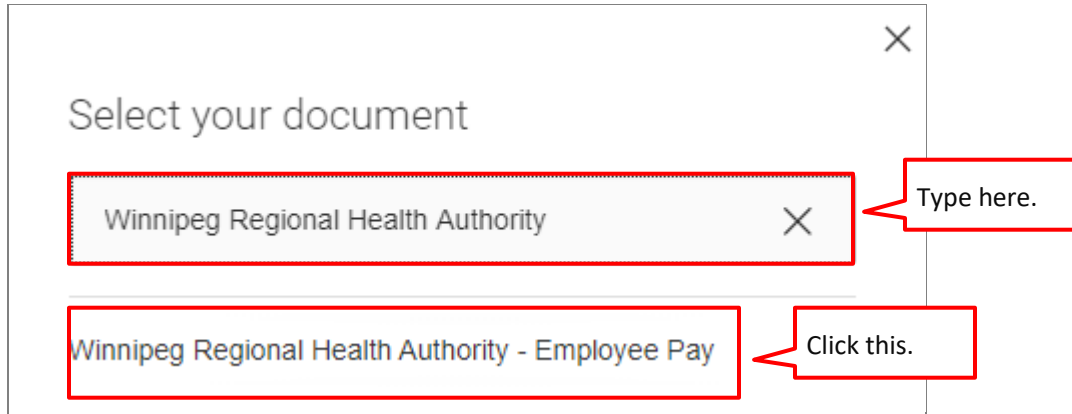
► **Add a Mailer**

From the *Select your document* window:

**10. Type Winnipeg Regional Health Authority** in the field provided.

**i** You must type Winnipeg Regional Health Authority, regardless of where you work.

**11. Click Winnipeg Regional Health Authority – Employee Pay** when it appears below.



The Add a Mailer window appears, with instructions for providing information for the mailer.

**12. Scroll down and follow the instructions provided** to enter the WRHA mailer information.

**13. Click the Continue button.**

Mailer: Winnipeg Regional Health Authority  
Mail Type: Employee Pay

Please enter your 9 digit personnel identifier number. Add leading zero(s) to make your personnel identifier number 9 digits long (for example 051735112)

Employee ID:

Please enter the 4th digit of your Social Insurance Number (SIN), last digit of your year of birth and last digit of your SIN# (without spaces)

3 digit code:

Example:  
If your employee ID is 12345,  
Enter: 000012345

Example:  
If your SIN is 123456789 and your birth year is 1976  
Enter: 469

You return to your epost inbox, and your mailer is set up.

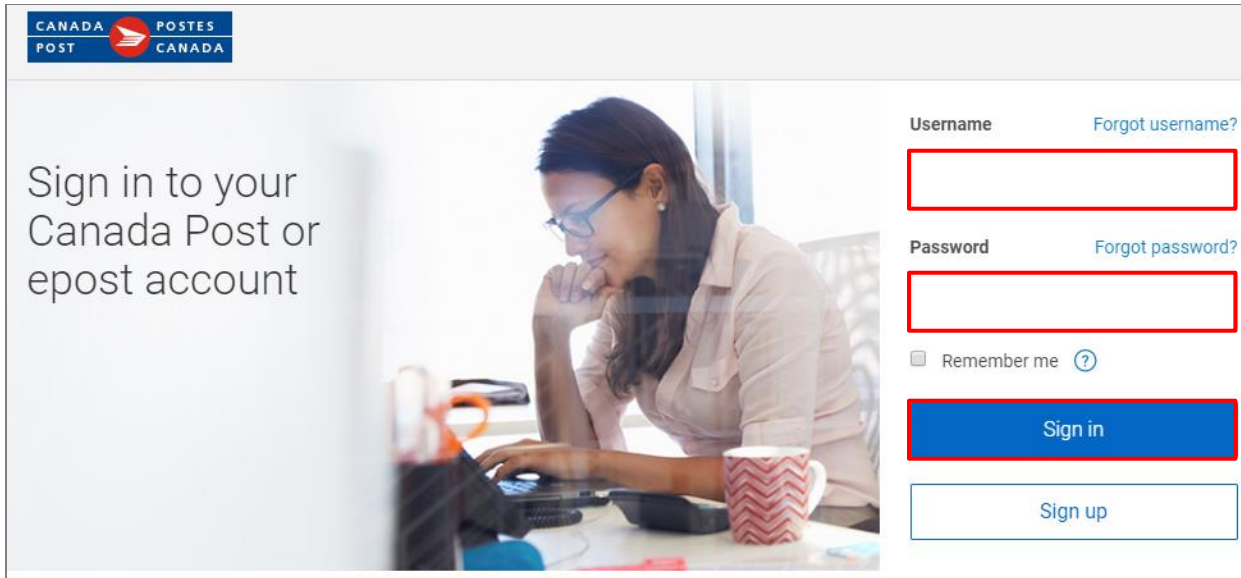
- i** Your pay statements will begin arriving in your epost inbox when pay is next processed.
- You will receive email notifications for your pay statements at the email address you used to create your account.



## ► View Pay Statements

On the **epost sign-in page**:

1. Enter your username and password, then click the **Sign in button**.



CANADA POST POSTES CANADA

Sign in to your Canada Post or epost account

Username [Forgot username?](#)

Password [Forgot password?](#)

Remember me [?](#)

**Sign in**

Sign up

Your epost inbox appears.

2. Click **Mailiers**.



3. Click a **mailer** in your inbox to open it.