

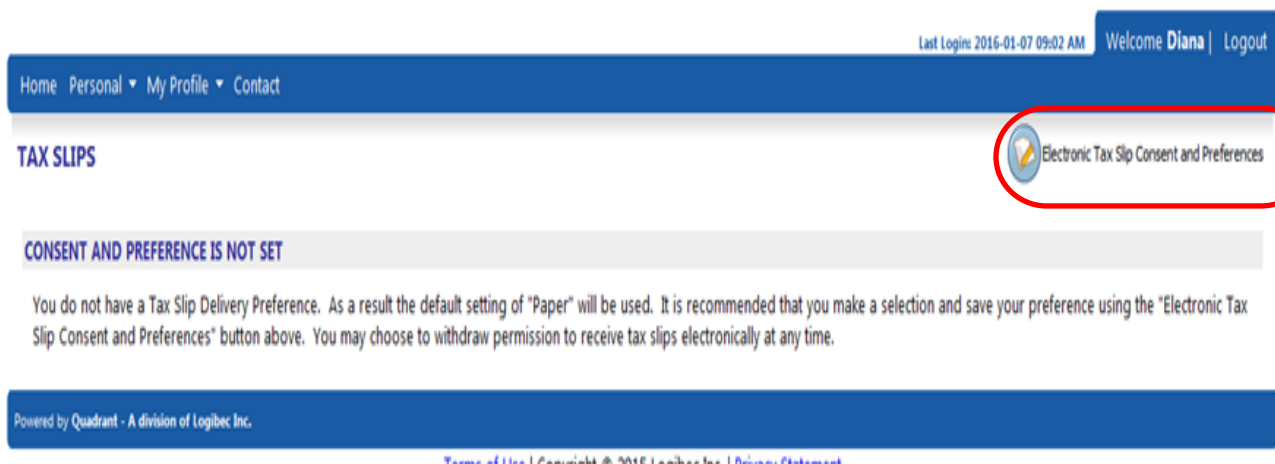
QSS Tax Slip Consent Instructions

Setting Tax Slip Consent and Preference

You can specify the way you want to receive your tax slips from your company. If you want to receive them electronically, through Quadrant Self Service. You must provide your employer with your consent. This is important to comply with legal requirements based on privacy laws. After you submit your consent it will remain valid until you withdraw your consent. You can withdraw your consent at any time, by using the form in Quadrant Self Service.

To set tax slip consent and preference

- 1 Log in to Quadrant Self Service.
- 2 Open the Personal menu, and then select Tax Slips.
- 3 Click the Electronic Tax Slip Consent and Preferences button.



The screenshot shows the user interface of the Quadrant Self Service portal. At the top left is the Prairie Mountain Health logo. The top right navigation bar includes the text "Last Login: 2016-01-07 09:02 AM", "Welcome Diana", and a "Logout" link. Below this is a blue navigation bar with links for "Home", "Personal", "My Profile", and "Contact". The main content area is titled "TAX SLIPS" and features a button labeled "Electronic Tax Slip Consent and Preferences" which is circled in red. Below the button, a message states: "CONSENT AND PREFERENCE IS NOT SET. You do not have a Tax Slip Delivery Preference. As a result the default setting of 'Paper' will be used. It is recommended that you make a selection and save your preference using the 'Electronic Tax Slip Consent and Preferences' button above. You may choose to withdraw permission to receive tax slips electronically at any time." At the bottom of the page, there is a footer with the text "Powered by Quadrant - A division of Logibec Inc." and links for "Terms of Use" and "Privacy Statement".

- 4 Make your selection.

If you want to receive electronic tax slips select this option, and then choose a **Preference**.

The screenshot shows a window titled "Tax Slip Consent and Preference" with a "Close" button and a "Save" button. The main heading is "CONSENT AND PREFERENCE". Under "TERMS OF CONSENT", it states that consent is required for electronic tax slips and remains valid until withdrawn. The "TAX SLIP DELIVERY CONSENT AND PREFERENCE" section has two radio button options. The second option, "I consent to receive my Tax Slips (T4, T4-A, and RL-1) electronically. I would like the documents to be provided via the following:", is selected and circled in red. Below it is a "Your Preference:" dropdown menu. A note below the dropdown states: "Note: An email to confirm your preference change will be sent to 'ference@Logibec.com'. If this email address is inaccurate correct it by contacting your Payroll department. You must perform this confirmation action within 1 hour." At the bottom, a blue box titled "TAX SLIP DELIVERY CONSENT AND PREFERENCE EXPLANATION : ELECTRONIC PREFERENCE NOT SET" contains the text: "Please select your preferred method of electronic delivery. Selecting an option in the 'Your Preference' dropdown will display a more detailed explanation of the option here."

If you don't want to receive electronic tax slips select this option.

The screenshot shows the same "Tax Slip Consent and Preference" window. In the "TAX SLIP DELIVERY CONSENT AND PREFERENCE" section, the first radio button option, "I do not consent to receive any of my Tax Slips (T4, T4-A, and RL-1) electronically. Please provide the document in paper form only.", is selected and circled in red. The "Your Preference:" dropdown menu is empty. The note below remains the same. At the bottom, a blue box titled "TAX SLIP DELIVERY CONSENT AND PREFERENCE EXPLANATION : PAPER" contains the text: "By selecting 'I do not consent...' you are expressly stating you would **not** like your Tax Slips provided in electronic formats. Documents will be provided to you in paper form only."

5 Click Save.