

PASSWORD SELF SERVICE

UPDATE YOUR EMAIL AND MOBILE NUMBER IN SAP

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 log in with your User ID and password.

NOTE: Your User ID is found on your pay statement, next to your Employee ID.

intrapost /
intraposte

User ID can be found on your pay statement beside your Employee ID.

L'ID utilisateur se trouve sur votre bulletin de paie à côté de votre ID d'employé.

User ID / ID utilisateur

Password / Mot de passe

Login / Connexion

Forgot your password?

Mot de passe oublié?

If you experience any login difficulties, please contact the Canada Post Help Desk at **1-877-411-8585**.

Si vous éprouvez des difficultés lors de l'ouverture de l'application, communiquez avec le Service d'assistance de Postes Canada au **1-877-411-8585**.

The use of 'Employee Self Serve' is granted by Canada Post Corporation to employees as authorized users to review, update or change their own employee personal records. Access to 'Employee Self Serve' is available solely to authorized users. Authorized users have a responsibility to protect their User ID and password and to immediately notify the Canada Post Help Desk (1-877-411-8585) if there are any indications that their access or personal information has been compromised. Any inappropriate use of this system is strictly prohibited and shall result in revocation of authorized access and criminal, civil and/or disciplinary sanctions.

L'utilisation du « Libre-service pour les employés » est accordée par la Société canadienne des postes aux employés pour qu'ils puissent réviser, mettre à jour et modifier leurs dossiers personnels. L'accès au Libre-service pour les employés n'est offert qu'aux utilisateurs autorisés. Ces derniers sont tenus de protéger leur code d'utilisateur et leur mot de passe, et ils doivent aviser immédiatement le Service d'assistance de Postes Canada (1-877-411-8585) s'ils estiment que leur accès ou leurs renseignements personnels ont été compromis. L'utilisation inappropriée du système est strictement interdite, et peut entraîner la révocation des privilèges d'accès ainsi que des mesures criminelles, civiles ou disciplinaires.

STEP 2

Click **MySAP** and click the **Employee Self Service** tile.

intrapost

About Canada Post You at Canada Post Resources Marketplace Internal services Tools

MySAP

Home

Employee Self Service

My Care Connect

SuperVISION

My Ariba

Safety Compliance

SailPoint

Negotiations

STEP 3

Click **Personal Information**.

Home

Home Employee Self Serve My Team IT Online Intrapost Accounts Payable Tra

Need Help

Appraisals

Benefits & Pension

Flexible Work Arrangement

Inquiries

Pay and Compensation

Personal Information

Talent Zone

Time Management

Emergency Information

Emergency Census

First Official Language

Confirmation of Employment - Information

STEP 4

To update your email address, click **Employee Communication Preference** and follow the prompts.

Travel & Expenses

Payroll Banking Information

Travel Expenses Banking Information

Emergency Contacts

Employee Communication Preference

Employee Card

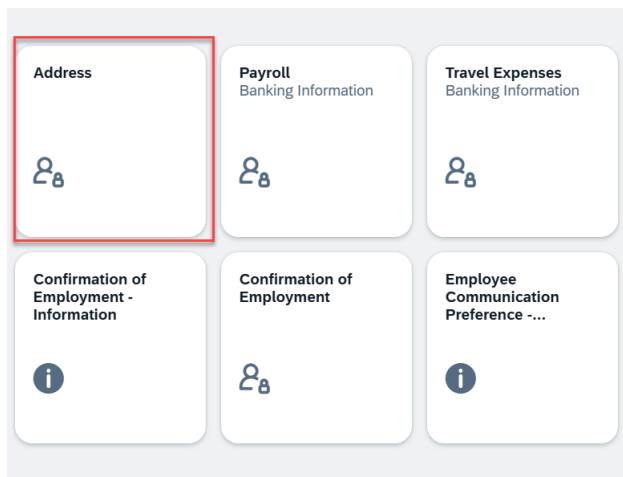
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STEP 5

To update your mobile number, click [Address](#), then select [Permanent Residence](#) at the bottom. Click [Edit](#) and follow the prompts.



<  Address ▾

1 Employee Search 2 **Overview** 3 Edit 4 Review & Save 5 Confirmation

Permanent Residence

Address

City

Province

Personal cell

Work cell

Mailing Address

Address

City

Province

[Delete](#)

Address to be modified

☒ Permanent Residence ☐ Mailing Address

[Edit >](#)