

Online Pay Statements and Tax Forms Instructions

Before you Start You will Need:

1. Employee number
2. Employer number (see below)
3. SIN#

9 Easy Steps:

1. Visit <https://www.epost.ca>
2. Enter your information in the required fields
3. Create Username and Password, security questions, address
4. Accept Terms and Conditions
5. Select "Ceridian", click Next
6. On the New Subscription screen, enter Employer Number (located on top of your pay statement, or see below):

Employer Numbers:

1006 Administration
1007 Continuing Education
1008 Faculty
1010 Part-Time
1016 Support
1605 Mohawk College Foundation

7. Enter Employee Number (top of pay statement)
8. Enter SIN# (positions 1, 3, 5, 7 & 9)
9. Add New Documents (check off both **Tax Form (T4) and Pay Statement**), click Submit

For Assistance, please Contact:

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Support, CE	Dragana Colovic	ext. 3316
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