

Procedures



Feeding the world

Olymel s.e.c
2200 Pratte avenue
St-Hyacinthe, Qc

Phone
450 771-0400

Fax
450 773-6436

By using this link: <http://extranet.olytel.ca/en/> you access to Olycom.

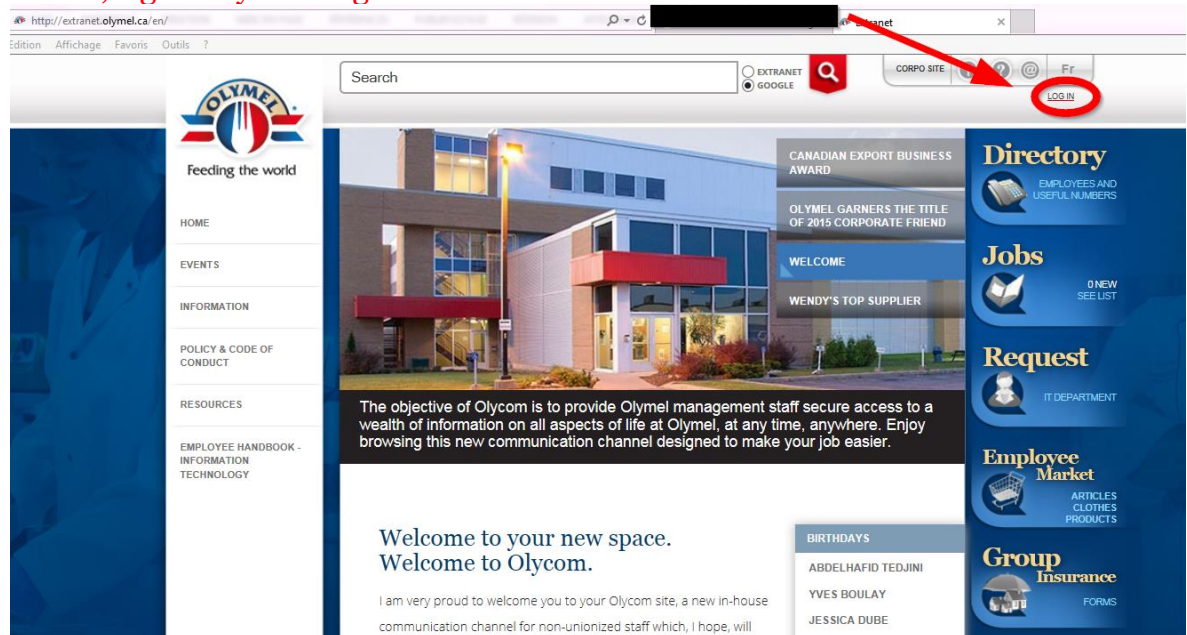
If you have the following message:

“The security certificate of this website is a problem”

Choose the option: Continue to this website (not recommended)

This is the home page that will be presented to you

Please, sign in by clicking this button



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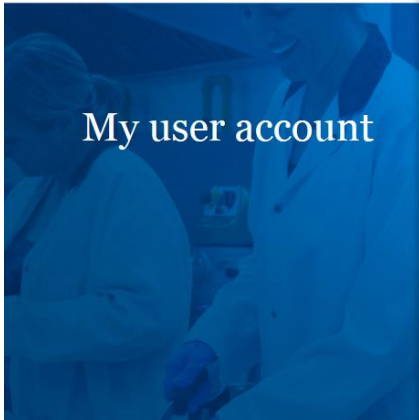
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Setting up your user Account

Please click on the following link to subscribe to your account



Français



My user account

WELCOME

Login

Login to have access to your account.


Username

[I forgot my username](#)

Password

[I forgot my password](#)

LOGIN



If you have never subscribed to Olycom by email please click on the following link to fill the subscription form. [Subscription Form](#)

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Olycom subscription

Registration steps:

You have to set up your employee number and your Social Insurance Number (SIN)

Please use your paystub to fill in the blanks.



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Click on

SUBMIT

to continue



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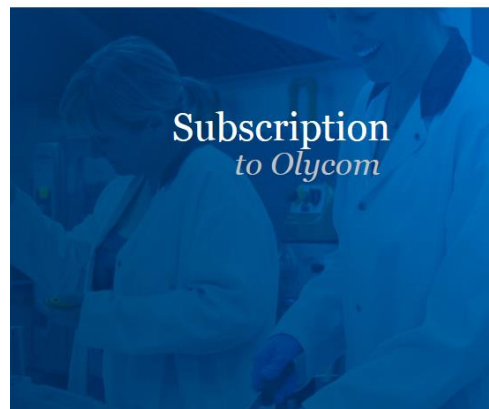
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Complete the blanks and go to the next step.



WELCOME

Account information
Enter the username, the password and the email address for your account.

Username

New PIN

The password must contain 6 to 10 characters.

New PIN Confirmation

Email of Olycom

Email address confirmation

SUBMIT



- 1- Enter a user name
- 2- PIN (some of you has already have a PIN, you could use the same)
- 3- Please confirm your PIN
- 4- Use Olymel's e-mail address. Take note that it will be possible to modify your address when you will access to your profile. Same thing for your PIN.
- 5- Confirm your e-mail address

Use  to continue.



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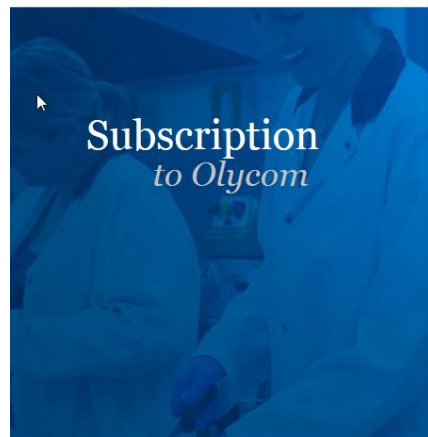
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Now, you have to complete the secret questions. These questions will allow to get back your PIN just in case if you lose it.

Choose the questions that you are the only one who knows the answers.

Français



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Secret questions

The secret questions will allow you to retrieve your PIN. Please choose questions you only know the answers.

Question 1

Please choose a question

Secret answer #1

Question 2

Please choose a question

Secret answer #2

Question 3

Please choose a question

Secret answer #3

ACTIVATE

WELCOME

Use **ACTIVATE** to continue



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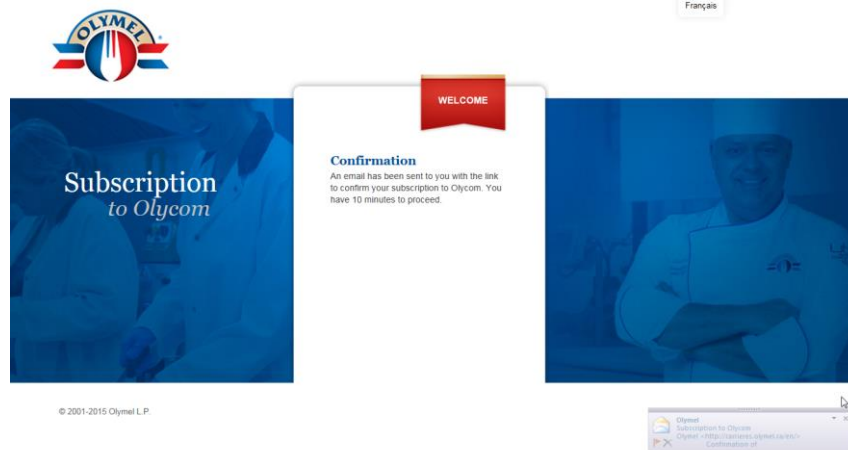
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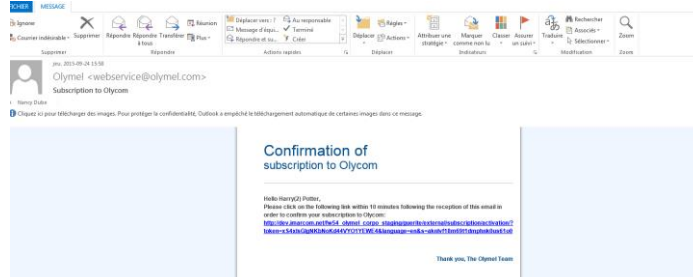
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An email was sent to your inbox. Please click on the link to confirm your subscription.

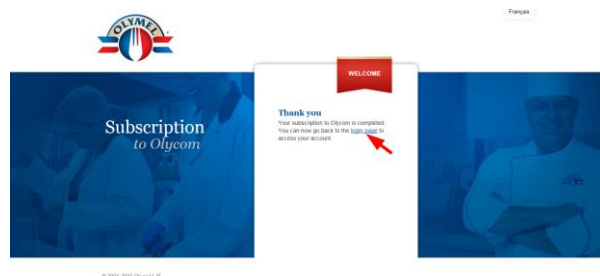
You have 10 minutes to process the confirmation.



You should receive this kind of email.



You should see this message when the subscription is done. Click on this link to access your account or by using this link: <http://extranet.olytel.ca/en/>



Go to the procedure pay stub subscription!

