Supplier Account can be accessed through the following applications:

JANUARY 11, 2016:

- » EST Online (Express Order Entry can also be accessed through EST online)
- » EST Desktop 2.0

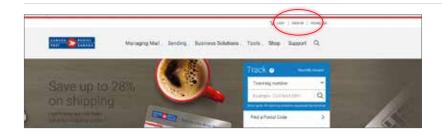
What do you need to do?

Step 1: Get a Canada Post customer number and a Supplier Account number

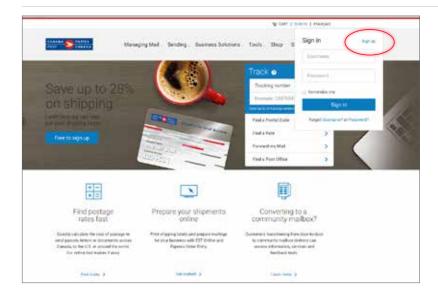
Your meter supplier will be contacting you to provide your Canada Post customer number and your new **Supplier Account number**. If you want to use Canada Post's Electronic Shipping Tools for your parcel shipments and have not received your supplier number by January 18, 2016, contact your meter supplier.

As of January 11, 2016:

» **Step 2:** Create a Canada Post online profile

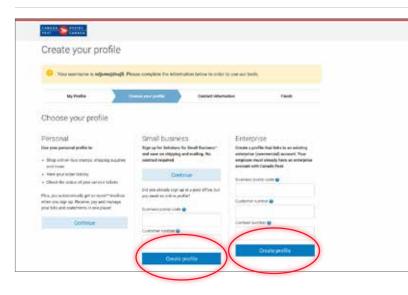


- Go to canadapost.ca
- Click on **Sign in** at the top right hand corner



- Existing users can sign in using their username and password. Follow the steps beginning on page 4
- New users must click **Sign up** to create their profile

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- Select one of the two levels:
 - » Small Business or
 - » Enterprise
- Complete the required fields
- Click on Create Profile

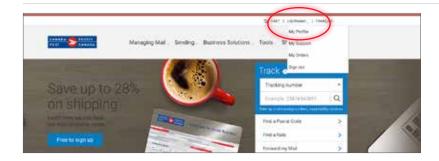
• Complete the required fields and click on **Continue**. This will bring you back to the main page

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Add a Supplier Account and you can use it as a method of payment when you send parcels through Electronic Shipping Tools (EST).

Contact details and password Business summary and savings

When adding a Supplier Account please allow 24 hours for processing.

When adding a Supplier Account please allow 24 hours for processing.

Cancel

You currently have no saved Supplier accounts. + add a Supplier Account

Contact details and password

Business summary and savings

Billing details Credit Cards

Supplier Accounts

SUPPLIER NAME

SET AS DEFAULT (optional)

- Select Supplier -Supplier Account number

Billing details Credit Cards

Supplier Accounts

- You will see that you are logged in as a user
- Click on My profile to access your billing details

To set your method of payment preference:

- Click on Billing details
- Click + add a Supplier Account

- Complete Supplier Account information
 - Here you have the option of setting this Supplier Account number as a **default** method of payment

 Credit Cards

 Supplier Accounts

 Add a Supplier Account and you can use it as a method of payment when you send parcels through Electronic Shipping Tools (EST). When adding a Supplier Account please allow 24 hours for processing.

 Image: Colspan="2">Supplier Account please allow 24 hours for processing.

 Image: Colspan="2">Supplier Account please allow 24 hours for processing.

 Image: Colspan="2">Supplier Account has been added.

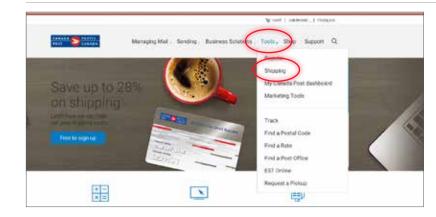
 SUPPLIER NAME
 X

Add a Supplier Account and you can use it as a method of payment when you send parcels through Electronic Shipping Tools (EST)

▼

• You will receive confirmation that you have successfully added your Supplier Account information

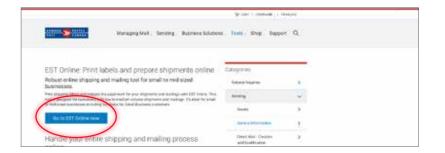
» Step 3: How to access EST



• Go to Tools and select Shipping

• Select the EST version that fits your business needs

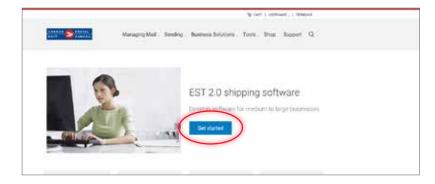
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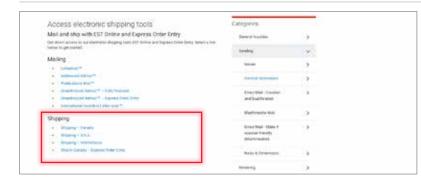
- When EST Online is selected
- Click on Go to EST Online now

When EST Desktop 2.0 is selected

• Click on **Get started**



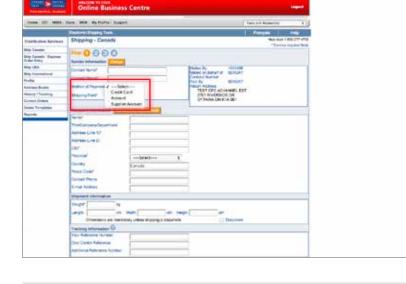
Step 4: Set up Supplier Account as your default method of payment through EST



For EST Online

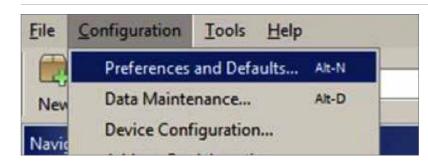
 Under Shipping, select where you want to ship; you may also select Express Order Entry

 For EST shipments (Canada, USA & International), set your method of payment as illustrated

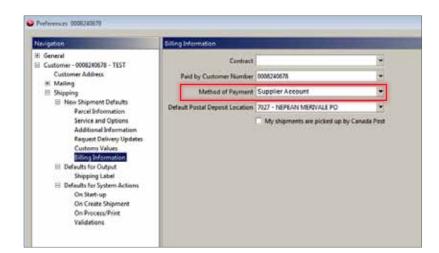


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• For Express Order Entry, **set your method of payment** as illustrated



 For Desktop 2.0, set your method of payment as illustrated



Getting support

For support using EST, contact the Commercial Service Network at 1-866-757-5480.

For support using Supplier Account (i.e. payment authorization and invoicing), contact your meter supplier directly.