

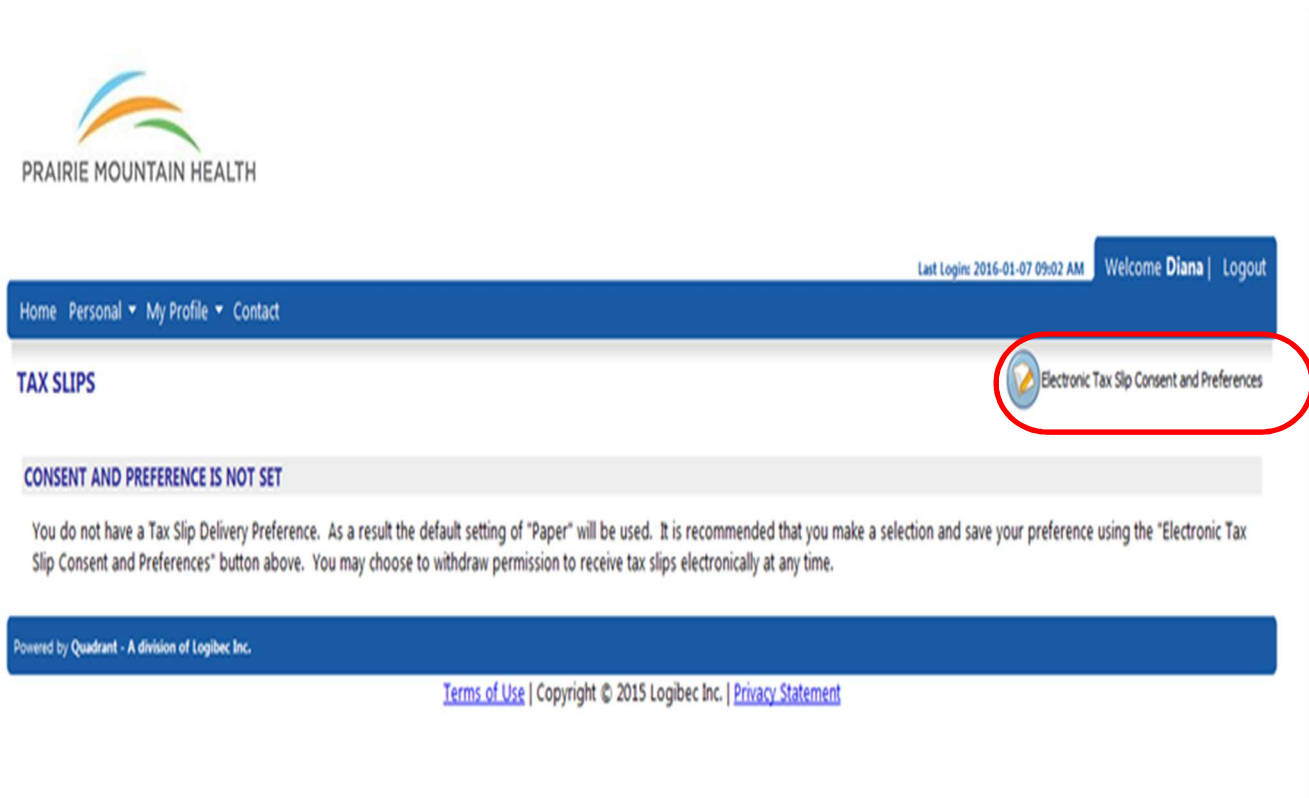
## QSS Tax Slip Consent Instructions

### Setting Tax Slip Consent and Preference

You need to specify that you want to receive the Tax slip 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 for your employment. Tax Slips (T4's, T4-A's, RL-1's) are only available through QSS.

### To set tax slip consent and preference

- 1 Log in to Quadrant Self Service. **If a QSS - Application Error appears regarding no email address currently defined or value not correctly formatted, please see instructions at the end of this document.**
- 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 corner displays the user's login information: "Last Login: 2016-01-07 09:02 AM" and "Welcome Diana | Logout". Below this is a navigation bar with links for "Home", "Personal", "My Profile", and "Contact". The "TAX SLIPS" section is active, and the "Electronic Tax Slip Consent and Preferences" button is highlighted with a red circle. Below this button, a message states "CONSENT AND PREFERENCE IS NOT SET" and provides instructions: "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", "Copyright © 2015 Logibec Inc.", and "Privacy Statement".

- 4 Make your selection.

You want to receive electronic tax slips so you have to select the option “I consent to receive my Tax Slips (T4, T4-A, and RL-1) electronically”.

**Tax Slip Consent and Preference**

**CONSENT AND PREFERENCE** Close Save

**TERMS OF CONSENT**

You must express your consent using this form to receive Electronic Tax Slips (T4, T4-A, and RL-1). After you submit your consent it will remain valid until you withdraw your consent. You may choose to withdraw your consent at any time by using this form or by contacting your Payroll department. Your employer is not obligated to provide content using your selected preference.

**TAX SLIP DELIVERY CONSENT AND PREFERENCE**

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.*

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:

Your Preference:

**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.

**TAX SLIP DELIVERY CONSENT AND PREFERENCE EXPLANATION : ELECTRONIC PREFERENCE NOT SET** ?

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.

5 Click Save.