POST Group Registration Instructions

POST Group Registration – How It Works

Companies can register multiple employees through POST. This method eliminates the need to create individual accounts online.

01

Step Number 01

Step 1 – Download & Save the Form

02

Step Number 02

Step 2 – Fill In the Form

03

Step Number 03

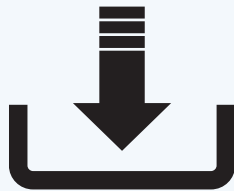Step 3 – Email Your Completed Form

04

Step Number 04

Step 4 – What Happens Next

Step 1

Step 1 – Download & Save the Form

Download the POST Group Registration (Excel) file from our website.

Tip: *If you're not sure where it went, check your* ***Downloads*** *folder.*

When the Save window opens:

Choose a folder you can find easily (e.g. **Desktop** or **Downloads**).

Rename the file to your company name, e.g. **ABCCompany-POST-2024.xlsx**.

Click **Save**

Step 2

Step 2 – Fill in the Form

1. Open the Excel file.
2. Complete the **Company Information** section.
   - This is your main contact.
   - Invoice will be sent to this person

Then choose one of the following options:

Option 1 – Buy Course Seats, Assign Later

Use when: You don't know who is training yet.

How it works:
• Buy course seats under your company name
• Receive generic login accounts
• Assign later — employees update their name when they log in

Result:
• Correct name appears on the certificate
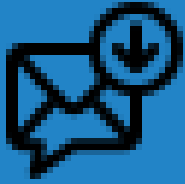
Option 2 – Pre-Register Named Employees

Use when: You already know your participants.

How it works:
• Enter employee names and emails
• Shared emails allowed
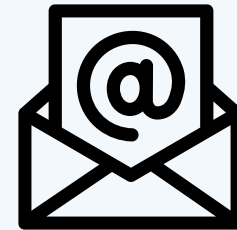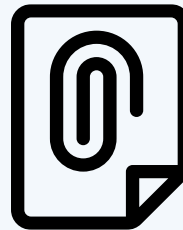• You receive individual login credentials
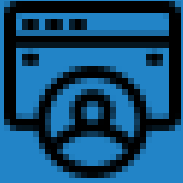
Result:
• Each employee gets their own account

Step 3

Step 3 – Email Your Completed Form

1. Save your changes in Excel.
2. Open your email program.
3. Start a new email to info@posttraining.ca.
4. Attach the completed Excel file.
5. Click Send.

Ensure you send an excel version to avoid processing delays

Step 4

Step 4 – What Happens Next

1. Pay for your registration via e-invoice sent through PayPal
   - *You do not need a PayPal account to pay, just checkout as a guest and use a credit card!*
2. You'll receive usernames and passwords for your purchased seats or listed employees.
3. Give each employee their POST created username and password
   - Employees visit the POST website, log in with their credentials, and complete their training.
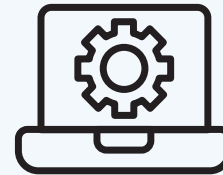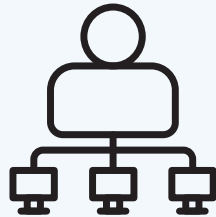
An instructions sheet is included with your returned form.

FAQ

FAQ

- ***Can I transfer an unused course to another employee?***
Yes, if you have registered a course under an employee no longer with your company and the course is unused, you can transfer the course to another employee.

- ***Instructions to edit profile:***
Log in with the username and password for that account. You will now be logged in under the current registrant. Click on the silhouette in the top right corner. Select the "Profile" to navigate to the profile page. Click 'Edit Profile' in the User Details box enter the new information. To save your changes, click 'Update Profile' button at the bottom of the page.

- ***I purchased fifteen courses last year and only used ten. Can I apply them to the next year?***
Unfortunately, we will not be rolling over unused courses from the previous year any longer

Questions?
Contact us toll free at 1-866-360-6722 or visit our website