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A) FIRST TIME REGISTRATION

You must sign up with your email address as the first step on the Canada Post Security Portal to access any information.

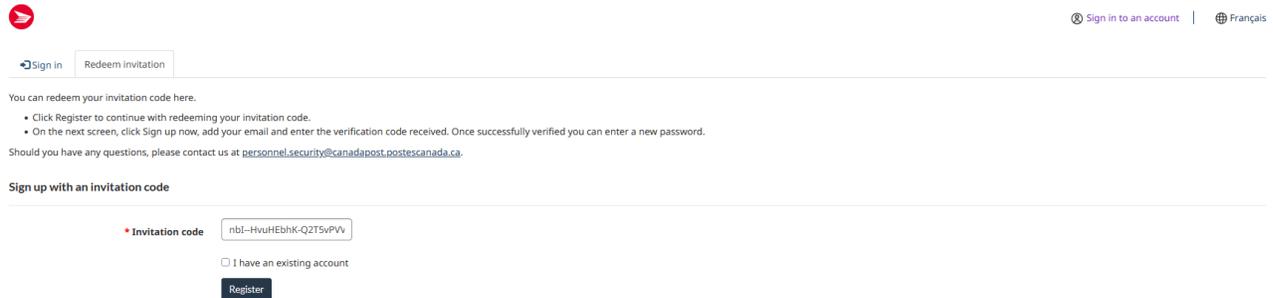
1. You will have received an email invitation to login to the Canada Post Security portal. On the “invitation” email received, click on the link provided - “Access here to redeem your invitation”.

Please log in to the portal by redeeming the code provided in the link below.

[Access here to redeem your invitation.](#)

To note: This invitation code is valid for 2 months from the date you received the email.

2. You will be brought to the Canada Post Security portal > Redeem invitation page with your unique Invitation code populated.



Sign in to an account | Français

Sign in Redeem invitation

You can redeem your invitation code here.

- Click Register to continue with redeeming your invitation code.
- On the next screen, click Sign up now, add your email and enter the verification code received. Once successfully verified you can enter a new password.

Should you have any questions, please contact us at personnel.security@canadapost.postescanada.ca.

Sign up with an invitation code

* Invitation code

I have an existing account

Register

3. Click Register. A message will be displayed showing that the invitation code is being redeemed.



Sign in to an account | Français

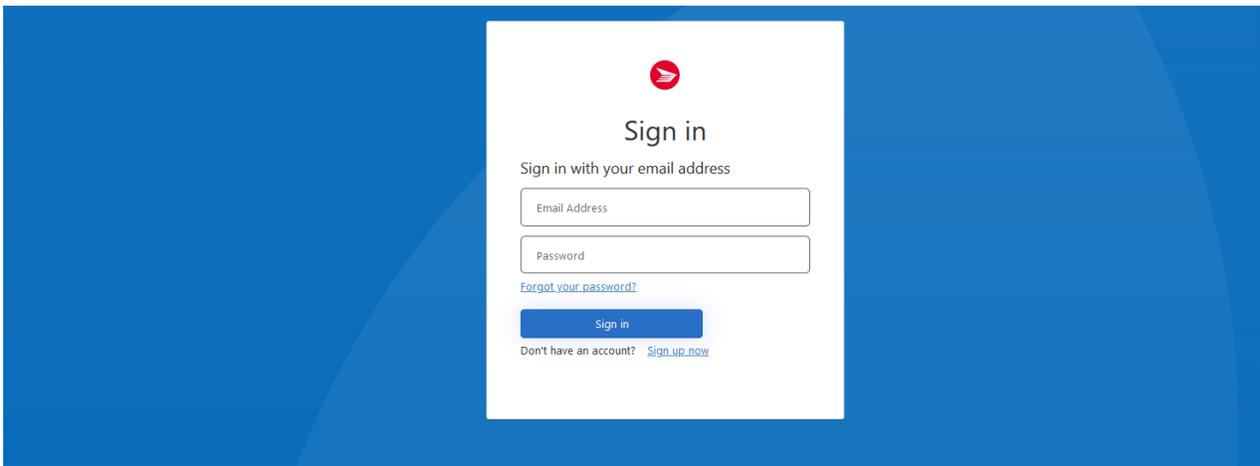
Sign in Redeem invitation

Redeeming code: nbl-HvuHEbhK-Q2T5vPVVbV-dD-yWx3wbAq5eF20kSXNAHNbS0Cz-dlRpF00WFEF20vsmuuSu10IU3QdVexMEJBUxOV8HhtK16WL1a4gG-x5vYQicm0ho8Kyg2NAVLItInAEmeV07iuU-zlrFVUJFC0AQ1A1gio-G0xnKTetPc-

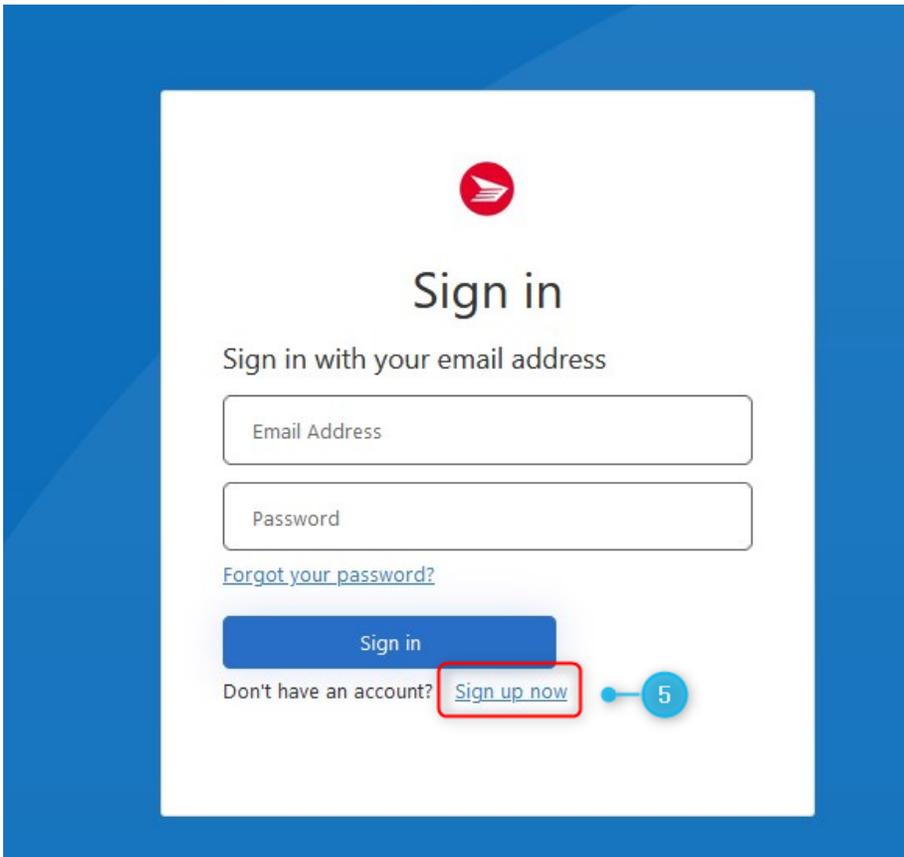
Register using an external account

Proceed to sign in interface

4. Click Proceed to sign in interface. You will be brought to the Sign in interface.



5. For a first-time registration, click 'Sign up now'.



< Cancel



User Details

Email Address *

Send verification code

New Password *

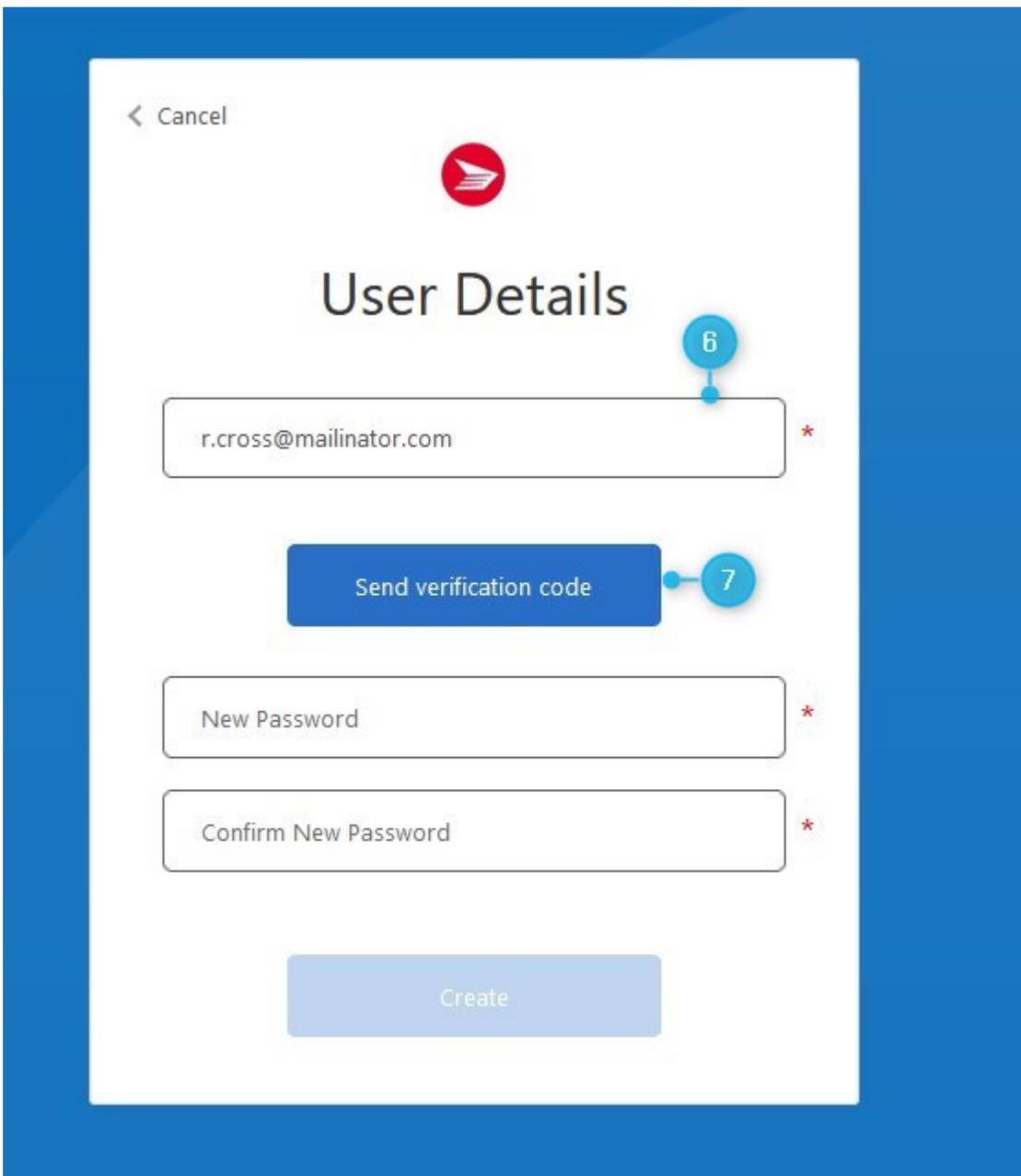
Confirm New Password *

Create

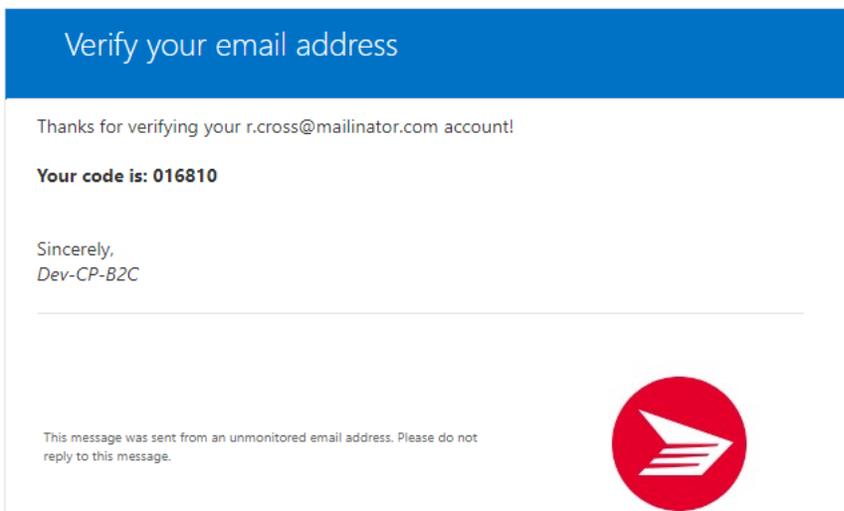
6. Enter the email address that received the invitation email.

To note: Please do not use any other email address - the email has to match the one that received the invitation email.

7. Click 'Send verification Code'. A one-time code will be sent to the email address entered to verify your sign up.



8. Enter the verification code received by email.



< Cancel



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

r.cross@mailinator.com *

016810 *

Verify code

Send new code

New Password *

Confirm New Password *

Create

9. Click 'Verify Code'.

< Cancel



User Details

E-mail address verified. You can now continue.

 *

Change e-mail

 * *

Create

10. Enter a New Password and add the same to Confirm New Password

Conditions for the password:

The password must be between 8 and 64 characters.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

< Cancel



User Details

E-mail address verified. You can now continue.

 *

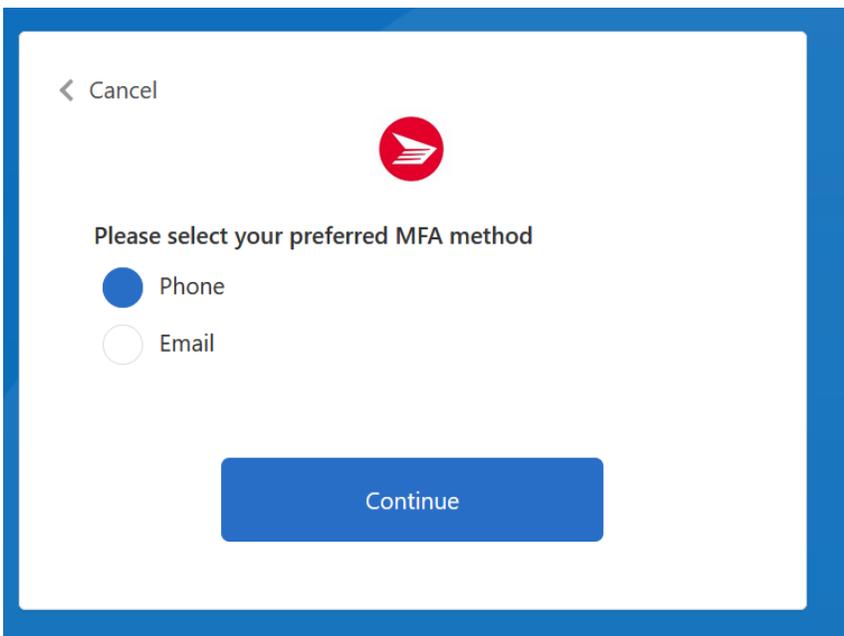
Change e-mail

 * *

Create

To note: Do not click on 'Change e-mail'.

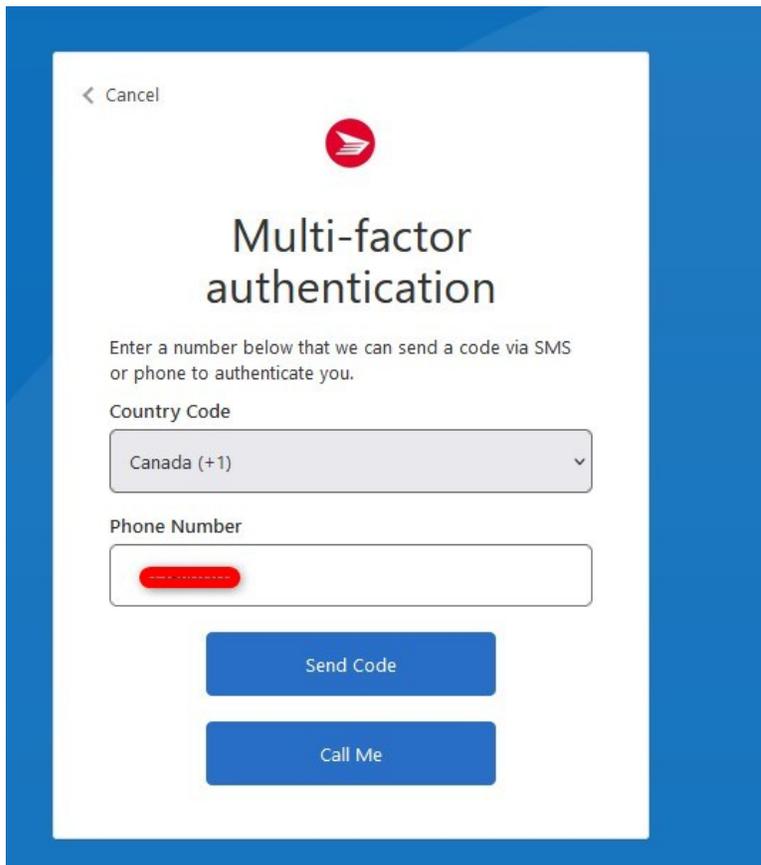
11. Click 'Create' once you have added your password. Two options to sign up for a 2-factor authentication or Multi-factor authentication (MFA) will be displayed: Phone to get a SMS or Phone call OR Email.



a. Phone

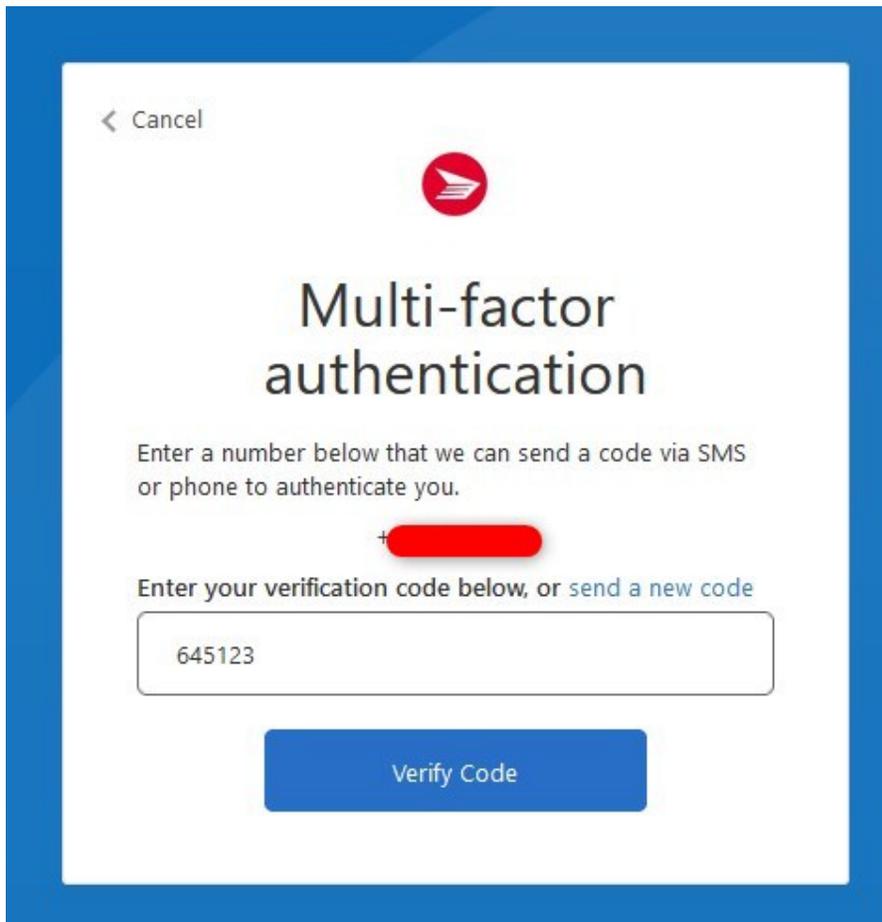
- With Phone selected, click Continue
- Select the right Country code applicable to your phone number, enter your phone number and click Send code or Call.

To note: Please ensure you use a Phone number that you can use for all future logins as this 2-step authentication method will be utilized for all future logins.



- Enter the code received and click Verify code.

To note: You click 'Send a new code' if you don't receive a code or the code doesn't work.



- Once code is verified, you will be successfully logged in.
- b. Email
- With Email selected, click Continue.
 - The email used for first time registration will be pre-populated. Click 'Send verification code'.

< Cancel



Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue

< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code

Continue

- Enter the code received and click Verify code.
To note: You click 'Send new code' if you don't receive a code or the code doesn't work.
- Once code is verified, Click Continue. You will be successfully logged in.

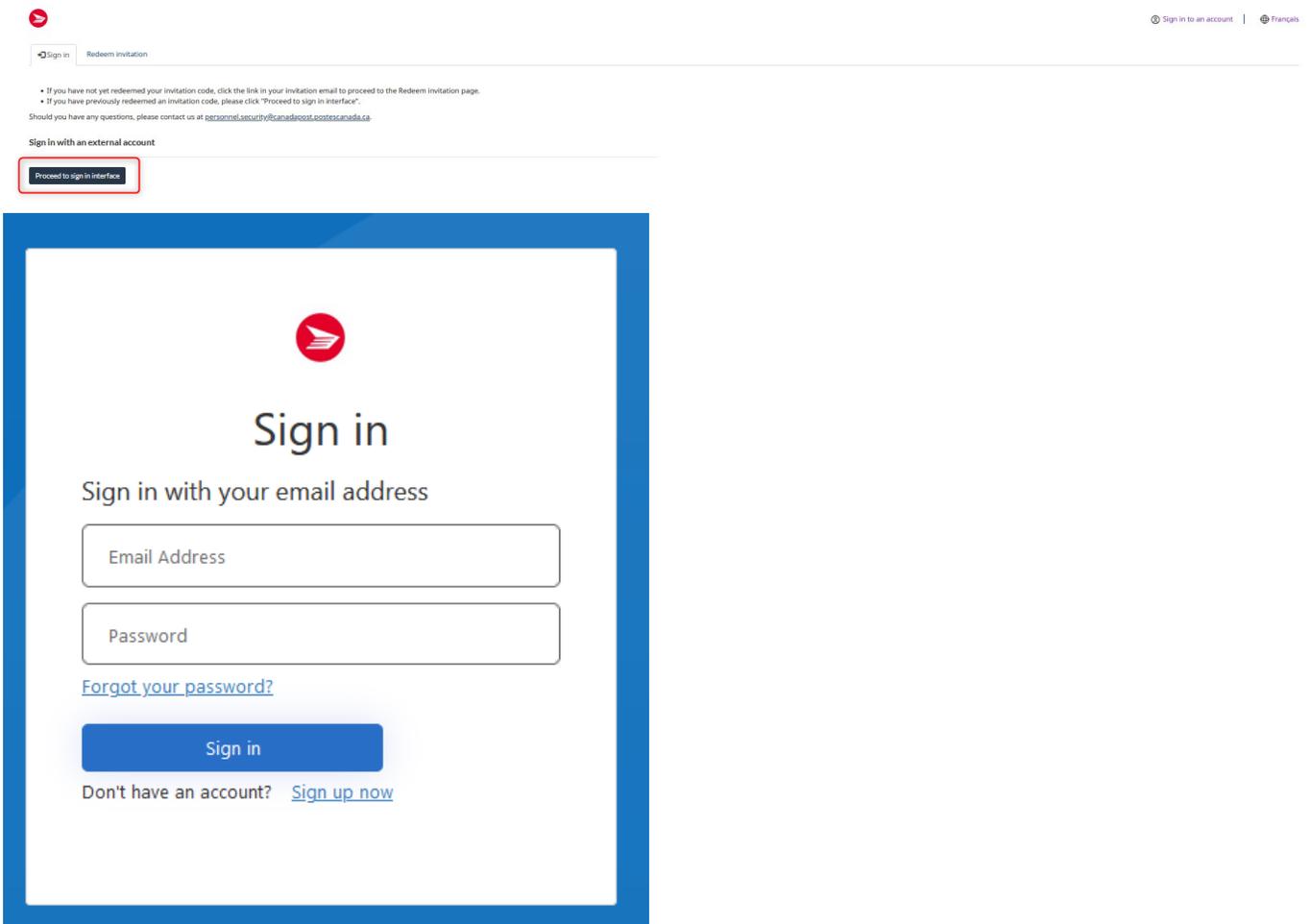
B) HOW TO LOGIN

After you Sign up as the first step, you can sign into the Canada Post Security Portal using the following steps.

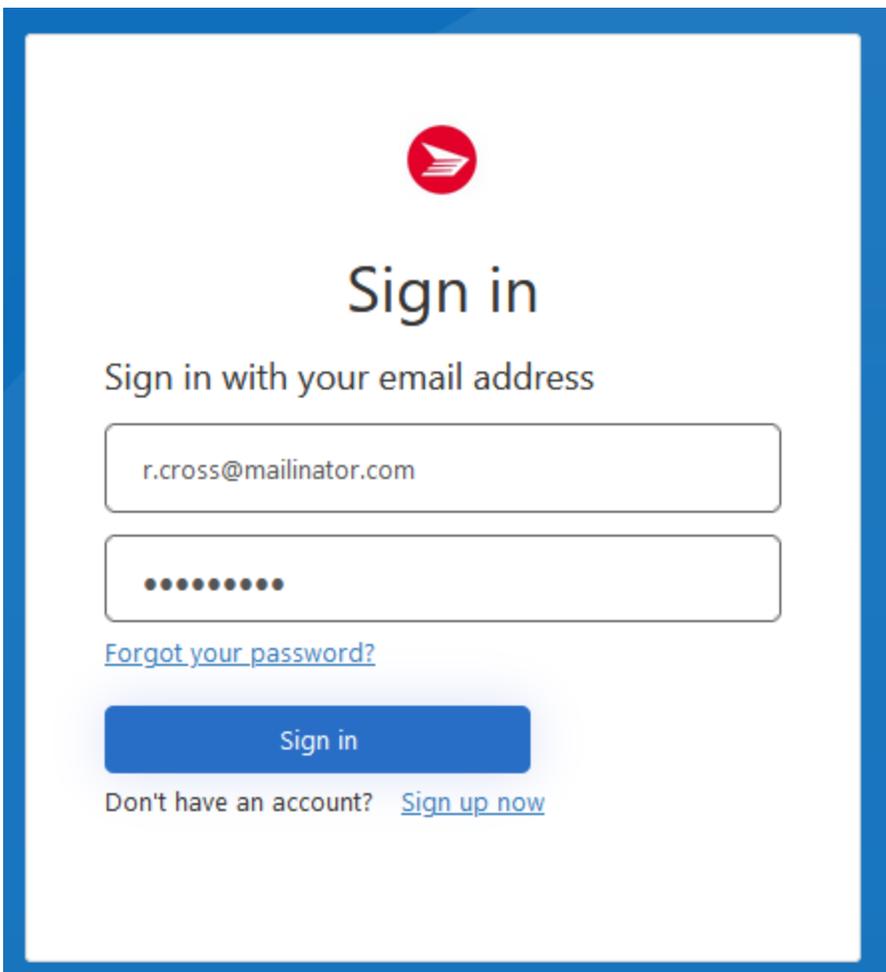
1. Open the portal and click Sign in to an account



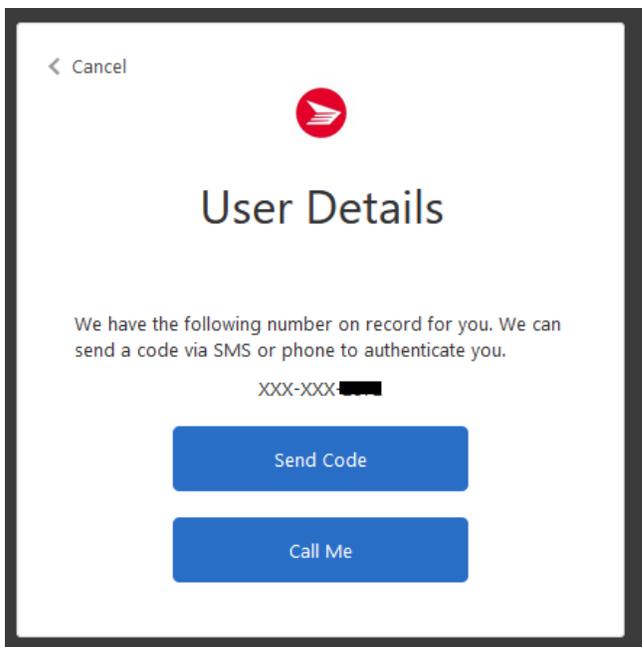
2. Click Proceed to sign in interface. You will be brought to the Sign in interface.



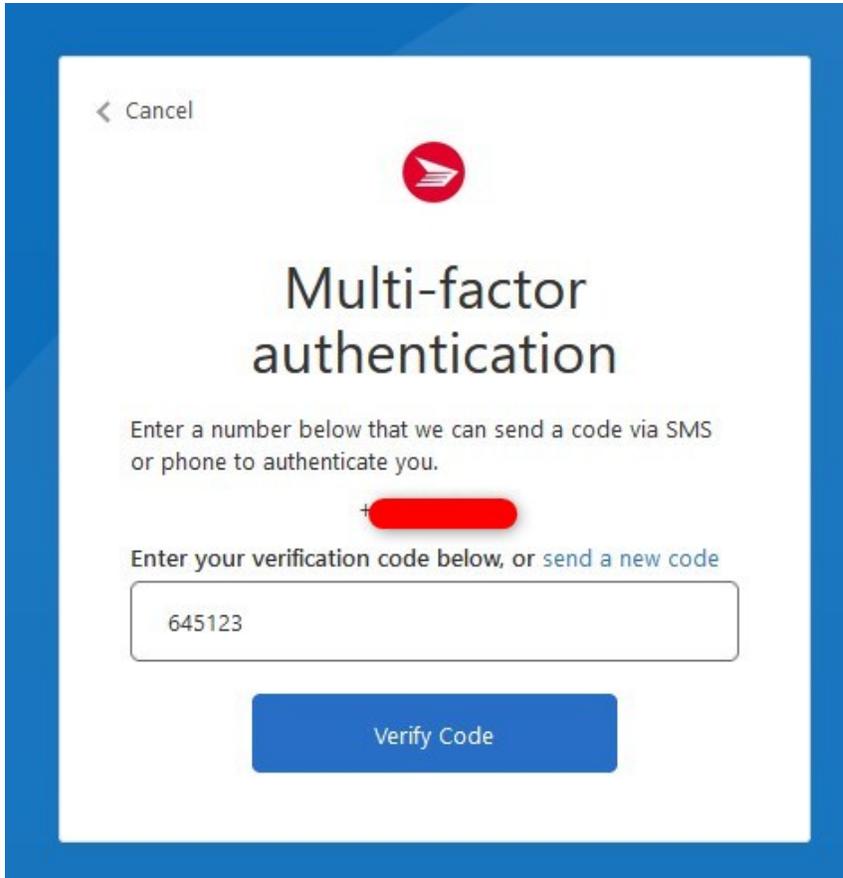
3. Enter the email address and password you entered at first time registration.



4. Click 'Sign in'.
 - a. If you selected Phone during MFA sign up, click 'Send Code' or 'Call Me' to get a SMS or Phone call will be displayed.

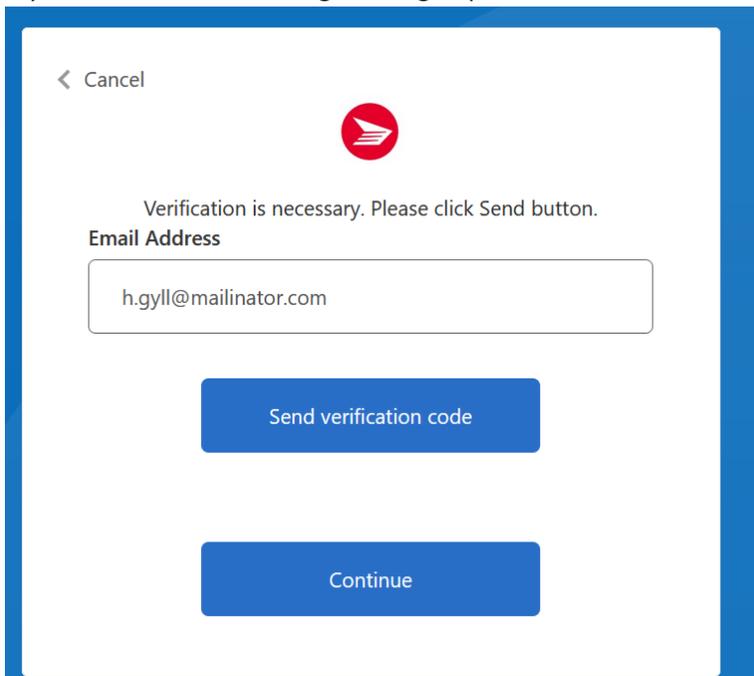


Enter the code received and click Verify code. Once code is verified, Click Continue. You will be successfully logged in.



A screenshot of a mobile application interface for multi-factor authentication. At the top left, there is a back arrow and the text "Cancel". In the center, there is a red circular logo with a white envelope icon. Below the logo, the text "Multi-factor authentication" is displayed in a large, bold font. Underneath, a smaller text reads "Enter a number below that we can send a code via SMS or phone to authenticate you." Below this text is a red rectangular field containing a plus sign and a redacted phone number. Further down, the text "Enter your verification code below, or [send a new code](#)" is shown. A white input field contains the number "645123". At the bottom center, there is a blue button labeled "Verify Code".

- b. If you selected Email during MFA sign up, click 'Send verification code'.



A screenshot of a mobile application interface for email verification. At the top left, there is a back arrow and the text "Cancel". In the center, there is a red circular logo with a white envelope icon. Below the logo, the text "Verification is necessary. Please click Send button." is displayed. Underneath, the text "Email Address" is shown. A white input field contains the email address "h.gyll@mailinator.com". Below the input field, there are two blue buttons: "Send verification code" and "Continue".

< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code

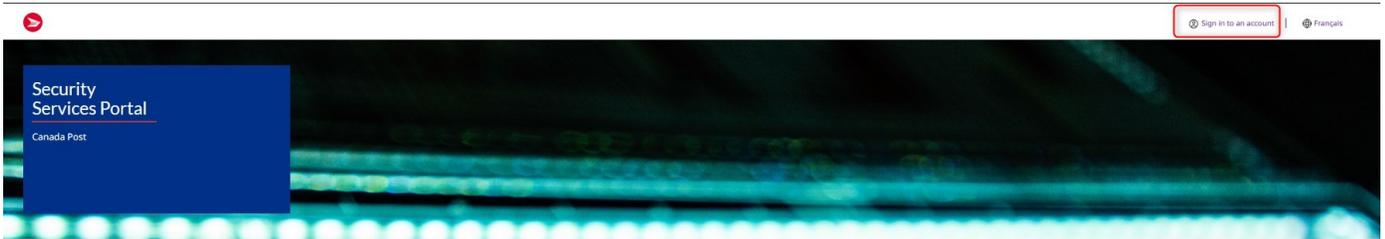
Continue

Enter the code received and click Verify code.
Once code is verified, Click Continue. You will be successfully logged in.

C) HOW TO CHANGE YOUR PASSWORD

If you don't remember your password to sign into the Canada Post Security Portal, use the following steps.

1. Open the portal and click Sign in to an account



Privacy Notice

The information you will be submitting through this portal is required for the purpose of providing a security screening assessment. It is collected under the authority of sections 5(2)(c) and (d), 12, and 18 of the Canada Post Corporation Act and is protected by Canada's Privacy Act and Canada Post's Privacy Policy.

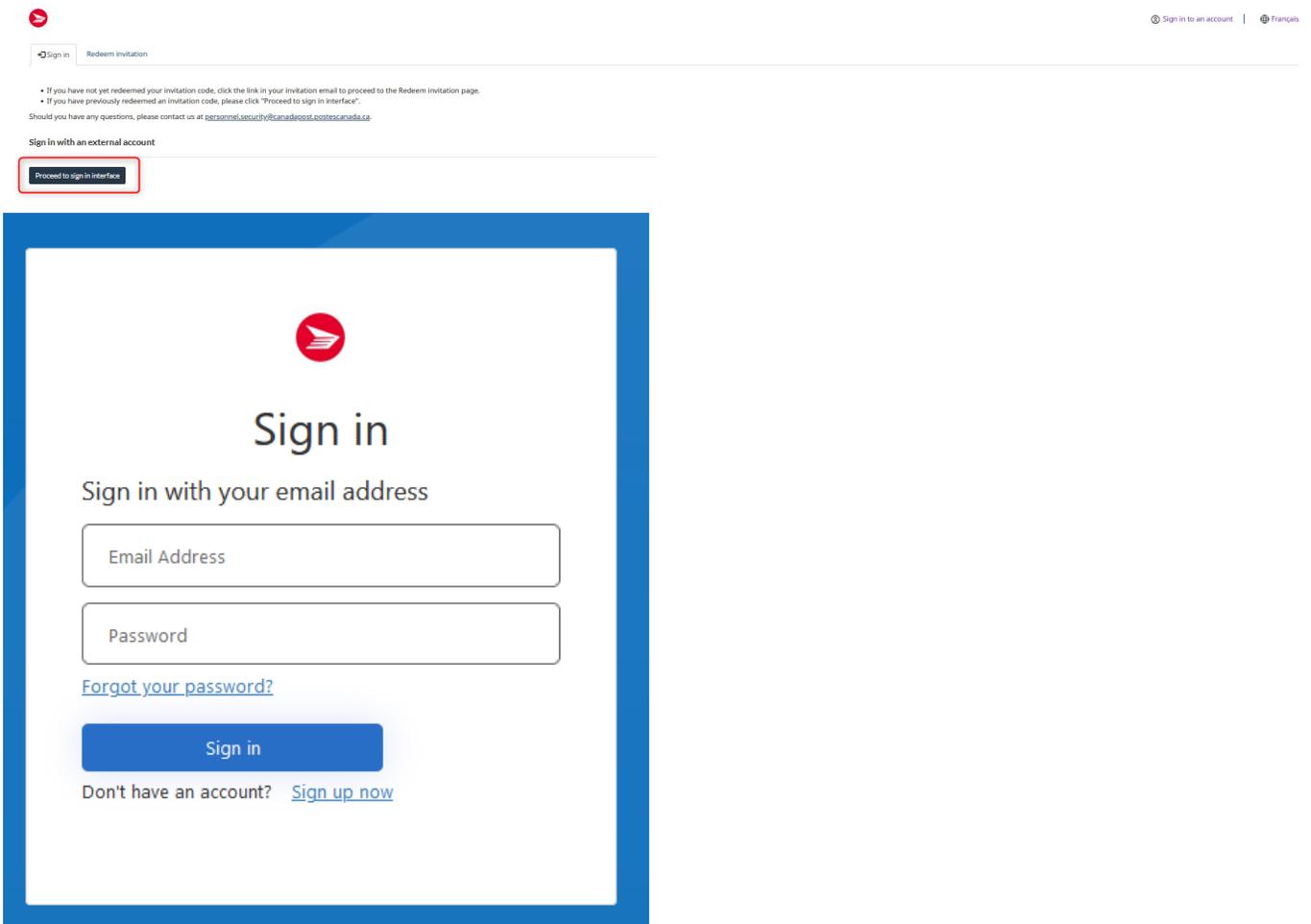
A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Security Clearance Application. Depending on the level of security screening required, the information collected by Canada Post may be shared with the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), and some other third-party organizations (such as credit bureaus), which conduct the requisite checks and/or investigation in accordance with Canada Post's Security Screening Business Practice. It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers, or promotions.

It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a reassessment of the applicable type of security screening. Information you submit directly to Canada Post, and information gathered subsequently from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements.

The personal information collected is described in Standard Personal Information Bank PSU 917 (Personnel Security Screening).

You can direct your inquiries regarding Canada Post's privacy practices to the Canada Post Privacy Office at privacy@canadapost.ca. You have the right to file a complaint with the Office of the Privacy Commissioner of Canada about the collection and management of your information. The contact information for the Commissioner's Office can be found on its website at p3.c.gc.ca.

2. Click Proceed to sign in interface. You will be brought to the Sign in interface.



3. Click Forgot your password?

< Cancel



Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue

4. Enter your Email address and click Send verification code. Enter the code received.

To note: Please use the email address that received the invitation to portal and was used for first time registration.

< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verify code Send new code

Continue

5. Once verified, click Continue.

< Cancel

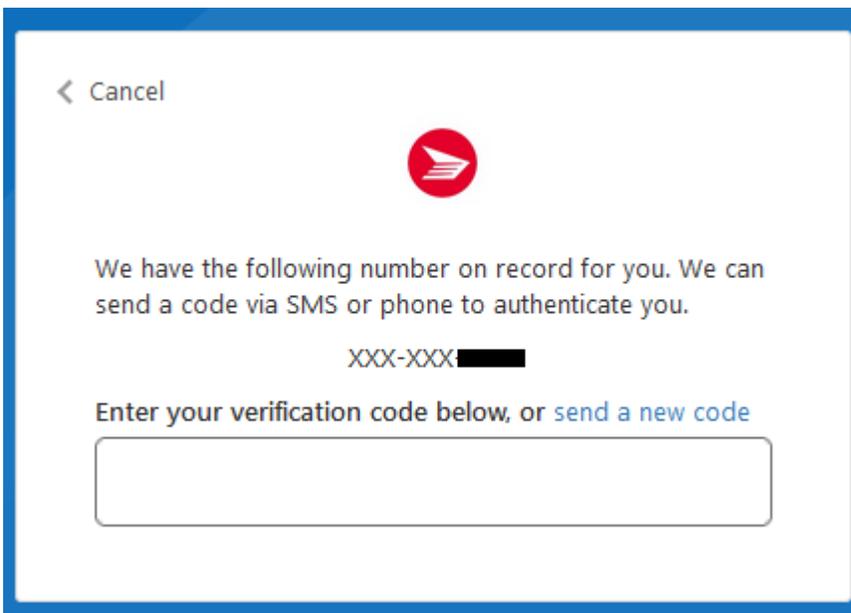


E-mail address verified. You can now continue. Email Address

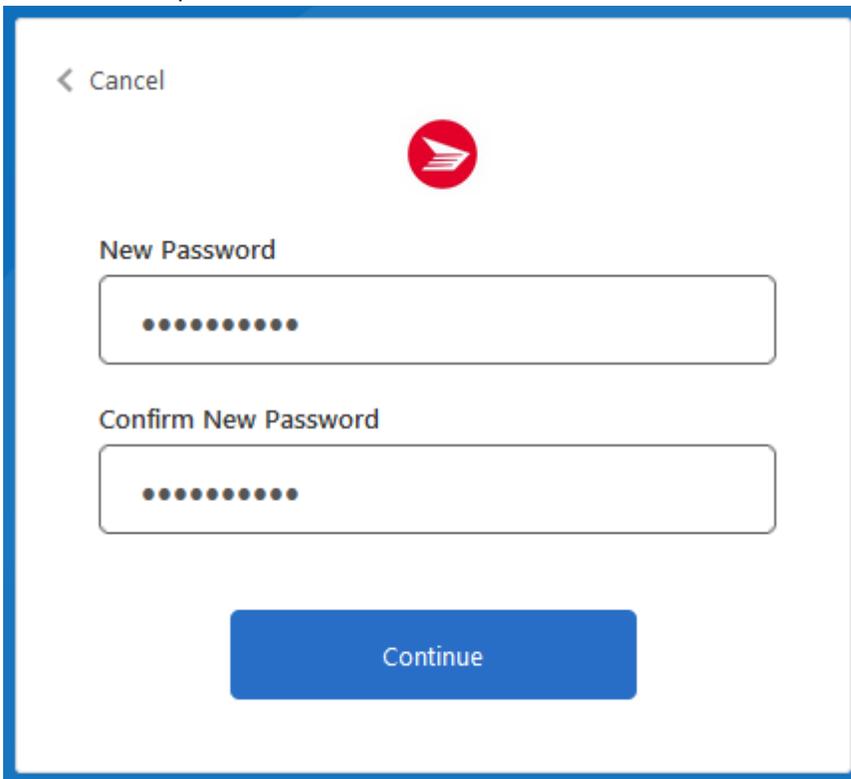
Change e-mail

Continue

6. Enter the code received via your phone number and click Verify code.



7. Enter the new password and confirm the same.



8. Click Continue. Once successfully logs in and can use the new password to login again.