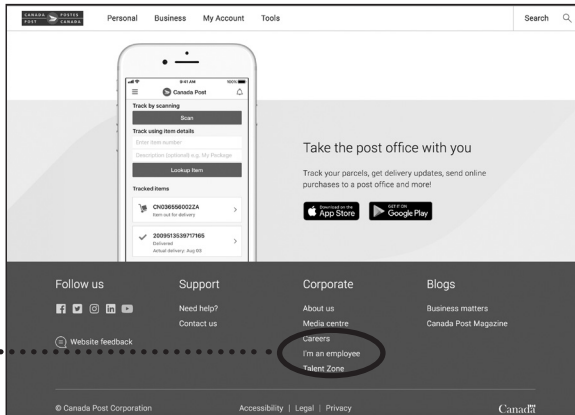


# How to access Intrapost and E.S.S. (Employee Self Serve) from home

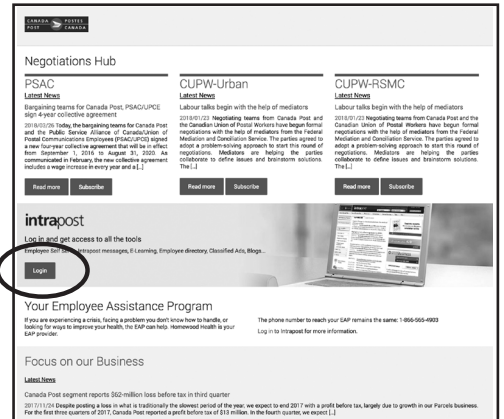
## STEP 1

Visit canadapost.ca and select **"I'm an Employee"** at the bottom of the page.



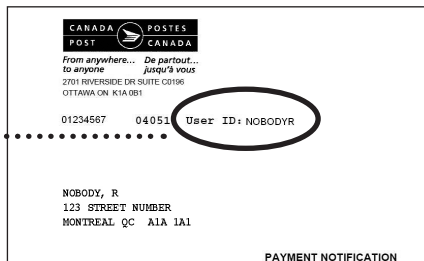
## STEP 2

Select **"Login"** from the left-hand side of the screen.



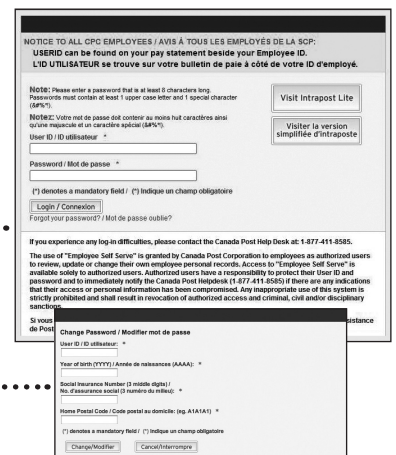
## STEP 3

Find your **User ID**, which is printed beside your Employee ID number on your pay statement.



## STEP 4

Enter your **User ID and password**.

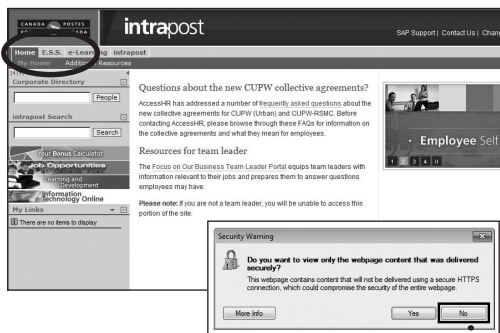


If you've forgotten your password, follow the on-screen instructions to set up a new one. If you need help, call the **help desk at 1-877-411-8585**.

## STEP 5

Once logged in, select **E.S.S.** from the top of the page.

When prompted with the security warning message, select **"No."**



## STEP 6

From the **E.S.S. home page**, select the icon you want.



If you need help, call the **help desk at 1-877-411-8585**.

