

## What is My.ABC.ca HR Connection?

**My.ABC.ca HR Connection** is a new self-service web portal providing confidential online access to your documents - beginning with your 2014 annual tax forms (such as T4s, T4As, RL-1s and RL-2s).

**My.ABC.ca HR Connection** will expand, and your online pay statements will also be available in Q2, 2015.

**My.ABC.ca HR Connection** will be a vehicle for reaching ALL of our valued Team Members coast-to-coast with targeted and timely communications.

## A few of the benefits of My.ABC.ca

Aside from significantly reducing the amount of paper used, **My.ABC.ca HR Connection** will also:

- Make statements accessible in a secure, central location;
- Provide the capability for Team Members to print or reprint on demand, any time from any computer with an internet connection;
- Provide an electronic database of all your pay statements and tax information moving forward.

## STEPS FOR REGISTRATION



1. Go to **My.ABC.ca** in your browser.
2. Click on "Register".
3. Enter your employee ID, last name, date of birth, postal code and personal or work email address in the spaces provided on the Registration page.
4. Click the "Register" button. An email will be sent to you with a password to complete your registration.
5. Click on the URL provided in the email, then enter your username (your employee ID) and the password from the email.
6. Once you are logged in, you will be prompted to change your password and set up security questions and answers, in case you ever forget your password.
7. Finally, read and accept the disclaimer.

You will now be registered for **My.ABC.ca HR Connection**.

Need help? Contact the HR Solution Centre at **888-444-9444** or email **hrsc@ABC.ca**

# WHAT YOU NEED, WHEN YOU NEED IT.





**“I think I  
lost my T4.  
Can you send  
me a new one?”**

**WHAT YOU NEED, WHEN YOU NEED IT.** Accessing your important tax information is now going to be simpler and faster than ever. The new my.**ABC**.ca self-service portal is a safe and secure online tool that gives you instant access to your information anytime, anywhere. **Registration begins February 27.**

# my.**ABC**.ca HR Connection

**WHAT IS IT?** The new my.**ABC**.ca online portal is a safe, secure website where you can access your annual tax and T4 forms.

**WHO IS IT FOR?** This self-service online portal is for all **ABC** Canada Team Members, both active and retired.

**WHY IS IT COMING?** One simple, fast, and convenient location, where you can view and print your tax forms.

**WHY IS IT IMPORTANT TO REGISTER?** Once the portal is launched you will have 24/7 access to your T4 form and tax information.

**WHEN WILL IT BE AVAILABLE?** my.**ABC**.ca online portal will be available on February 27, 2015.

Stay tuned for more information!