

How to Sign Up for ePost with a RBC Bank Account

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

https://www1.royalbank.com/cgi-bin/rbaccess/rbunxcgi?F6=1&F7=IB&F21=IB&F22=IB&REQUEST=ClientSignin&LANGUAGE=ENGLISH&_ga=1.196916719.215861927.1463077420

The screenshot shows the RBC Royal Bank online banking sign-in page. At the top left is the RBC logo and the text "RBC Royal Bank®". To the right are links for "Customer Service", "Français", and "About this page". Below these is a search bar with "Need Help?" and "Top 5 FAQs" buttons. The main navigation bar includes "Bank Accounts", "Credit Cards", "Mortgages", "Lines and Loans", "Investments", and "Advice". The sign-in section has a "Sign in to Online Banking" heading. It contains a "Client Card or Username" field with a "Remember Me" checkbox, a "Password" field, and a yellow "Sign In" button. There are also links for "Recover Your Username", "Reset Your Password", and "Need Help Signing In?". To the right, the "New to Online Banking?" section offers to "Discover the benefits of banking online" with an "Enrol Now" button. Below that, the "Other Online Services" section has a dropdown menu for "RBC Direct Investing" and a "Go" button.

2. Once you are signed in you will be on the My Accounts Home page. Click on the e-Bills tab under Accounts Summary.

The screenshot shows the RBC My Accounts Home page. At the top is a navigation bar with "Products & Services", "My Accounts", and "Customer Service". Below this is a sub-navigation bar with "Accounts Summary". The main content area starts with "Welcome," followed by "Alerts", "Messages", and "eBills" (the latter is highlighted with a red box). The "eBills" icon is a document with a lightning bolt.

3. Search for Saint John Energy by Province: New Brunswick OR Mailer Name: Saint John Energy. Select Saint John Energy from the Available Mailers. Click Continue.

The screenshot shows the "Add a Mailer : Step 1 of 3" page. At the top left is a link "Return to Personal Banking". Below it is a sidebar menu with "My Mailers" (expanded), "List of Mailers", "Add a Mailer" (selected), and "Incomplete Subscriptions". Below the sidebar is "My Mailbox". The main content area has the heading "Add a Mailer : Step 1 of 3" and a sub-heading "Please select a mailer from the list below. To make this process easier, be sure to have your account statements and records handy for accuracy and security." Below this is the instruction "View a list of Mailers currently available in your area:". There are two search options: "Province: Select" (a dropdown menu) and "Search by Mailer Name: Name of Mailer" (a text input field), both highlighted with red boxes. Below these is a large empty box labeled "Available Mailers:". At the bottom are "Cancel" and "Continue" buttons, with the "Continue" button highlighted with a red box.

4. Click Continue on the Managing your bills page.

Managing your bills is easy with RBC Online Banking and epost™!

Interested in a great way to centralize your finances? You already pay your bills online so why not receive and view them there too with RBC ebills and epost? With over 200 bills to choose from, it's like having Canada Post deliver your bills right to your computer - all within the security of RBC Online Banking.

With RBC ebills you can:

- View electronic bills and schedule payments at your convenience with RBC Online Banking
- Choose from several major phone, hydro, cable and credit card companies
- Get notified within RBC Online Banking when you have a new document waiting for you
- Store your documents for up to 7 years

Getting Started is as easy as 1,2,3!

1. Register by clicking on the Continue button below
2. Sign up for all the bills, statements, and notices that you would like to receive with your RBC ebills.
3. Receive bills - you will start to receive your bills and statements online with RBC ebills on the next billing cycle.

[Learn more about viewing bills through RBC Online Banking and epost](#)

i Important Information

Refer to [Electronic Access Agreement, Part C](#) for the Terms and Conditions for use of the Document Presentment service.

5. 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.

6. 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

Answer:

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

[Return to Personal Banking](#) **List of Mailers** 

NAME	DESCRIPTION	STATUS	ACTION
			Add a Mailer

- My Mailers
 - List of Mailers
 - Add a Mailer
 - Incomplete Subscriptions
- My Mailbox

- Search for Saint John Energy by Province: New Brunswick **OR** Mailer Name: Saint John Energy. Select Saint John Energy from the Available Mailers. Click Continue.

[Return to Personal Banking](#) **Add a Mailer :Step 1 of 3**

Please select a mailer from the list below. To make this process easier, be sure to have your account statements and records handy for accuracy and security.

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 CARDS
- ROYAL CANADIAN MOUNTED POLICE MEMBER PAY
- SAINT JOHN ENERGY**
- SCOTIABANK CREDIT CARD
- SCOTIABANK CREDIT CARD
- SCOTIABANK-SCOTIALINE& STUDENT LOAN
- SONIC CREDIT CARD
- STAPLES - DESJARDINS CREDIT CARD
- TARPON A PTW COMPANY - EARNING STATEMENT
- TD Credit Cards
- THE INVESTMENT ADMINISTRATION SOLUTION INC. (IAS)
- THE SOURCE
- ULTRAMAR HOME HEATING

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

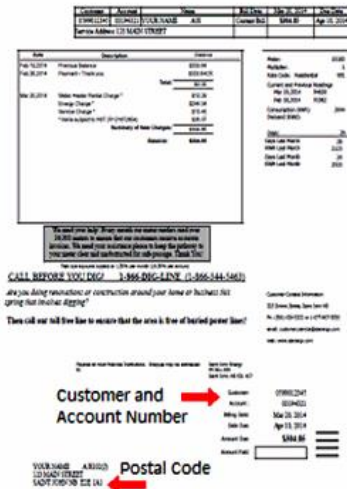
- Type your 18 digit account number (it is the combination of your customer and account number) into the Account Number spot. Type your mailing address postal code (including space) into the Postal Code spot. Click Continue.

Add a Mailer



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.



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!

Mailer Subscription has been successfully completed



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

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.