

How to Sign up for ePost with a Scotiabank Account

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

<https://www1.scotiaonline.scotiabank.com/online/authentication/authentication.bns>



[Help](#) | [Contact](#) | [Locate Us](#) | [Français](#)



Card number:

Password:

[Need help signing in?](#)

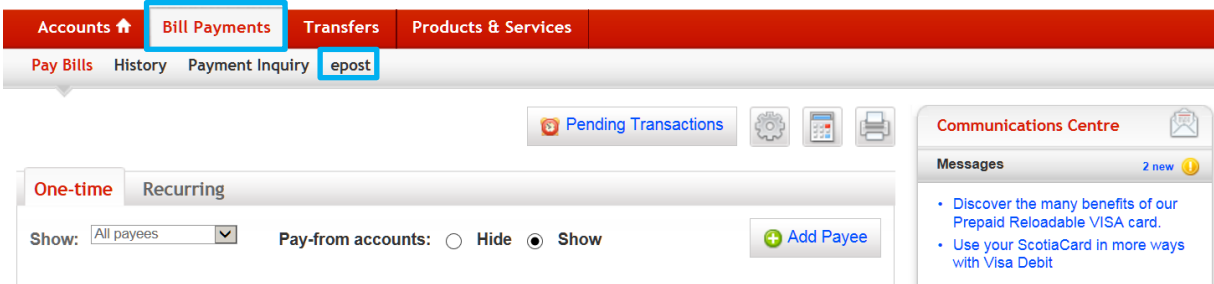
Remember me
(Not advised for public computers)

Activate Online & Mobile Banking

[What you need to activate](#)

[View demo](#)

2. Once you are logged in you will be on the Accounts Home page. Click Bill Payments, and then click ePost.



Accounts | **Bill Payments** | Transfers | Products & Services

Pay Bills | History | Payment Inquiry | **epost**

[Pending Transactions](#) | | |

Communications Centre

Messages 2 new

- Discover the many benefits of our Prepaid Reloadable VISA card.
- Use your ScotiaCard in more ways with Visa Debit

One-time | Recurring

Show: Pay-from accounts: Hide Show

3. The ePost page will open, and then click Add a Mailer.



[Return to Scotia OnLine](#)



epost

epost View My Bills

My Mailbox | My Mailers

My mailbox

▼ epost folders

My Mailbox

Actions for selected items

Show:

Available Mailers

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



ePost View My Bills

My Mailbox My Mailers Help

My mailbox

My mailers



Select a mailer to add to your list

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

View the Mailers currently available in your area

Province: OR Mailer Name:

Available Mailers SAINT JOHN ENERGY

- If you are new to ePost you will need to set up an ePost box. Select the "I need an ePost box" option and then 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.

- Create your User name, password, security question and answer for your ePost Box. Then 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:

7. You now have an ePost account. Now you need to add Saint John Energy as a Mailer. Click the Add a Mailer button.

Scotiabank [Return to Scotia OnLine](#)

epost View My Bills

My Mailbox My Mailers

My mailbox
▼ epost folders
My Mailbox

Actions for selected items
Move Delete Show: All Mailers Help

Add a Mailer

Available Mailers

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

Scotiabank [Return to Scotia OnLine](#)

epost View My Bills

My Mailbox My Mailers Help

My mailbox
► My mailers

Select a mailer to add to your list

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

View the Mailers currently available in your area

Province New Brunswick OR Mailer Name: saint john

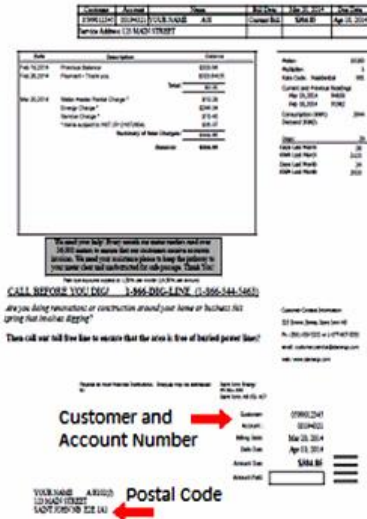
Available Mailers SAINT JOHN ENERGY

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



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:

Additional Resources:

Watch this video made by Scotiabank to learn how to sign up for ePost.

<https://www.youtube.com/watch?v=U4WsC5J03lg>