E-Post Instructions

HireSuccess Staffing will be doing electronic pay stubs to decrease the number of forms lost in the mail. Below are the detailed instructions for signing up for E-Post.

[www.epost.ca]
- Sign up now
- Fill out personal information (you are only required to fill out boxes with an * beside them)
- Verify/Continue
- Choose your user name and password * we suggest that you record this information for future reference.

*** This information will be required should you have to retrieve a password or username. Please keep this private and confidential***

Once you have completed the registration for epost service you will need to add a mailer. Please follow the directions below. Note that the information required for this section has been provided below to assist you.

Add a Mailer
- Select a Province
- Select ADP Canada from the drop down menu
- Continue
- Transfer to ADP – continue (The following information would be emailed to you upon receipt of your Direct Deposit information)

  Hire Date:
  Employee ID#:
  Company ID#: 921061

- Continue
- OK

Select statements to be delivered by E-Post – Select Pay Statements and Tax Forms

E-Post should then confirm that mailer has been added successfully. If you should receive an error please contact us so that we can assist you with this process.

Forgotten username can be retrieved by:
[www.epost.ca]
Click on Forgot your username – on the right hand side near the top of the page.
Enter the following information:
- First Name
- Last Name
- Daytime Phone Number
- Postal Code
Hit continue button.
Answer the verification question
Hit continue button. Your username will be displayed on the screen for you.

Forgotten password can be retrieved by:
[www.epost.ca]
Click on Forgot your password – on the right hand side near the top of the page.
Enter the following information:
Enter Username
Hit continue button.
- Postal Code
- If you would like to have your password e-mailed to you, choose e-mail password. A password will be e-mailed to the address provided when you set up your e-post account. It will be valid for 48 hours.
If you would like to re-set your password, select reset online.
1. Enter First Name
2. Enter Last Name
3. Enter Authentication Answer
4. Enter Postal code
5. Choose new password
6. Verify new password
7. Hit continue button.