PASSWORD SELF SERVICE



CHANGE YOUR PASSWORD WITH A ONE-TIME CODE

STEP 1

Go to canadapost.ca, scroll down to the bottom of the page and click I'm an employee. Click Login to Intrapost and click Forgot your password?



STEP 2

Welcome to the Password Self Service Login page. Enter your User ID. Your User ID can be found on your pay statement beside your Employee ID. Click the Continue button.



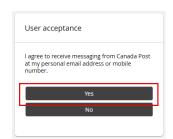
STEP 3

Click on the One-time code authentication option.



STEP 4

Select Yes to indicate your consent to receive communication from Canada Post at your personal email address or mobile number.



STEP 5

Select where you prefer to receive your one-time code. You can choose between the mobile number or personal email address listed in your MySAP profile.





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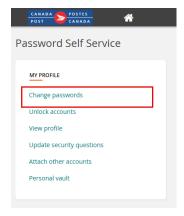
STEP 6

Enter the 6-digit **one-time code** you received and click **Verify PIN**.



STEP 7

Under My Profile click Change passwords.



STEP 8

Enter your new password in the **New password** field. Re-enter your new password in the **Confirm** field. Click the **Change passwords** button.

STEP 9

Click your name in the top right corner and select Logout from the dropdown.



**The password criteria will turn green if the requirements are met. They will turn red if the requirements are not met.

