



PENSION CENTRE
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CPCPENSION.COM

CENTRE DU RÉGIME DE
RETRAITE
CP 9104 STN MAIN
CONCORD ON L4K 0R3

RETRAITESPC.COM

Dear colleague,

Canada Post would like to welcome you as a member of the defined benefit component of the Canada Post Corporation Registered Pension Plan (the Plan).

Under terms of your employment with Canada Post, you have been automatically enrolled in the Plan and have started contributions via payroll deductions.

The Canada Post Retirement Portal has everything you need to understand your Plan and how it works, as well as a customized retirement income calculator based on the Plan and your contributions.

Follow these steps to access the portal for the first time:

- Go to cpcpension.com > **Defined Benefit** > **Retirement** > **Retirement Portal** > **Create Account**. Follow the steps to access your personalized retirement portal.
- From your **personal portal**, go to **Documents and Forms** to access the enrolment kit, which has information to help plan your retirement and understand your pension plan.

Enclosed is a copy of the Designation of Beneficiary form, which allows you to designate a person(s) as your pension beneficiary by sending the completed form to the address indicated on it. If you do not designate a beneficiary, and you have no eligible survivors at the time of your death, your estate will receive any death benefits owing from the Plan.

As an active member of the Plan, you must ensure that the name and date of birth of your spouse or common-law partner, if applicable, are recorded in the Employee Self Serve (ESS) module of SAP. You can log on to ESS by visiting canadapost.ca and selecting "I'm an employee" or through My SAP on Intrapost.

Should you have any questions regarding your pension benefits, please contact the Pension Centre at 1-877-480-9220 (TTY: 1-866-370-2725).

Canada Post Pension Centre