THE CPEEP PORTAL
USERS GUIDE
UPDATED AS: OCTOBER 2025

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INTRODUCTION

- The **CPEEP portal** is the application allowing employers subjected to the Decree respecting building service employees (in the Montréal region) **to send and manage their monthly reports** to the Parity Committee.

- This application has been developed with **great concern for the protection of the confidentiality of information**.

- The portal is hosted on a **secured website** that communicates with the Parity Committee's systems using secure encryption protocols.

- Please note that the **recommended web browsers** compatible with the portal are:
  - Google Chrome / Mozilla Firefox.
  - **Do not use Microsoft Edge.**

- For **any questions** regarding our portal, please contact us:
  - **info@cpeep.qc.ca /** by phone: **514 384-6640 /** toll free: **1 800 461-6640**

Il you have any question about the Decree or regarding your obligations as an employer subjected to the Decree, consult our website (cpeep.qc.ca) or contact us.

BEFORE YOU START

- Before using the portal, you will need your **username and password** provided by the Parity Committee.

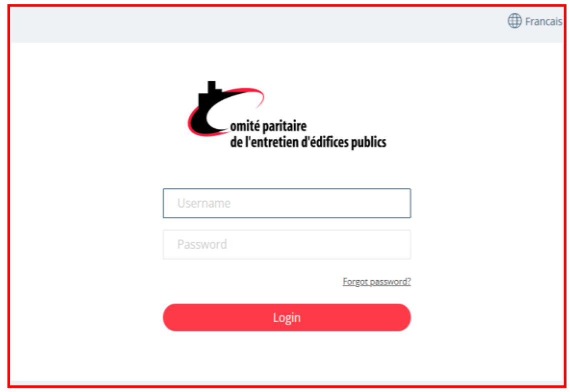
- Then, type the following address in your web browser: ***https://portail.cpeep.qc.ca***

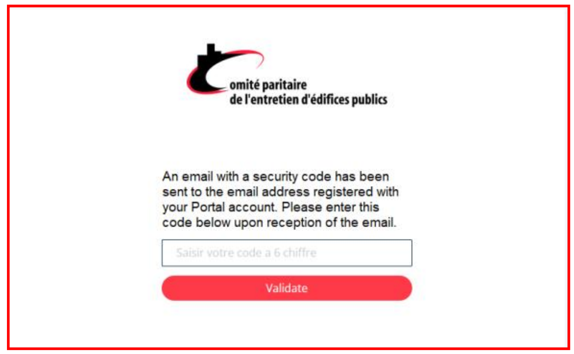
- Upon your first login, you will be required to create a password. To do so, click **"Forgot your password?"** and follow the on-screen instructions to receive a new password.
- Enter your username and password in the required fields and then click on ***Login***.

- For security purpose, the login process requires you to enter a security code sent **to the email address registered with us for your company.** Once you receive the 6-digit code, enter it in the box and click on ***Validate***.

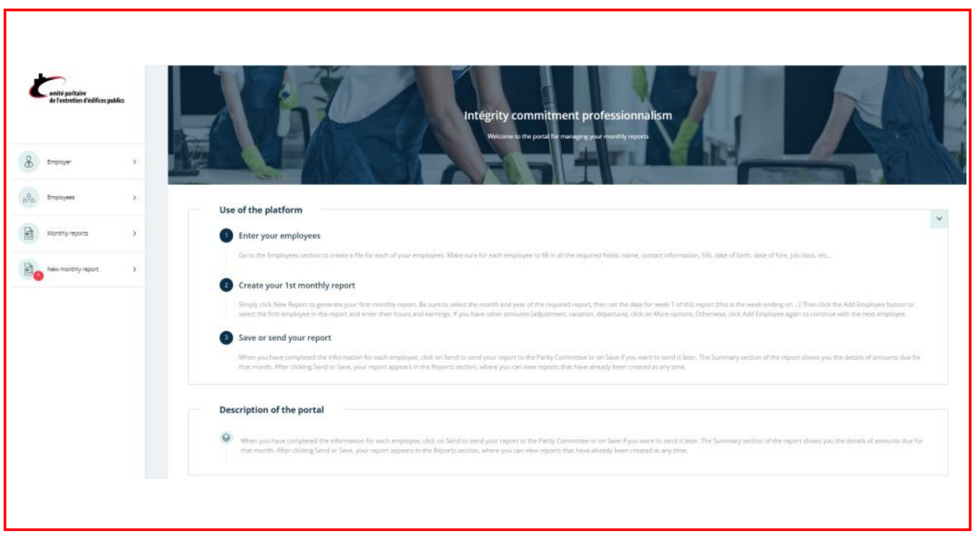
- Once the connexion is established, you now access the **Home window** that allows you to start using the portal.

Login screen



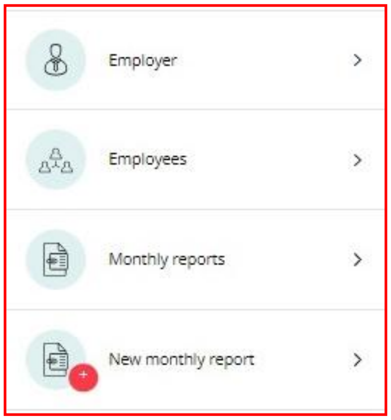


Home window



IMPORTANT

Both the username and password are case sensitive!

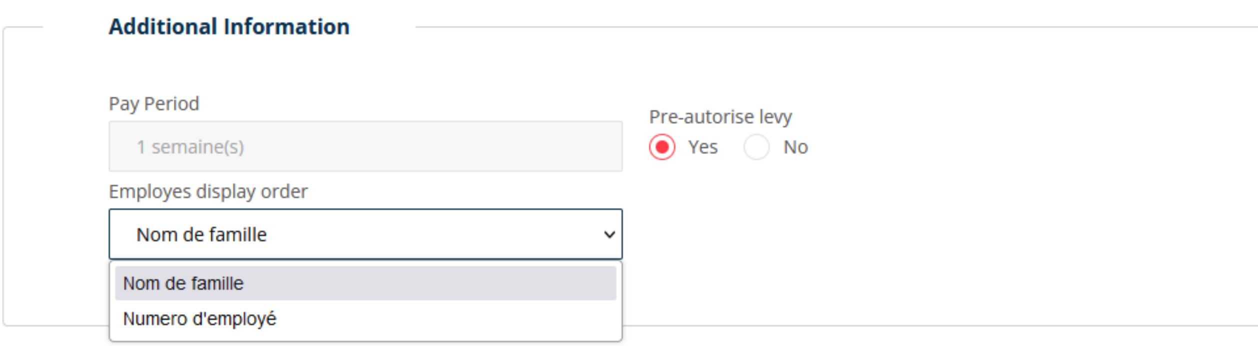


- The interface that allows you to produce your monthly reports online displays on the left side of the screen the four (4) following tabs:
- The options below, as shown in the upper righ side of the screen, allow you to **change the language** (***Français***), or, by clicking on your username to **Exit** (***Disconnect***) or to **Switch to another employer** (***Change of company***), if you are an accountant producing reports for more than one employer.

- You can also **Change your password.** To do so, after clicking on your username, click on ***My account*** then click on ***Change password*** and simply follow the instructions that are listed.

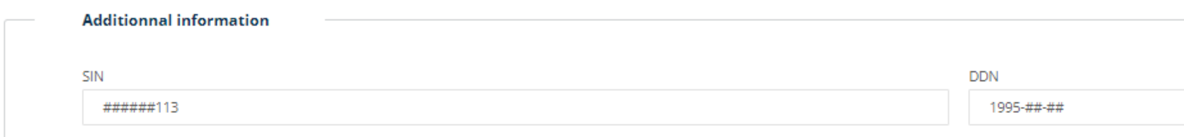
1rst TAB:

- This tab displays the information regarding your company. Please make sure that the **information is accurate.**
- Some fields **cannot be modified**. To modify information, **you must contact the Parity Committee.**
- For instance, if you are not registered to our **pre-authorized bank withdrawal program** you cannot check ***Yes*** to this option. If you wish to enrol, you must first contact the Parity Committee: we will then collect the information required and apply the changes in the portal.
- Within this tab, you can select how your employees will be sorted in the monthly reports. The 2nd section in this tab, is a drop-down list that enables you to choose how the employees will be sorted:

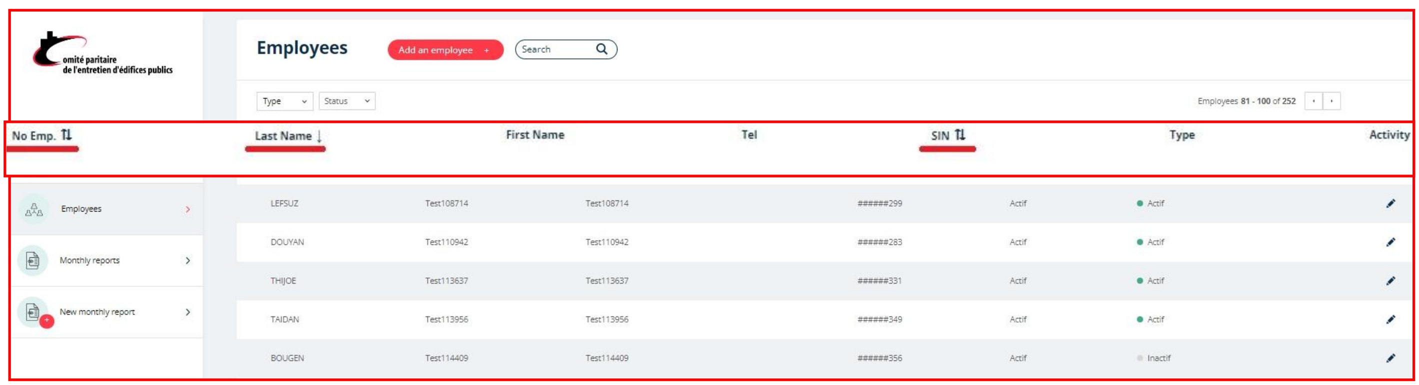


2nd TAB: 

- **On your first use of the portal, this list will be empty.** If your employees do appear on this list, please review each employee to make sure that the information displayed is complete and accurate. You must click on **edition** to view the details:
- Please note that the Social Insurance Number (***SIN***) and Date of Birth (***DOB***) fields are partially hidden for security purposes.



- **If you must create all your employees, or add an existing employee** to the list, click on the ***Add an employee*** button. Make sure you fill all the required fields: name and first name, complete address, phone number, email, SIN, date of birth, hiring date, gender, etc.
- Please fill the date fields under the **yyyy-mm-dd format.**
- You may also add the **work class** of the employee. Once all the fields are completed, click on ***Save*** at the bottom of the page.
- You may then carry on with other employees, if required. Once all your employee's files are created, your **Employees** tab should look similar to the following table:

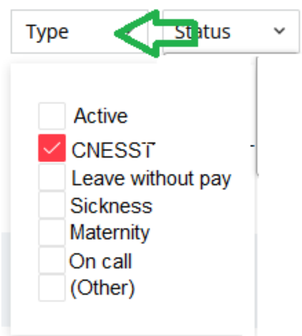


Note that some of the columns can be sorted: the ***NoEmp*** (employee number), ***Last Name*** and ***SIN*** columns display arrows which indicate that sorting is possible:

- You can also use the **TYPE** and **STATUS** filters in the portal to list the employees.

- The **Status** filter allows you to list either all the employees (whether active or inactive), all the active employees or all the inactive employees; you simply need to make the required selection in the drop-down menu

- The **Type** filter allows you to list the employees which are on maternity / paternity leave, on CNESST leave, on sick leave, etc. **IMPORTANT:** the filter will be activated once you have checked off the desired options and clicked on TYPE once again.

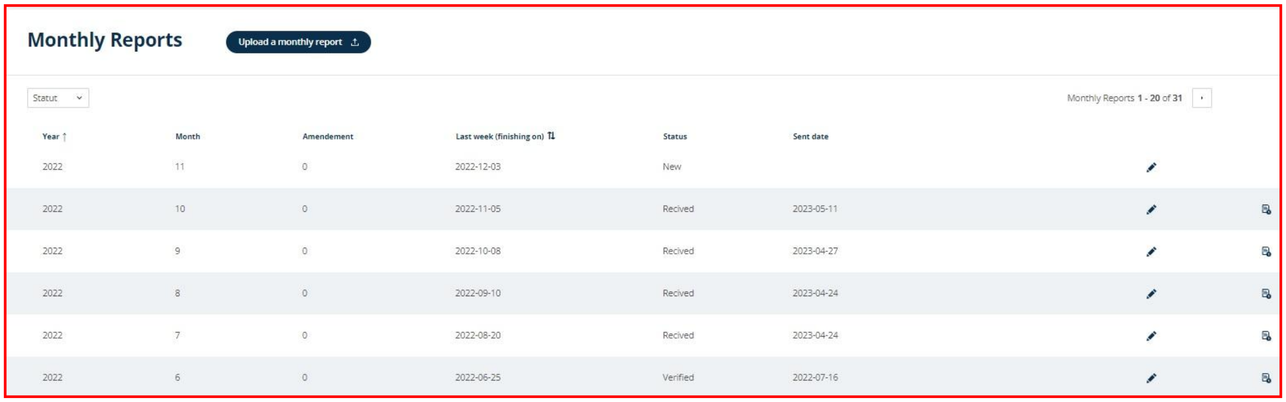


- Once the employee's list is complete, you can go to the ***New monthly report*** tab to start filing your first monthly report. But first, let us present the ***Monthly reports*** tab…

3rd TAB:

- Click on this tab to display the monthly reports you have already sent to the Parity Committee.
- On your first use, this grid will be empty. You must go to section ***New monthly report*** to file your first report. But once you have saved the information filed in your first report, you will be able to view it in the *Monthly reports* in this tab your report which you may then consult again or modify, according to its status.
- The different columns identify the year, the month of the report (and its amendment, if applicable), the date of the last week of the report (finishing on), as well as the status and the date it was sent.
- The **edition** icon allows you to consult the details of the report: 
- The last icon may be used to create an amended report (Please contact the Parity Committee before using this icon): 

- The monthly report grid is based on the same operating logic than the employee's grid: you can sort the two columns that display arrows (***Year*** and ***Last week***)



Year ↑	Month	Amendement	Last week (finishing on) ⇅	Status	Sent date
2022	11	0	2022-12-03	New	
2022	10	0	2022-11-05	Recived	2023-05-11
2022	9	0	2022-10-08	Recived	2023-04-27
2022	8	0	2022-09-10	Recived	2023-04-24
2022	7	0	2022-08-20	Recived	2023-04-24
2022	6	0	2022-06-25	Verified	2022-07-16

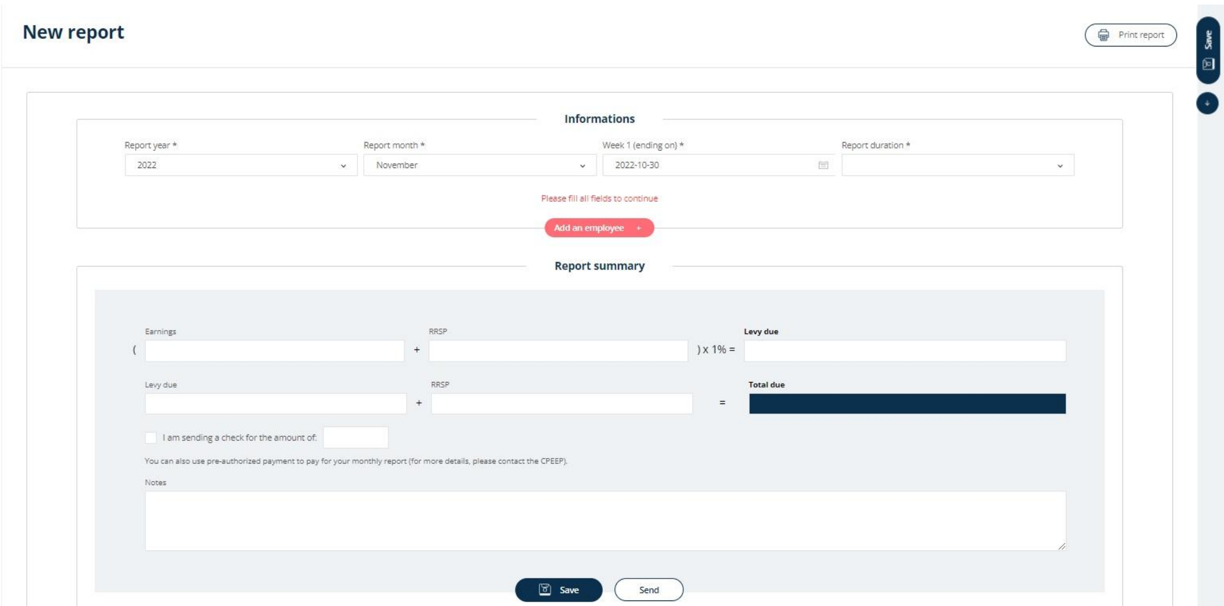
Status: The different status applying to a monthly report are the following:

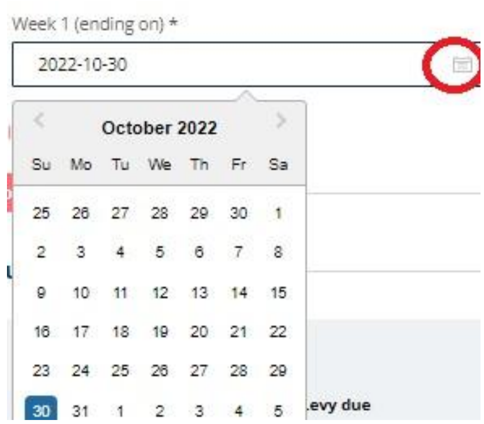
Open	Your report has been saved, but still not sent to the Parity Committee. It can still be edited. This means you can start filing out your report, indicating the information regarding your first pay period, for example, then save it, to continue on the next pay period.
Sent	The report was sent to the Parity Committee: it can no longer be edited. The ***Sent date*** is your proof that it was sent.

- Once your report has been sent to the Parity Committee, it can no longer be edited. If you need to bring any changes to your report, you must contact the Parity Committee to amend the monthly report. The general principle of an amendment is that what you indicated in excess in the original report can be filed back in negative, and what was omitted can be added.
  - Example 1: You forgot to file one employee in your report. You can produce an amendment including only the missing employee.
  - Example 2: You filed by mistake an employee who is not subjected to the Decree, or who has not worked during this specific month. You can create an amendment with this employee having the same data than in the original, but in negative (hours and amounts).
- **Please contact the Parity Committee to explain the situation and to get the exact instructions to amend a report.**

4th TAB :

- When all your employees are added in your employee's grid, you must click on ***New monthly report*** to produce your first report. Below is the screen that will be displayed:

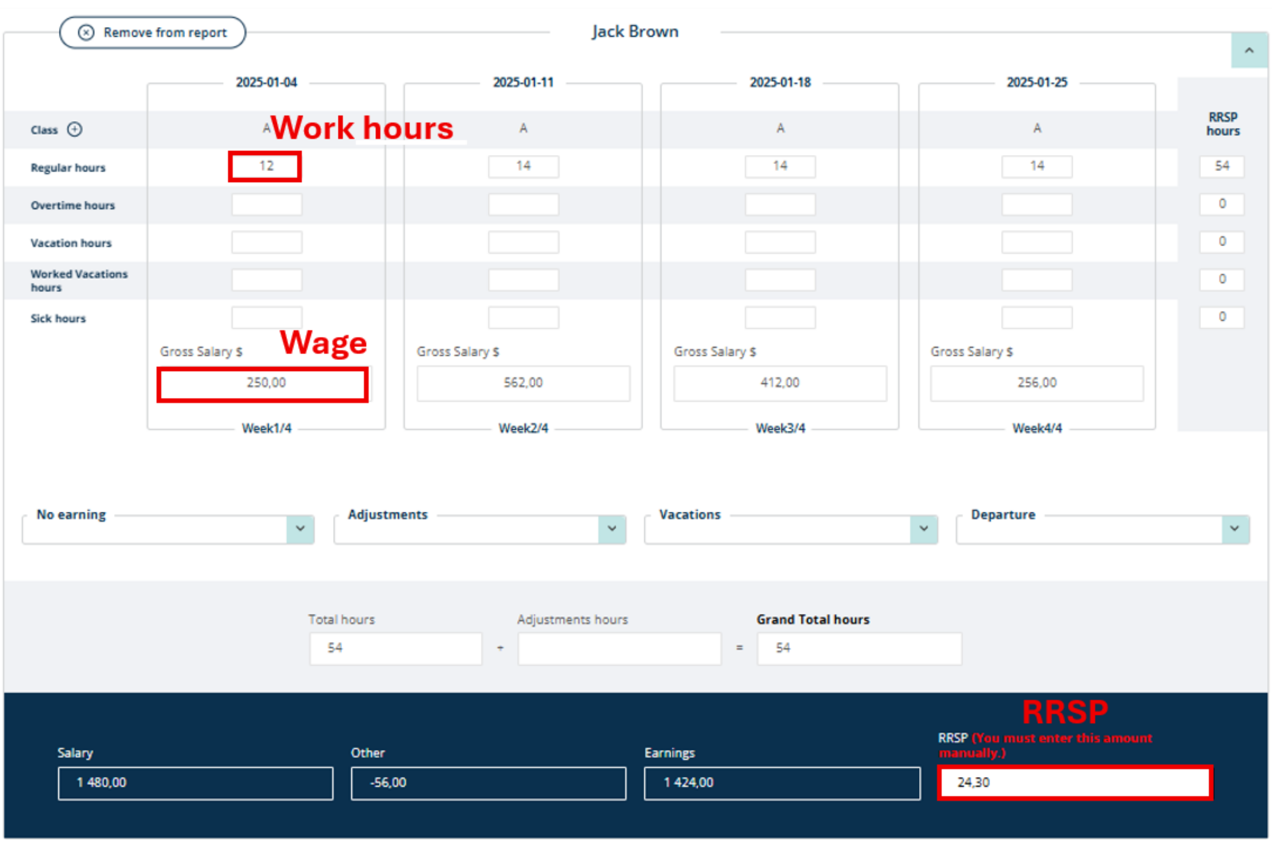




- Please be sure to complete the four mandatory fields of the first section (***Information)***: ***Report year***, ***Report month***, ***Week 1 (ending on)*** and ***Report duration*** (4, 5 or 6 weeks).
- As shown besides, click on the date icon (circled in red) to set the first week of the report in the calendar.
- **IMPORTANT**: The employees listed in the monthly report will be sorted based on your preference under the **Employer** section.
- **IMPORTANT:** Make sure that first date listed in your monthly report is exactly 7 days after the last date listed in the previous month. **Contact the Parity Committee if you must change the date.**
- Once your first report has been saved, when you generate your next reports, by default, the portal will display a report where the first three fields will be completed to logically follow the previous report. You will then only have to indicate the correct number of weeks in the 4th field. However, please take the time to check that the default information is correct.

- You can then click on ***Add an employee*** to choose the first employee of your report.
- When you click on ***Add an employee***, you are required to choose one or many employees by checking the box corresponding to each employee.
- You may also check the box appearing in the top of this screen to select all employees at once.
- Once your employee is added in the report, you can file his weekly work hours, his salary, and the amount of RRSP contribution owed, as shown in the example below. You may file the salary every two weeks if your pay period is bi-weekly.

If you are producing a report with no activity, you can go directly to the ***Summary*** section of the report, check the box ***I am sending a check for the amount of: $,*** enter $0 and click on ***Save***, then on ***Send***.

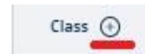


- Note that sections ***No earning***, ***Adjustments***, ***Vacation*** and ***Termination*** allow you to add other type of earnings, or additional information about the employee. Under the earnings and hours section, you can see, in grey, the calculation of the total hours. The darker area below displays the monthly summary for this employee (earnings and RRSP).

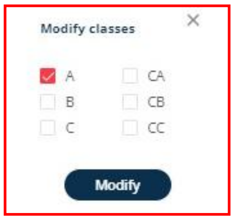
- **Please pay close attention to employees who are 71 years of age and over and the regulations that apply to their hourly rate.** Please consult the Decree which is available on our website.

Here is some information about the different sections in each employee's grid:

- ***Class***: This information comes from the employee's record (Employees tab). If your employee performs tasks that belong to another class of employment than the one shown, you can add a work class using the + sign, appearing besides Class:



- You now have access to the ***Modify classes*** function:



IMPORTANT: **if you modify classes in this way, it will not be updated in the employee's record** (Employees tab). You may use this function for temporary class modifications only. If you want to permanently modify an employee's work class, it is recommended to apply the change in the employee's file.

- ***Regular hours***: Use this line to file the regular hours performed by this employee in each work class. You will use the next lines for other type of hours (overtime, legal holidays, worked holidays, sick leave).

- ***Overtime hours***: Indicate the number of overtime hours accomplished by this employee if applicable (see article 3 of the Decree to learn more).

- ***Holiday hours***: State in this line the number of hours paid for a statutory holiday. **IMPORTANT**: if the addition of regular and holiday hours exceeds 40 hours, the exceeding regular hours must be filed in section ***Overtime hours***. They must also be paid at time and a half. If the holiday is worked, see the following paragraph.

- ***Worked holiday hours***: The hours worked on a statutory holiday must be filed on this line and are paid at time and a half (for the regular employee with 280 hours of work or more). The holiday pay itself must be indicated on the previous line. (See article 7.07 of the Decree to learn more).

- ***Sick hours***: State here the number of hours paid to your employee as sick leave for each week. This line is also used, when applicable, for the payment of the annual excess sick leave hours, which you must calculate every October 31 (see Decree, art. 12.02).

- ***Salary $***: Indicate the total **gross** salary for each week (excluding the RRSP contribution which is calculated further on). The total gross salary can be indicated every two weeks when the pay period is by-weekly. However, you must still state the details of the hours for each week.

- When the hours for the first employee are completed, you must click again on ***Add an employee*** or, if you have other amounts to declare for this employee, click on the arrows in the ***Adjustments***, ***Vacation*** and ***Termination*** fields, according to the situation. In the case of adjustments, or other type of hours, indicate the number of hours and the corresponding period. Please fill all the required fields.

- ***No earnings***: if an employee is still on your payroll but without earnings during this month, indicate the reason of the leave (ex: maternity leave, CNESST, long term sick leave, etc.). If the employee is on vacation, do not use this field.
- **RRSP Calculation:** You must enter the amount of RRSP contributions owed for each of your employees. The total contributions will be automatically calculated in the **Summary** section at the bottom of the report.

When all the required information is filed for every employee, **you are now ready to send the report to the Parity Committee.**

Section ***Report summary*** in the bottom part of the screen states the detail of calculation for this month. The different fields in this section are numbered below for more information.

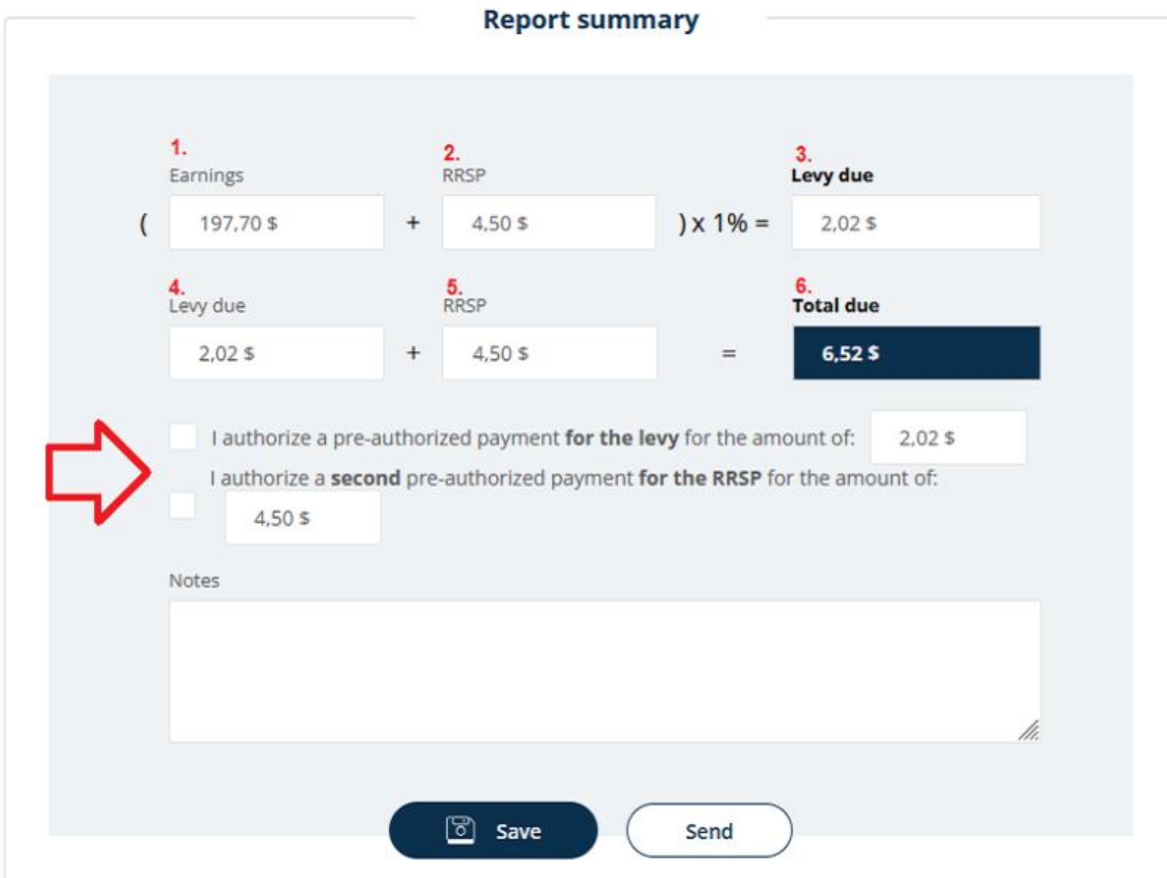
1. Earnings: sum of the earnings of all the employees of the report, including vacation pay, severance pay and/or adjustments (excluding RRSP).

2. RRSP: calculation of the total RRSP due for all employees of the report, according to the number of hours declared.

3. and 4. Levy due (box ***3.***: calculation of 1% of the total payroll, including RRSP). This amount is carried over in box ***4.*** to calculate the total amount due for the report.

5. RRSP: box ***2.*** copied in box ***5.*** (Calculation of the total due)

6. Total due: sum of boxes ***4.*** and ***5.*** This amount cannot be changed.



Report summary

1. Earnings: 197,70 $
2. RRSP: 4,50 $
3. **Levy due**: 2,02 $

(197,70 $ + 4,50 $) x 1% = 2,02 $

4. Levy due: 2,02 $
5. RRSP: 4,50 $
6. **Total due**: **6,52 $**

2,02 $ + 4,50 $ = 6,52 $

☐ I authorize a pre-authorized payment **for the levy** for the amount of: 2,02 $

☐ I authorize a **second** pre-authorized payment **for the RRSP** for the amount of: 4,50 $

Notes

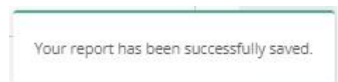
Save Send

- The next step is to check the box ***I am sending a check for the amount of*** or ***I authorize the levy of***, according to the situation. This amount corresponds to the total due as appearing in the report summary. **You can change manually the amount you are sending if you have a credit or any other amount due you may want to add**.

- The field ***Notes*** is intended to allow the employer to add any information for the Parity Committee, if necessary. So, if you pay a different amount than the one indicated in the ***Total due*** box, you can attach an explanation for the person who will process your report.

- You can now click on the ***Save*** button.

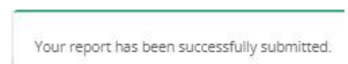
- The following message will appear in the bottom right of the screen:



- If this is the first time you save this report, you will notice that it now appears in the reports list of the ***Monthly reports*** tab. The report is still editable.

- To access any report, you just have to click on the ***Monthly reports*** tab, then, click on the edition icon which allows you to consult details of the report:

- When you are ready to send the report, click on the ***Send*** button. The following message will show at the same place than the preceding message:



- After having sent your report, you may go to the ***Monthly reports*** tab. You can see that the ***Sent date*** column now shows the date the report was sent. This is your proof that the report was sent.

Pre-authorized levy

If you are not registered to the pre-authorized levy payments, you may contact us at info@cpeep.qc.ca to register. This allows you to send your report and to pay the amount due in only one click.

Retention of Monthly Reports

- For security reasons and sensitive data protection, please note that only the 15 most recent monthly reports are available on the Portal. When you add a 16th report, the oldest report will be removed from the Portal.

- You will need to print the older reports if you want to keep a copy.

Print your monthly report

- You do not need to print your reports: they are saved on a secured server which has a regular backup schedule.
- If you still want to print your report, click on the ***Print report*** button in the upper right of the report:

- The portal sends the report for printing on a table format. You can select the format in which the report can be printed, including the option of printing it on a PDF format from Microsoft, if the installation is already available on your computer.
- If you are an accountant and want to send the report to your client, you will only have to save the PDF file in question and then send it as an attachment to the recipient of your choice, in a secure transmission method.

Exit the application

To disconnect, click on your username, in the upper right of the screen, then click ***Disconnect***.