

Electronic Shipping Tools (EST) Online

If you use EST Online, these simple steps will guide you through the latest enhancements to the tool.

For illustration purposes only.

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STEP 1

From the Electronic Shipping Tools screen, enter the recipient's email address. You can add up to two of your own reference numbers in the Tracking Information area.

STEP 2

If you've selected a bar-coded service, the system will automatically populate the Delivery Updates area, including the tracking number field. The system-generated Canada Post tracking number will appear as the subject in the email that you send to all email addresses you selected for the "Delivery Updates" option, either on this screen or the previous one.

On this screen you have the following options:

1. Tracking number: Although the tool automatically generates a Canada Post tracking number to appear as the email's "subject," you may override it with one of the reference numbers that you created on the previous screen.

2. Email addresses and types of Delivery Updates: Add up to three more email addresses, and then select the type(s) of Delivery Update emails that you want each email recipient to receive:

Ship – Indicates that the shipment order has been created and that the item has been received by Canada Post for delivery.

Exception – Notifies you of any unforeseen delivery interruptions. This includes items that are returned to the sender.

Delivery – Indicates that:

- the item has been delivered; or
- a Delivery Notice Card has been issued, notifying the recipient to pick up their item at a local post office; or
- where applicable, a signature image or signatory name is available to view online.

3. Comments: Include additional comments in this text-only area. This text will be added to your email messages.

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STEP 3

On this page, you can review email addresses and Delivery Updates before submitting them to Canada Post. To make changes, simply click on the Modify button.

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If you have questions or require assistance, please call our **EST Help Line at 1 866-511-0546**