



Linear Property Assessment epost Connect™ Delivery Option Participation Agreement Instructions

Step 1: Complete and sign the Participation Agreement Form

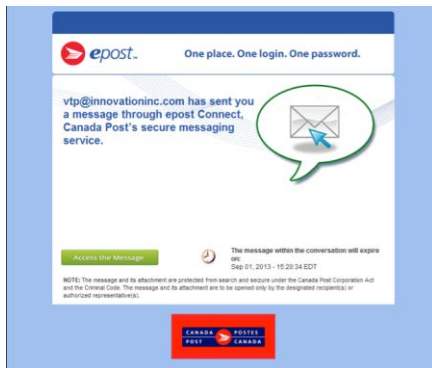
Complete the Participation Agreement Form on the last page of this document. When selecting the email address for receiving epost communications, **please use a general address that can be accessed by multiple individuals within your organization** (e.g. propertytax@xyzcompany.ca, rather than first.lastname@xyzcompany.ca).

Step 2: Email the completed form to the Linear Property Assessment Unit

Print and email a scanned copy of the signed form to: MA.ALPAEmail@gov.ab.ca.

Step 3: Look for the epost email in your inbox

Once we obtain the completed Participation Agreement Form, you will receive an email invitation from epost Connect. This invitation will provide you with the link to the Canada Post epost Connect website and further instructions on how to complete the process.



Step 4: Log-in or Sign-Up to epost

If you already have an epost account, click the **Log In** button and enter your username and password.

If you do not have an epost account, click the **Create Account** button and follow the instructions. For new accounts, remember to use the email address that you provided in the Participation Agreement Form.



Further information can be found here:

epost Connect – https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a

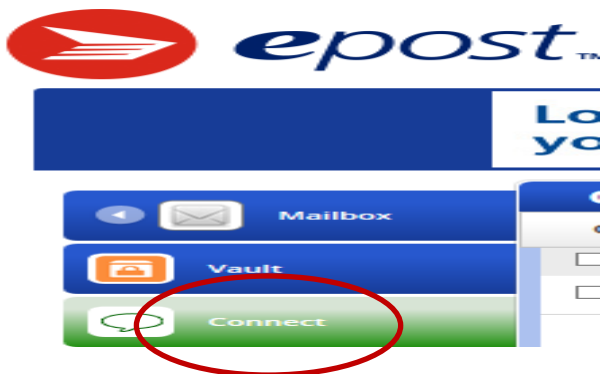
Canada Post How to Video - <https://youtu.be/ilb72Povu5k?rel=0>

Canada Post epost sign in - <https://www.epost.ca>

Step 5: Read and agree to the epost Terms and Conditions

You may remove the check mark from the box if you do not wish to be included in special offers and promotions from epost.

Step 6: Use the green “Connect” button to open your epost Connect mailbox and retrieve the relevant documents



Step 7: Contact the Linear Property Assessment Unit if you have any questions

For more information regarding this project, please contact:

Shanna McConnell Team Lead, <i>epost Connect</i> Project Phone: 780-427-3969 Email: Shanna.McConnell@gov.ab.ca	Gail Reykdal Team Support, <i>epost Connect</i> Project Phone: 780-422-8302 Email: Gail.Reykdal@gov.ab.ca
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Linear Property Assessment
epost Connect™ Delivery Option
Participation Agreement Form – Tax Agent
Request for Information (RFIs) - Only

Wherever possible, please use an email address within your company that can be accessed by multiple individuals – e.g. propertytax@xyzcompany.ca

Representative Company:
Representative Name:
Company Name(s):
epost Connect™ Account Email: (this is the email you would like the epost correspondence to be sent to)
Account Contact Name: (if different than representative name):
Representative Account Contact Email:
Representative Account Contact Phone:

As the tax agent for the above named company, I agree to receive the Linear Property RFIs files using Canada Post's electronic mailing system *epost Connect™* (epost Connect). I acknowledge this service is only available if the company's Letter of Authorization (LOA) is on file with the Assessment Services Branch for the tax year specified in the LOA.

I understand there is no additional cost for signing up to epost Connect.

Representative Signature

Date