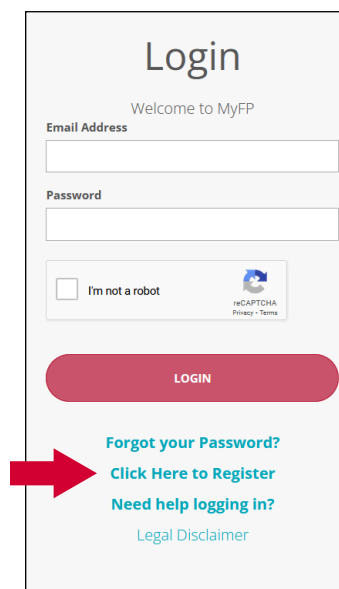


MyFP Registration Guide

To get started in MyFP, first you will need to register. This guide will help walk you through the registration process. To get to MyFP type in the URL www.myfp-portal.com/ca into your web browser (please note that if you are directed to our global site, you will have to select CA by clicking on the Canadian flag).

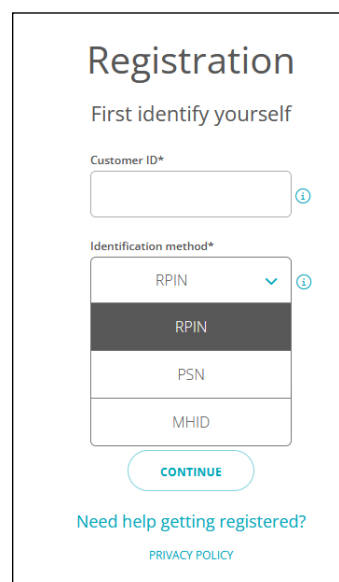
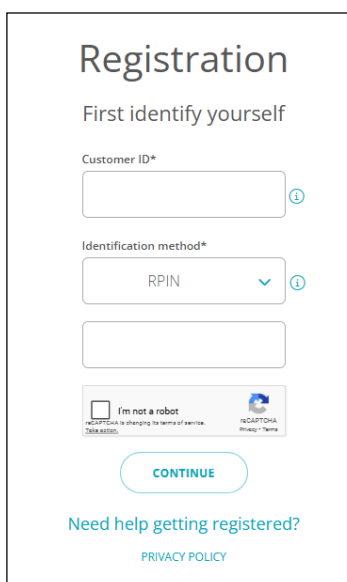
Step 1: To register, select “Click Here to Register”.



Step 2: Identify yourself.

For this step you will need your customer ID (number) as well as one of the following:

- **RPIN** - a six digit number that you received in your RPIN letter.
- **Meter Postal Serial Number/Base Number (PSN)** - a number that starts with 446, 447, 452, or 453. It can be found on the packing slip sent with your postage meter.
- **MailHandler ID (MHID)** - a serial number that starts with PT, PU, PV, PM, EP, PX or CM. It can be found on the packing slip, on the label on the bottom of the PostBase® or from the information screen in the menu area on your PostBase® machine.



Step 3: Enter your account information.

For this step you will enter in your first and last name, email address, and create your password. The password must be at least 8 digits long and include capital and lower-case letters, at least one numeric digit and at least one special character. Strong passwords are typically at least 12 digits long.

Registration

Please provide the following info

First Name *

Last Name *

Email *

Repeat Email*

Password*

☐ Terms and Conditions [VIEW](#)

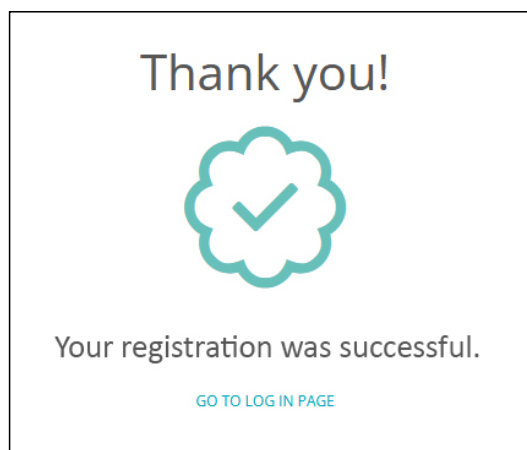
☐ I want to receive marketing materials

[SUBMIT](#)

[PRIVACY POLICY](#)

Step 4: Confirmation screen.

Once you complete the previous steps, you will see a confirmation screen. Your account is now activated and you will be able to login to MyFP.



Additional Resources:

You can find additional support and instructions in the Help Centre of the MyFP Customer Portal.

Customer Support:

You can contact our Customer Experience Team for additional help: