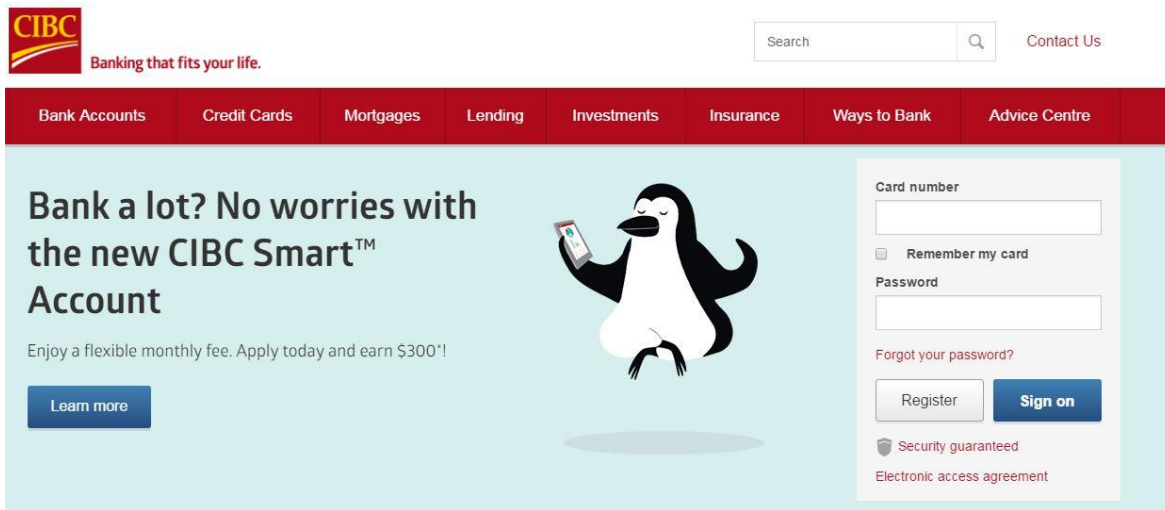


How to Sign Up for ePost with CIBC a Bank Account

1. Sign in to your CIBC bank account on the CIBC online banking website:

<https://www.cibc.com/en/personal-banking.html>



The screenshot shows the CIBC online banking website. At the top left is the CIBC logo with the tagline "Banking that fits your life." To the right is a search bar and a "Contact Us" link. Below the logo is a navigation menu with links for Bank Accounts, Credit Cards, Mortgages, Lending, Investments, Insurance, Ways to Bank, and Advice Centre. The main content area features a promotional banner for the "new CIBC Smart™ Account" with a cartoon penguin holding a smartphone. The banner text says "Bank a lot? No worries with the new CIBC Smart™ Account" and "Enjoy a flexible monthly fee. Apply today and earn \$300*!". There is a "Learn more" button. To the right of the banner is a sign-in form with fields for "Card number" and "Password", a "Remember my card" checkbox, a "Forgot your password?" link, and "Register" and "Sign on" buttons. Below the form are links for "Security guaranteed" and "Electronic access agreement".

2. Once you are signed in you will be on the My Accounts Home page. Click the Customer Services tab on the Left hand margin.



The screenshot shows the "My Accounts" page on the CIBC website. The left-hand margin contains a list of navigation options: "My Accounts", "View Account Details", "Download Transactions", "View eStatements", "Savings Goals", "Net Worth", "Upcoming Bill Payments and Transfers", "Pay Bills", "Transfers", "INTERAC e-Transfer", "Global Money Transfer", "Order Foreign Cash", and "Customer Services". The "Customer Services" option is highlighted with a red rectangular box.

3. Click Set Up E-Bills Email Notification under Secure Messages and Alerts.

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My Accounts | **Customer Services** Print | Copy | Help

Online Banking Information

<p>Personal information and settings</p> <ul style="list-style-type: none"> Change your contact information Change your address Change your password Create or edit account nickname Unlink accounts from your CIBC debit card 	<p>Secure messages and alerts</p> <ul style="list-style-type: none"> Manage My Alerts View Message Centre Write to us <li style="border: 2px solid red; padding: 2px;">Set up ebills email notification View ebills
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4. Click Register for E-Bills.

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My Accounts | **ebills Email Notification** Print | Help

Step: 1 of 2

- To use the E-bills e-mail notification, you need to be registered for the E-bills service.

The E-bills service enables you to receive bills from participating companies through a personal inbox accessible through CIBC's Online Banking site. When you access the E-bills service, your customer, bill and payment information is private and secure.

[Register for E-bills today -- sign up now!](#)

[Register for E-bills](#)

5. You will now start the process of Registering for E-Bills and Connecting to an ePost Mailbox. Step 1: Make sure your information is correct. Then click Register for E-Bills.

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My Accounts | **Register for ebills and Connect to an epost Mailbox** Print | Help

Step 1 of 4

ebills Service Registration

- Complete the form and select Register for ebills

You can also ...

[See Mailers available through epost](#) >

By clicking on "Register for ebills" and proceeding past this page, you will be registering for the ebills service. The steps that follow will provide you with an epost mailbox and connect your mailbox to the ebills service.

First Name / Middle Name:

Last Name:

If your name above is incorrect, please visit a CIBC branch to update our records before proceeding with your ebills registration. You will need to bring two pieces of identification, one of which must be photo ID. Most Mailers won't permit you to receive their ebills if your name is incorrect.

Email Address:

If the email address shown above is incorrect or you want to change it, go to Customer Services and select "Change your contact information."

Email Notification (optional):

Notify me by email when a new bill, statement or notice arrives in my ebills inbox. Yes No

[Cancel](#)

[Register for E-bills](#)

6. Agree to the Terms and Conditions for E-Bills Service.
7. If you do not already have an ePost box select the "I need an ePost box" option. Click Next.

Register for E-Bills and Connect an epost box.
Step 1 of 3

Link your E-Bills to epost
 To receive your documents online through CIBC Online Banking, you need to have an epost box linked to your E-bills Profile.

[Help](#)

Your epost box is a secure 'virtual mailbox' where all your documents will be delivered online. Once you've registered for an epost box:

- You can start receiving selected bills and documents here with E-bills at CIBC Online Banking.
- You can also access your epost bills directly at www.epost.ca anytime.

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

[Cancel](#) [Next >](#)

What is an epost box?

Your epost box is a secure 'virtual mailbox' where all your documents will be delivered online.

You can access your epost box with CIBC's E-bills service or at www.epost.ca.

If you already have an epost box, you can link it to your CIBC E-Bills profile.

8. Set up your ePost Box account. Create a username, password, and security question and answer for your ePost Box. Click Register.

Register for E-Bills and Connect an epost box.
Step 2 of 3

I need an epost box

[Help](#)

Please select an epost username and password. You won't be asked to enter this information when viewing your documents here, but you will need it to sign in to epost directly, or to link this mailbox to another financial institution.

Username Choice: Maximum 32 characters, no spaces. Do not use your card number.

Password: Password must be 8-32 characters and contain both upper and lower case, and either a number, and/or a special character. Do not use your online banking password.

Confirm Password:

Please create an Authentication Question and Answer for your new epost box. epost will use this information to verify your identity should you require assistance in the future.

[Information on creating effective Authentication Questions and Answers](#)

epost Authentication Question:

Answer:

By clicking 'Register', you are agreeing to the [epost Terms and Conditions](#).

[Cancel](#) [Register](#)

Why do I need an authentication question?

Your epost box is a secure 'virtual mailbox' where all your documents will be delivered online.

You can access your epost box with CIBC's E-bills service or at www.epost.ca.

If you try to access your epost box at the www.epost.ca website, will you need to know your authentication question.

- [Learn more about epost](#)

9. You are now signed up for an ePost box. Now you need to add Saint John Energy as a Mailer. Click the Next button.

Register for E-Bills and Connect an epost box.
Step 3 of 3

epost box created!
 Congratulations, you have successfully registered for your epost box. With your epost box, you can receive, view, store and pay your bills online.

[Help](#)

A notice with your epost Username and Password will be sent to you through CIBC Online Banking. This information will only be required if you login to your epost box at www.epost.ca.

Add electronic documents to your epost box

You must select the E-Billers (companies that deliver their documents online through epost) from which you would like to start receiving bills, statements, notices and other documents online.
Note: E-Billers are also called Mailers.
 Click 'Next' to proceed.


[Return to Online Banking](#) [Next >](#)

10. Add Saint John Energy as a mailer by searching by Province: New Brunswick **OR** enter Saint John Energy into the Search by Mailer Name. Select Saint John Energy from the Available Mailers list. Click Next.

Return to Online Banking


View E-bills

More rewards for more travel



Apply Now

Learn more



My Mailbox My Mailers

Add a Mailer: Step 1 of 3

Please select your mailer from our list. Be sure to have your account records available for reference.

View a list of Mailers currently available in your area

Province: OR Search by Mailer Name:

Available Mailers

- Royal Canadian Mounted Police Pension Plan (RCMP)
- RONA CREDIT CARD
- ROYAL CANADIAN MOUNTED POLICE MEMBER PAY
- SAINT JOHN ENERGY**
- SAUGEEN SHORES TAX
- SAUGEEN SHORES WATER & SEWER
- SCOTIABANK CREDIT CARD
- SCOTIABANK SCOTIALINE
- SONIC CREDIT CARD
- SOUTHWEST MIDDLESEX (MUNICIPALITY OF) TAX
- SOUTHWEST MIDDLESEX (MUNICIPALITY OF) UTILITIES
- ST. CATHARINES (CITY OF) TAX
- ST. MARYS TAXES
- ST. MARYS WATER
- STABLES DECLARING CREDIT CARD

Cancel **Next >**

11. The Saint John Energy Add Mailer Pop-Up will appear in a new window.
12. 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 #	Area	Bill Type	Bill Date	Due Date	Amount Due
03990241	0324423	SAINT JOHN ENERGY	Electricity	Mar 28, 2014	Apr 15, 2014	\$104.85

Service Address: 130 SAUNDERS STREET

Date	Description	Amount
Mar 28, 2014	Electricity	\$104.85
Mar 28, 2014	Payment - Thank you	\$104.85
	Total	\$0.00
Mar 28, 2014	Make Your Power Change?	\$10.00
	Service Charge	\$10.00
	Service Charge	\$10.00
	Make a payment for your bill	\$10.00
	Payment of New Charge	\$10.00
	Balance	\$0.00

CALL BEFORE YOU DIG! 1-866-866-1-ENE (1-866-544-5461)

Are you doing renovations or construction around your home or business? Digging that involves digging?

These call our toll free line to ensure that the area is free of buried power lines!

Customer and Account Number: 03990241 0324423

YOUR NAME: ARSIZO Postal Code: SAUNDERS STREET

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:

Cancel **Continue**

13. 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!

Mailer Subscription has been successfully completed



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:

[Continue](#)