



Enabling secure digital document delivery

## MyPay Employee Sign Up Guide:

You can receive your paystubs and T4s digitally through Canada Post's epost service. Once set up, you will receive your documents instantly and can access them 24/7 from anywhere in the world. Your documents will be stored securely in epost for up to 7 years (CRA recommends that you keep these documents for 6 years). There is no fee attached with this service and all of your documents will still be accessible should you change company in the future.

### How to sign up to receive your paystubs & T4s digitally:

1. If you already have a personal epost account please sign in and proceed to step 2. If you do not have a personal epost account you can create one at [www.epost.ca](http://www.epost.ca):

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Mobile friendly. Find it at [canadapost.ca](http://canadapost.ca) [Try new epost](#)

NEW to epost? [CREATE ACCOUNT](#)

Already a User?

Username

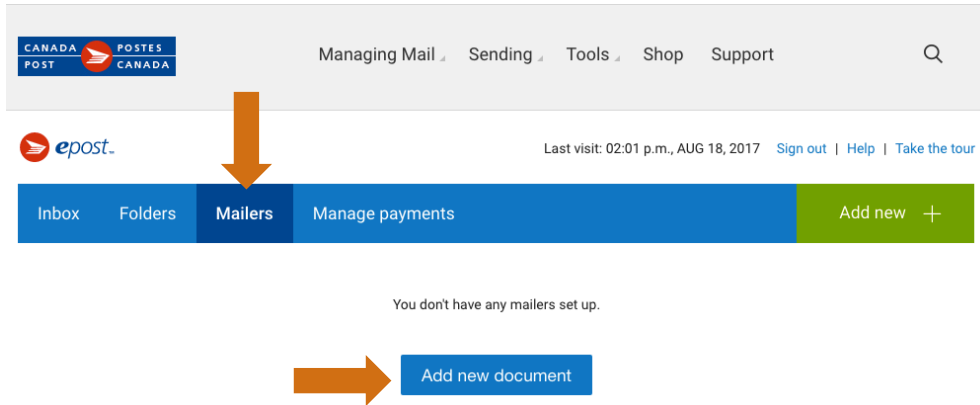
Password

[Forgot Username?](#)  
[Forgot Password?](#)

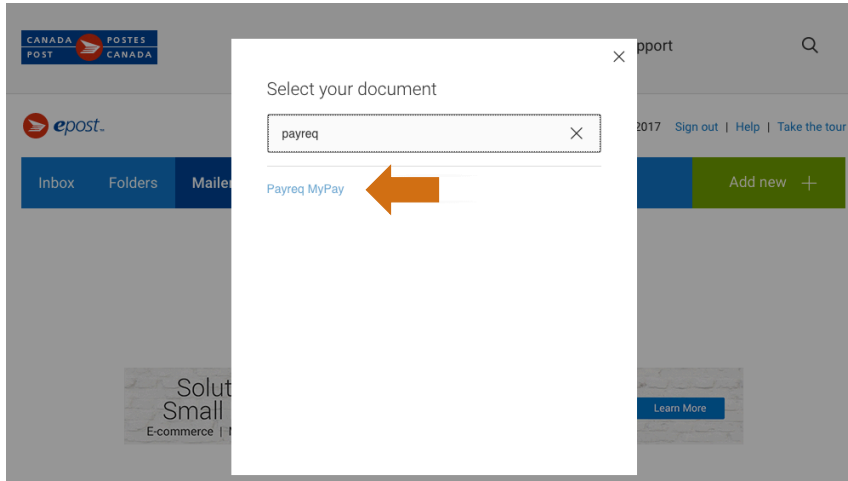
Remember Me [?](#) [LOG IN](#)

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2. Once you have signed in select the “Mailers” tab and then select “Add new document”:



3. Choose “Payreq MyPay” from the list of mailers:



4. In the first subscription field, enter in the Employer Code (given to you by your Employer) followed by your Employee Id (e.g. if the Employer Code is 1234 and your Employee Id is 98765, you would enter 123498765). In the second field, enter in your residential postal code or ZIP code. Press Continue.

## Add a Mailer



Please complete the following information. If the required information is correct, your pay statements will be sent to you electronically. You will no longer receive paper copies.

Mailer: Payreq MyPay  
Mail Type: Statement

Enter in your Employer Code as given to you by your employer followed by your Employee Id. For example, if your Employer Code is 03645 and your Employee Id is 136559, then you would enter 03645136559. Please ask your employer if you have any questions.

Employer Code and Employee Id:

Enter in your 6 character postal code with all uppercase letters and no spaces (example G2R7H5) or your 5 digit ZIP code (example 11235).

Postal or ZIP Code:

5. If the two fields have been entered correctly, a successful subscription page will be displayed. Otherwise, an error page will be displayed and you will have to try again. If you have any issue subscribing, please contact your Employer for assistance.