

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

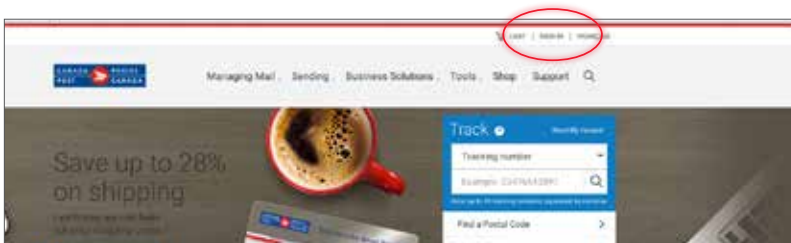
What do you need to do?

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

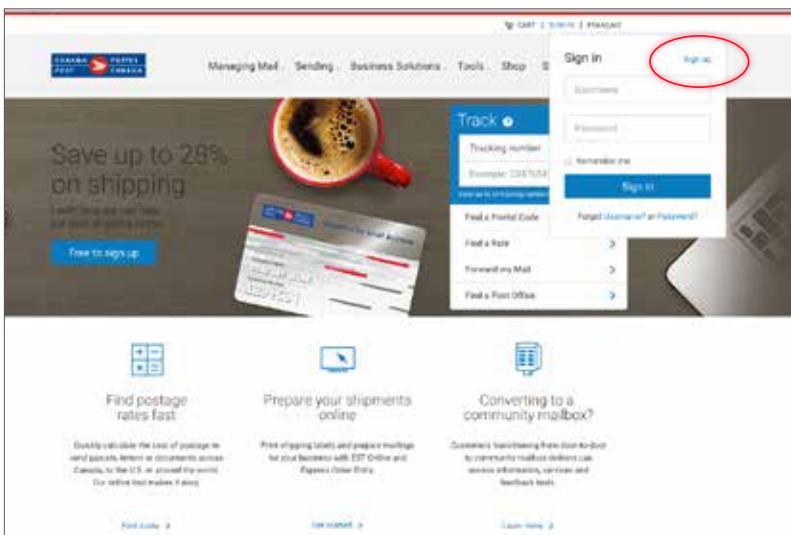
Your meter supplier will be contacting you to provide your Canada Post customer number and your new **Supplier Account number**. If you want to use Canada Post's Electronic Shipping Tools for your parcel shipments and have not received your supplier number by January 18, 2016, contact your meter supplier.

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

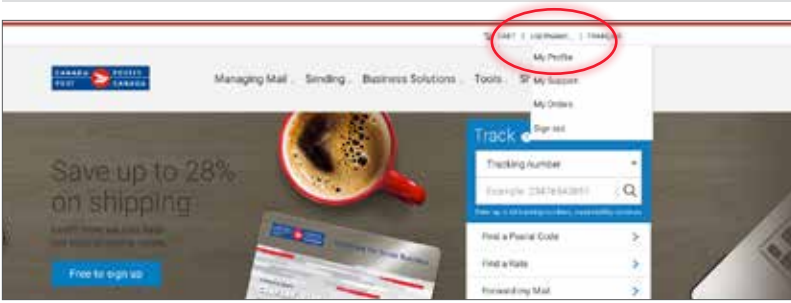


- **Existing users** can sign in using their username and password. Follow the steps beginning on **page 4**
- **New users** must click **Sign up** to create their profile

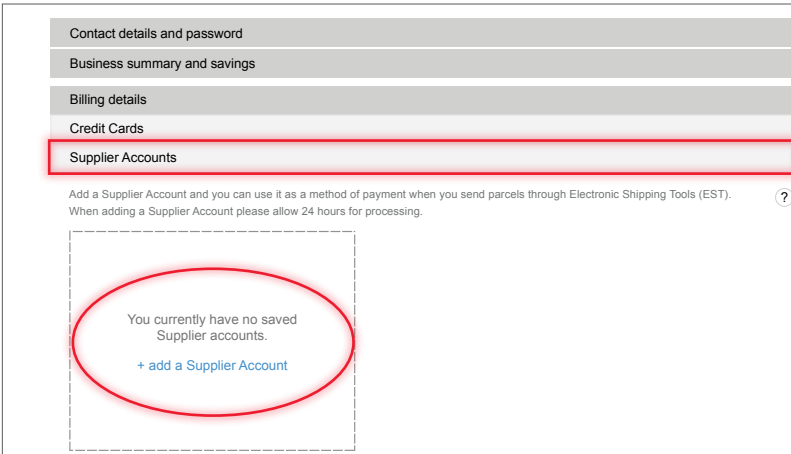
- Complete the required fields
- Click on **Create profile** at the bottom of the screen

- 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

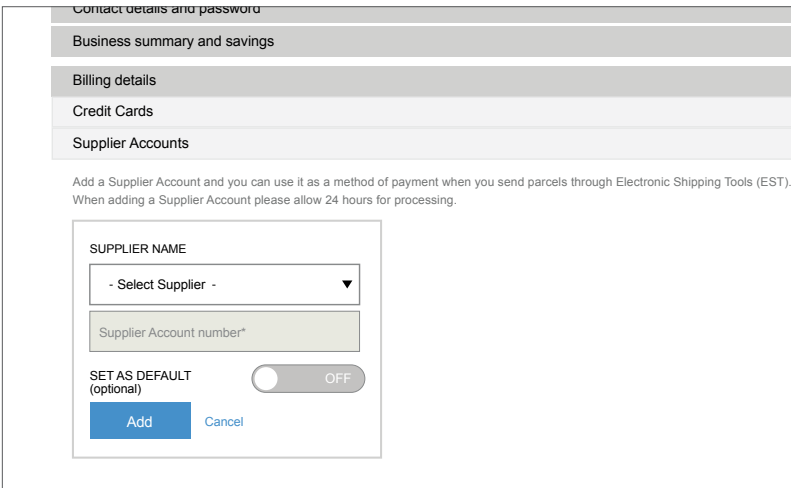


- You will see that you are logged in as a user
- Click on **My profile** to access your billing details

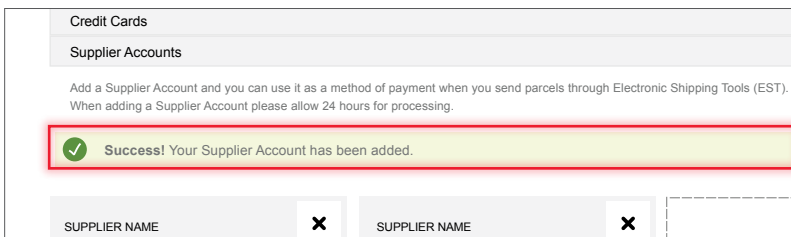


To set your method of payment preference:

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

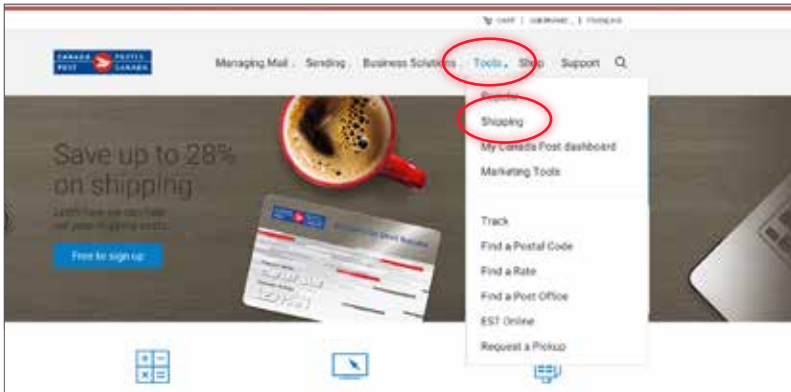


- Complete Supplier Account information
- Here you have the option of setting this Supplier Account number as a **default** method of payment

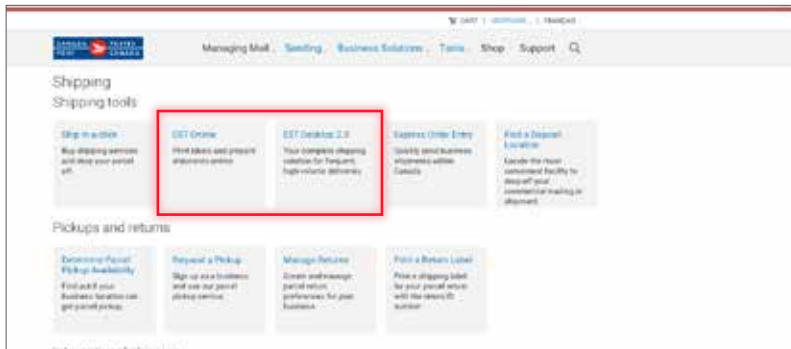


- You will receive confirmation that you have successfully added your Supplier Account information

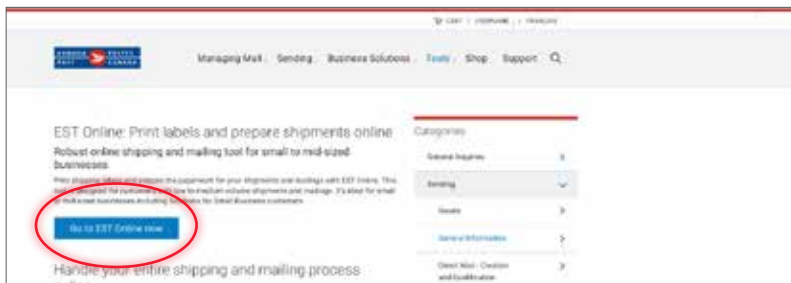
» Step 3: How to access EST



- Go to **Tools** and select **Shipping**

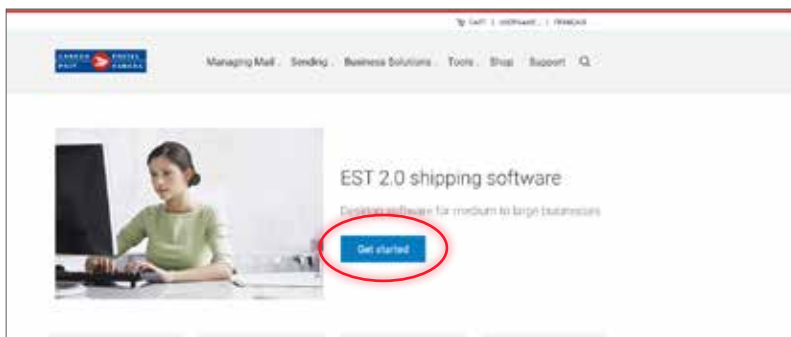


- **Select the EST version** that fits your business needs



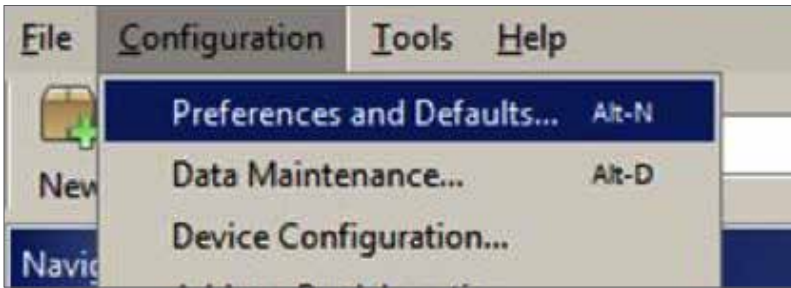
When EST Online is selected

- Click on **Go to EST Online now**

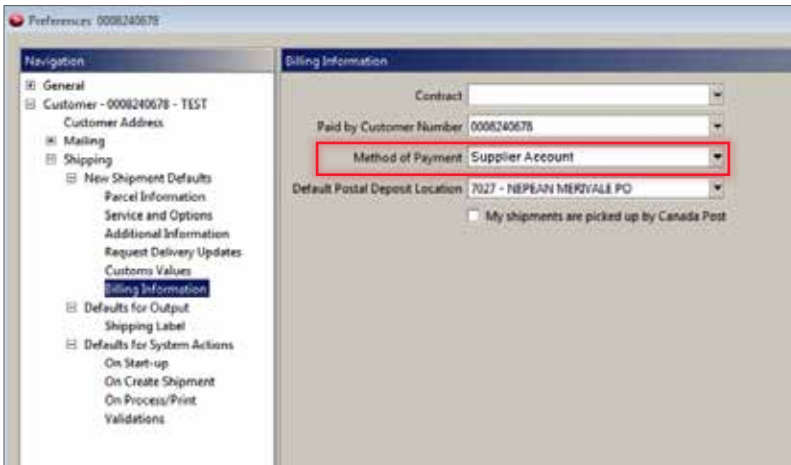


When EST Desktop 2.0 is selected

- Click on **Get started**



- 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.