



## Designated Industrial Property Assessment Unit 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 Designated Industrial Property Assessment Unit

Print and email a scanned copy of the signed form to: [MA.ALPAEmail@gov.ab.ca](mailto:MA.ALPAEmail@gov.ab.ca).

**Note:** When we receive your participation agreement form we will complete the registration process and a link will be sent to you to sign up with epost Connect.

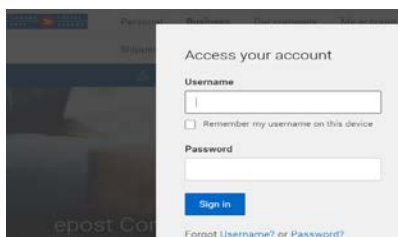
### Step 3: Look for the epost email in your inbox

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.



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 on epost Connect can be found here:

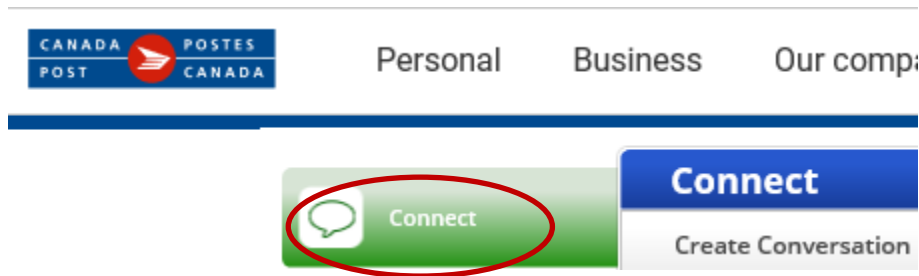
**epost Connect** – [https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)

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

### **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 ‘Connect’ button to open your epost Connect mailbox and retrieve the relevant documents**



**Step 7: Contact the Designated Industrial Property Assessment Unit if you have any questions please contact 780-422-8302.**



**Designated Industrial Property Assessment Unit**  
epost Connect™ Delivery Option  
Participation Agreement Form

\*Wherever possible, please use an email address within your company that can be accessed by multiple individuals – e.g. propertytax@xyzcompany.ca and share the user id and password with co-workers.

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

- As the authorized representative for the above named municipality/company, I agree to receive the designated industrial property assessment information<sup>1</sup> using Canada Post's electronic mailing system *epost Connect™* (*epost Connect*).
- By signing this Participation Agreement, I agree my company or municipality will no longer receive designated industrial property assessment information via USB sent by mail.

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

<sup>1</sup> Designated industrial property assessment information may include notices, rolls, request for information, well drilling activity reports and other correspondence from the Designated industrial property assessment unit.



**Designated Industrial Property Assessment Unit**  
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 and share the user id and password with co-workers.

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 designated industrial property assessment 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 Municipal Affairs Assessment Services Branch for the tax year specified in the LOA.

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date