

# FOUR STEPS to access to your T4 electronically

**STEP 1** Access to the myEC portal, please go to <https://myec.ecuad.ca>

**EMILY CARR**  
UNIVERSITY

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## Welcome to myEC

For Continuing Studies courses, click **Continuing Studies** below

**To Log in into myEC, click Login to myEC**

Forgot your password or userID? Click **Reset Password** or **userID**



If you have questions please refer to the FAQ and quick start guides here : [www.connect.ecuad.ca/myec](http://www.connect.ecuad.ca/myec) or email to [myec@ecuad.ca](mailto:myec@ecuad.ca)

LOG IN TO [WWW.CONNECT.ECUAD.CA](http://WWW.CONNECT.ECUAD.CA)

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## STEP 2: Provide User Name and Password

Authentication Required ×

 <https://myec.ecuad.ca> is requesting your username and password.

User Name:

Password:

For help with accessing myEC, please email [ithelp@ecuad.ca](mailto:ithelp@ecuad.ca).

## STEP 3: Navigate into My HR

**My HR** ▼

- Position Summary
- Leave Plan Summary
- Earnings Statements
- T4 Electronic Consent (no longer required)
- T4

## STEP 4: View T4 through My HR tab

**My HR** ▼

- T4

Following above 4 steps, you will be able to access your T4 slip as soon as the tax slip becomes available

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Questions regarding T4 slip can be directed towards the payroll department.

Permanent employees: contact Mei Foo at 604-629-4505, email [mfoo@ecuad.ca](mailto:mfoo@ecuad.ca)

Temporary and Hourly employees: contact Candice Shi at 604-629-4507, email [candiceshi@ecuad.ca](mailto:candiceshi@ecuad.ca)