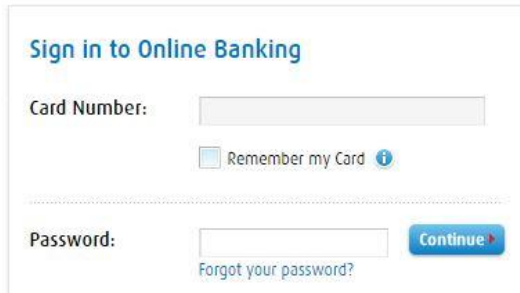


How to Sign Up for ePost with a BMO Bank Account

1. Sign into your BMO account on the BMO online banking website:

<https://www1.bmo.com/onlinebanking/cgi-bin/netbnx/NBmain>



Sign in to Online Banking

Card Number:

Remember my Card [i](#)

Password: [Continue](#)

[Forgot your password?](#)

2. Once you are signed in you will be on the My Accounts Home Page.



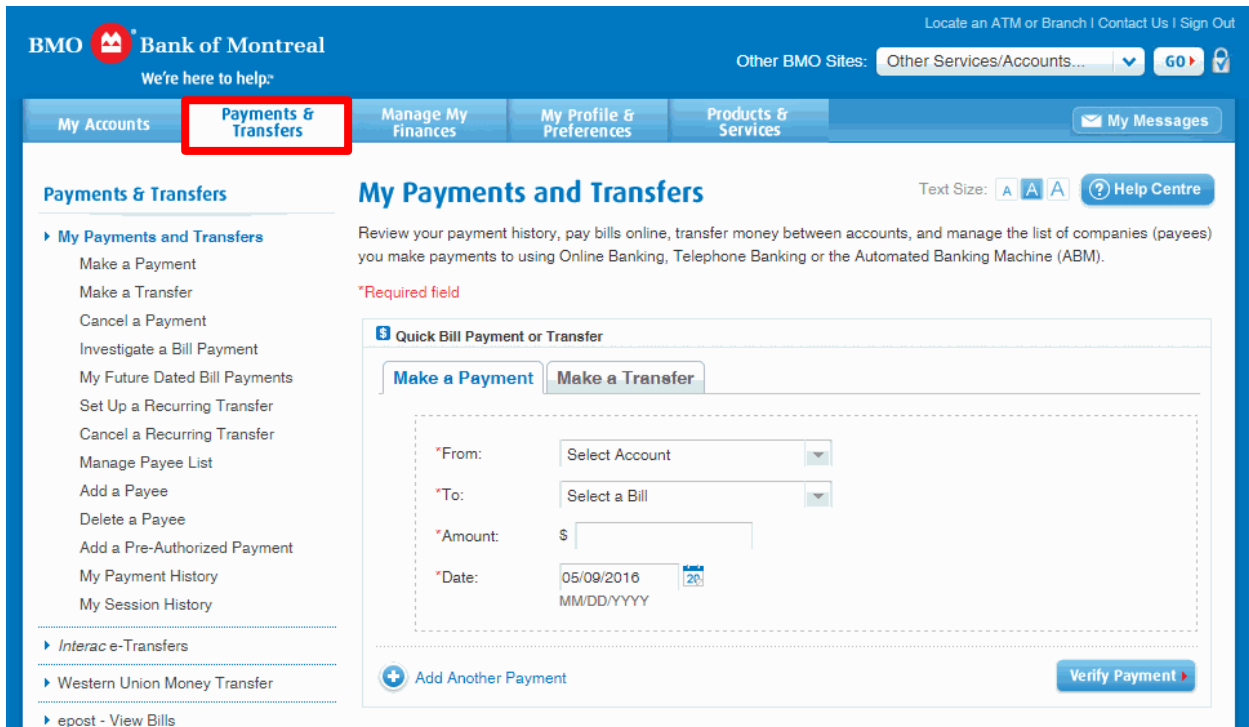
BMO Bank of Montreal

We're here to help:

Other BMO Sites: [GO](#)

My Accounts | Payments & Transfers | Manage My Finances | My Profile & Preferences | Products & Services | My Messages

3. Click the Payments & Transfers Tab.



BMO Bank of Montreal

We're here to help:

Other BMO Sites: [GO](#)

My Accounts | **Payments & Transfers** | Manage My Finances | My Profile & Preferences | Products & Services | My Messages

My Payments and Transfers

Review your payment history, pay bills online, transfer money between accounts, and manage the list of companies (payees) you make payments to using Online Banking, Telephone Banking or the Automated Banking Machine (ABM).

*Required field

Quick Bill Payment or Transfer

[Make a Payment](#) [Make a Transfer](#)

*From:

*To:

*Amount: \$

*Date:

MM/DD/YYYY

[Add Another Payment](#) [Verify Payment](#)

4. Click ePost – View Bills, found on the left side under Payments & Transfers.

The screenshot shows the BMO Bank of Montreal website. The top navigation bar includes 'My Accounts', 'Payments & Transfers', 'Manage My Finances', 'My Profile & Preferences', and 'Products & Services'. The 'Payments & Transfers' section is active, with a sub-menu showing 'epost - View Bills' highlighted in a red box. Below this, there are options like 'My epost Filed Messages', 'Add Mailer', 'Manage Mailers', and 'Discontinue using epost'. The 'My epost Messages' section displays a table with columns: Mailer, Status, Date Received, Due Date, Minimum Amount, and Amount Due. The table is currently empty, with the message 'You have no mail in your inbox.' Below the table are buttons for 'Delete Message' and 'Add to epost Filed Mail'.

5. Click Sign Up for ePost.
6. If you are new to ePost you will need to set up an ePost box. Select the “I need ePost” Option. Click Continue.

Connect to epost

Documents from Saint John Energy are brought to you by our third party service provider [epost](#) through RBC Online Banking.

To receive epost documents within RBC Online Banking, you need to have an epost box and connect it to your RBC Online Banking account.

Storage capability for some bills delivered can range up to 7 years.

- I already have an epost box
 I need an epost box.

Continue

7. Create your User name, password, security question and answer for your ePost Box. Click Register.

Please select a user name and password. This information will be required to access your epost box from epost.ca.

User name:
Password:
Confirm Password:

Select an epost Authentication Question and Answer

Please create a personal authentication question and answer that will be used should you ever require assistance from epost.

You can enter a question of your own or select one from the list below:

Input a question
Or Select a question from the list below
Answer:

8. You are now signed up for an ePost box. Now you need to add Saint John Energy as a Mailer. Click Add Mailer under the ePost – View Bills Tab, **OR** under My ePost Messages click the Add New Mailer Button.

The screenshot shows the BMO Bank of Montreal website. The user is logged in, and the page is titled "Add Mailer". The left sidebar has a menu with "Add Mailer" highlighted in a red box. The main content area explains that mailers are companies that send bills and offers to add a mailer. Below this, there is a section "Find an epost Mailer" with a search field containing "saint joh" and a dropdown menu showing "Saint John Energy". An "Add Mailer" button is at the bottom right of the search results.

The screenshot shows the BMO Bank of Montreal website. The user is logged in, and the page is titled "My epost Messages". The left sidebar has a menu with "Add New Mailer" highlighted in a red box. The main content area explains that messages currently in the epost mailbox are listed below and provides instructions on how to manage them. An "Add New Mailer" button is highlighted in a red box at the bottom of the page.

9. Type Saint John Energy in the Mailer Name spot located under Find an ePost Mailer, select Saint John Energy when it comes up and click the Add Mailer button.

The screenshot shows the BMO Bank of Montreal website. The user is logged in, and the page is titled "Add Mailer". The left sidebar has a menu with "Add Mailer" highlighted in a red box. The main content area explains that mailers are companies that send bills and offers to add a mailer. Below this, there is a section "Find an epost Mailer" with a search field containing "saint joh" and a dropdown menu showing "Saint John Energy". An "Add Mailer" button is highlighted in a red box at the bottom right of the search results.

10. The Saint John Energy Add Mailer Pop-Up will appear in a new window.

- Type your 18 digit account number (it is the combination of your customer and account number) into the Account Number spot. Type your mailing address postal code (including space) into the Postal Code spot. Click Continue.



If your electricity account is closed, your subscription will be automatically deleted from epost by Saint John Energy. If you have any questions please call Saint John Energy Customer Service at 506-658-5252 for

assistance.

Customer #	Account #	Street	City	Prov	Postal Code	Service Date
0599012345	03194321	123 Main St	Moncton	NB	E1A 1A1	Aug 15, 2014

Date	Description	Amount
Feb 14, 2014	Electric Service	\$10.00
Feb 28, 2014	Electric Service	\$10.00
Mar 14, 2014	Electric Service	\$10.00
Mar 28, 2014	Electric Service	\$10.00
Apr 11, 2014	Electric Service	\$10.00
Apr 25, 2014	Electric Service	\$10.00
May 9, 2014	Electric Service	\$10.00
May 23, 2014	Electric Service	\$10.00
Jun 6, 2014	Electric Service	\$10.00
Jun 20, 2014	Electric Service	\$10.00
Jul 4, 2014	Electric Service	\$10.00
Jul 18, 2014	Electric Service	\$10.00
Aug 1, 2014	Electric Service	\$10.00
Aug 15, 2014	Electric Service	\$10.00
Aug 29, 2014	Electric Service	\$10.00
Sep 12, 2014	Electric Service	\$10.00
Sep 26, 2014	Electric Service	\$10.00
Oct 10, 2014	Electric Service	\$10.00
Oct 24, 2014	Electric Service	\$10.00
Nov 7, 2014	Electric Service	\$10.00
Nov 21, 2014	Electric Service	\$10.00
Dec 5, 2014	Electric Service	\$10.00
Dec 19, 2014	Electric Service	\$10.00
Jan 2, 2015	Electric Service	\$10.00
Jan 16, 2015	Electric Service	\$10.00
Jan 30, 2015	Electric Service	\$10.00
Feb 13, 2015	Electric Service	\$10.00
Feb 27, 2015	Electric Service	\$10.00
Mar 13, 2015	Electric Service	\$10.00
Mar 27, 2015	Electric Service	\$10.00
Apr 10, 2015	Electric Service	\$10.00
Apr 24, 2015	Electric Service	\$10.00
May 8, 2015	Electric Service	\$10.00
May 22, 2015	Electric Service	\$10.00
Jun 5, 2015	Electric Service	\$10.00
Jun 19, 2015	Electric Service	\$10.00
Jul 3, 2015	Electric Service	\$10.00
Jul 17, 2015	Electric Service	\$10.00
Jul 31, 2015	Electric Service	\$10.00
Aug 14, 2015	Electric Service	\$10.00
Aug 28, 2015	Electric Service	\$10.00
Sep 11, 2015	Electric Service	\$10.00
Sep 25, 2015	Electric Service	\$10.00
Oct 9, 2015	Electric Service	\$10.00
Oct 23, 2015	Electric Service	\$10.00
Nov 6, 2015	Electric Service	\$10.00
Nov 20, 2015	Electric Service	\$10.00
Dec 4, 2015	Electric Service	\$10.00
Dec 18, 2015	Electric Service	\$10.00
Dec 31, 2015	Electric Service	\$10.00

Customer and Account Number → 0599012345 03194321

Postal Code ← E1A 1A1

Mailer: Saint John Energy
Mail Type: Electricity Bill

Enter your combined customer and account number as it appears on your bill including leading zeroes e.g. if your customer number is 0599012345 and your account number is 03194321 enter: 059901234503194321

Account Number:

Enter the postal code of your mailing address as it appears on your bill in the following format A1A 1A1(including space):

Postal Code:

- If your information was entered correctly will see a Mailer Subscription has been successfully completed screen. Click Continue and you are now finished signing up for ePost!



Congratulations! You have successfully added Saint John Energy Electricity Bill as an epost Mailer. Your document will be delivered electronically to your epost box instead of through physical mail.

Mailer: Saint John Energy
Mail Type: Electricity Bill
Account Number:
Postal Code: