

How to – EST Online

- Click on the following link : www.canadapost.ca
- Click on **SIGN IN**
- Click on **Tools**
- Click on **EST online**
- Click on go to **EST online**
- Click on **Shipping in Canada**
- For the first time click on Step 1 2 3 4
- Complete the Mailed on Behalf of (account number), Paid by (account number) and Contract (number)
- Make edits to Return address if needed

Electronic Shipping Tools | Français | Help

Shipping - Canada Help desk 1-877-376-1212
* Denotes required fields

Step 1 2 3 4

Sender Information [Change](#)

Contact Name*	<input type="text"/>	Shipped By Contract Number Return Address Erin Gaffey 4567 Dixie road Mississauga ON L4W 1S2
Contact Phone*	<input type="text"/>	
Method of Payment*	---Select--- <input type="button" value="v"/>	
Shipping Point*	<input type="text"/> ?	

Recipient Information [Retrieve from Address Book](#)

Name*	<input type="text"/>
Title/Company/Department	<input type="text"/>
Address (Line 1)*	<input type="text"/>
Address (Line 2)	<input type="text"/>
City*	<input type="text"/>
Province*	---Select--- <input type="button" value="v"/>
Country	Canada
Postal Code*	<input type="text"/>
Contact Phone	<input type="text"/>
E-mail Address	<input type="text"/>

Shipment Information

Weight*	<input type="text"/>	kg
Length	<input type="text"/>	cm
Width	<input type="text"/>	cm
Height	<input type="text"/>	cm

Dimensions are mandatory unless shipping a document. ☐ Document

Tracking Information ?

Customer Reference	<input type="text"/>
Cost Centre	<input type="text"/>
Reference #2	<input type="text"/>

[Rate Shop](#) [Clear](#) [Next](#)

- Fill in all mandatory fields
 - The top left information will be saved after completing the first shipping label
 - If you fill in the E-mail address, on the second page you will have email notification
- Click on **Next**

- Choose the **Service Type**
- Check off any Options that are needed
- E-mail notification can be sent to your customer and even yourself
- Click on **Next**

Service Type* ---Select---																												
Prepaid Service Code 																												
<table border="1"> <thead> <tr> <th>Options</th> <th>Check box or enter amount to select</th> </tr> </thead> <tbody> <tr> <td>Signature</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Coverage \$</td> <td><input type="text"/></td> </tr> <tr> <td>COD \$</td> <td><input type="text"/></td> </tr> <tr> <td>Unpackaged</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mailing Tube</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Proof of Age Required (18 years)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Proof of Age Required (19 years)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Card for Pickup</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Do not safe drop</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Leave at door - do not card</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Delivery confirmation</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					Options	Check box or enter amount to select	Signature	<input type="checkbox"/>	Coverage \$	<input type="text"/>	COD \$	<input type="text"/>	Unpackaged	<input type="checkbox"/>	Mailing Tube	<input type="checkbox"/>	Proof of Age Required (18 years)	<input type="checkbox"/>	Proof of Age Required (19 years)	<input type="checkbox"/>	Card for Pickup	<input type="checkbox"/>	Do not safe drop	<input type="checkbox"/>	Leave at door - do not card	<input type="checkbox"/>	Delivery confirmation	<input type="checkbox"/>
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Save as Template <input type="checkbox"/> Template Name 																												
Request Delivery Updates by email																												
E-mail Subject Line Select the Canada Post tracking number or your reference number to appear in the email subject line. The Canada Post tracking number has been set as the default. Tracking Number																												
E-mail addresses and types of notifications																												
	E-mail address	Ship	Exception	Delivery																								
Recipient	erin.gaffey@canadapost.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Cc.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Sender	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Cc.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Personalize your message (text only, max 150 characters)																												
<div><div></div><div></div><div></div></div>																												
Back		Next																										

- This is the last page and it will show you the shipping amount
- Click on Transmit to CPC
- You will then get a PDF of the shipping label

Order Preview

Please review and ensure correct prior to transmitting to Canada Post

Ship To:
erin
erin
toronto ON
Canada

Mailed By:
Mailed on Behalf of:
Contract Number:
Paid By:
Method of Payment:
Shipping From:

Charge To:
CPC
CPC
4002
CPC
Account
L4W 1S2 [Verify Pickup Availability](#)

Delivery Updates:
None selected

Today's Date: 24 April 2018

Promo Code: [Apply](#) [?](#)

Shipment Information:
Weight (Actual): 1.000 kg
Length: cm
Width: cm
Height: cm

Charges
Base: \$5.02
Automation Discount: \$0.00
Fees: \$0.58
GST: \$0.00
HST: \$0.73
PST: \$0.00
Total (Including Surcharges): \$6.33

Service: Expedited Parcel
Service Standard: 1 business day(s) On-time guarantee

Option	Amount	Cost
Delivery confirmation		\$0.00

Return Address:
Erin Gaffey
4567 Dixie road
Mississauga ON L4W 1S2

Contact Name
Contact Phone

erin

This preview is for review and correction purposes only. It does not replace the Address Label, which must accompany your shipment to a Canada Post Induction site.

Based on the customer's declaration and the measurements provided, the base price will be determined on the greater of actual weight and volumetric equivalent of actual weight excluding applicable surcharges and taxes. Any applicable surcharges will be applied in accordance with your agreement and if payment has been made via credit card, the charges will be reflected on your credit card statement.

Back

Transmit to CPC