


Monday, January 20, 2014



## Let's All Go GREEN!

Superior Pool, Spa & Leisure Ltd. is excited to announce a new **MANDATORY** service for our employees through our payroll service provider, Ceridian. Ceridian is the first payroll service provider in Canada to enable companies to offer their employees Online Pay Statements & Tax Forms (T4). Reduced paper; any time, anywhere access; and a convenient, long-term compensation history (7 years) are just some of the benefits you'll enjoy.

Online Pay Statements/Tax Forms. Online Pay Statements/Tax Forms are conveniently delivered through  **epost.** : the online mail delivery service for Canada Post.



### Safe, secure and free: 3 reasons to sign up for epost™

1. **Security** - When you sign up, you receive a private and secure electronic mailbox (epost box™) where you can receive, pay and organize your bills and other documents (including your Pay Statements, Tax Forms, bills etc.) online.



2. **Convenience** - With epost, you can manage and store your mail in a variety of ways, anytime - using any computer with Internet access. What's more, your epost box can store your bills, pay statements, tax forms and other mail for up to seven years. No more paper to sort through or file!



3. **Choice** - With more than 100 leading Canadian companies (Mailers) available at epost, and more joining all the time, epost has a variety of Mailers from which you can sign up to receive your bills and other documents.

Please make sure you have your most current pay stub in front of you. You will need your Social Insurance Number handy. [Superior Pool, Spa & Leisure Ltd. EMPLOYER number is 019634.](#)

## HOW TO:

### Choosing Online Pay Statements/Tax Forms is easy...



1. Sign up for a FREE epost box by visiting [www.epost.ca](http://www.epost.ca) and clicking the "New to epost?" or "Sign up now" link. The sign up process contains only three steps and doesn't take long to complete. **If you already have an epost box, go directly to step two.**
2. Next, add Ceridian as a Mailer to start receiving your Online Pay Statement or Tax Form in your epost box. Simply log in to your epost box, **click the ADD A MAILER NOW** button, and **select Ceridian Canada Ltd.** from the list of Mailers. Be sure to have your SIN and a paper pay statement on hand, as you will be prompted by a pop-up window to enter certain information contained therein.

3. Receive an email notification whenever you receive a delivery to your epost box, this will help keep better track of your mail. To add this feature, **click SETUP**, then **select NOTIFICATIONS** located on the left navigation bar.

### *That's it!*

Look for your next Pay Statement/Tax Form to arrive in your epost box.

NOTE: If you do not receive your next Pay Statement online, please wait one more pay cycle, as you may have been late in subscribing for the current pay cycle.



#### **IMPORTANT NOTES:**

- i) When you sign up to receive your Pay Statements/Tax Forms online, you will NOT receive a paper copy.
- ii) If you need any support with respect to this offering, please contact your HR department. If you have any questions regarding receipt or contents of your pay statement or tax form, please contact your HR department. If you have trouble accessing the epost website, please contact epost (contact information available at [www.epost.ca](http://www.epost.ca))
- iii) Printing your online documents: For best results when printing when from the epost website, select Print Plug-in located under SETUP on the left navigation bar and follow the download process.
- iv) Employees are sent an email notifying them that they have Epost the evening before Payday – deposits usually go into the bank at midnight - the epost notification may vary between that evening to the next morning.