

## BULLETIN INFORMATION

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DATE:	September 15, 2025	TYPE:	Information	NUMBER:	070-24
SUBJECT:	2025 Fall Change Of Card online bid				

### DETAILS

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Attention All T&E Employees,

Please be advised that we are **ONLY** accepting bids submitted through the COC online bidding portal.

**Bids or Changes will not be accepted by fax or email.**

Below are the instructions on how to submit your bid online.

**IF YOU ENCOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR BID, CALL THE IS HELP  
DESK at 1-800-387-1833**

## **From External Website (employees.cpr.ca)**

If signing onto CP Station externally, you must access the AV bid form from the employees.cpr.ca landing page. The link has been added to the bottom (Change of Card Bid link will replace the Mileage Date Bid link pictured below). Once you click on the link, proceed to step 5.



### **Employees.cpr.ca Quick Links**

**Please do not close this browser tab.  
Closing this browser tab will disconnect you from CP's network.**

Please access common resources using the links provided below:

- [Crew Information Application](#)
- [Employee Station](#)
- [Mainframe Access \(CMA\)](#)
- [Train Control Overview \(CTC\)](#) - IE 11 Only
- [Engineering Bulletin-Bid-Award Application](#)
- [TCRC-MWED Bulletins & Seniority - Canada](#)
- [Mainframe Access](#)
- [Career Tracks](#)
- [CP Corporate Website](#)
- [Learning Management Services](#)
- [Password Reset Tool](#)
- [Remote Desktop Services](#)
- [Webmail](#)

**To Log into [CP Station](#) use your Full ID followed by @cpr.ca  
For example: *doe0001@cpr.ca***

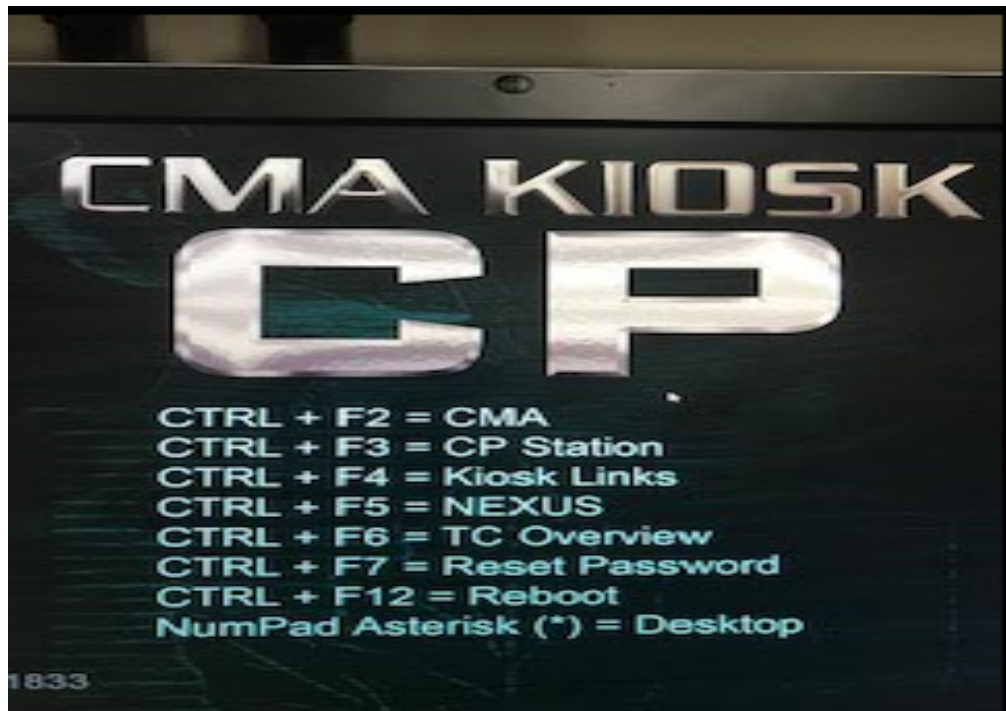
**If you are using a personal device to connect you will be  
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


**[Mileage Date Bids - Canada TCRC Running Trades Employee](#) - Bids will  
only be accepted between October 15 00:01 - November 12 23:59**

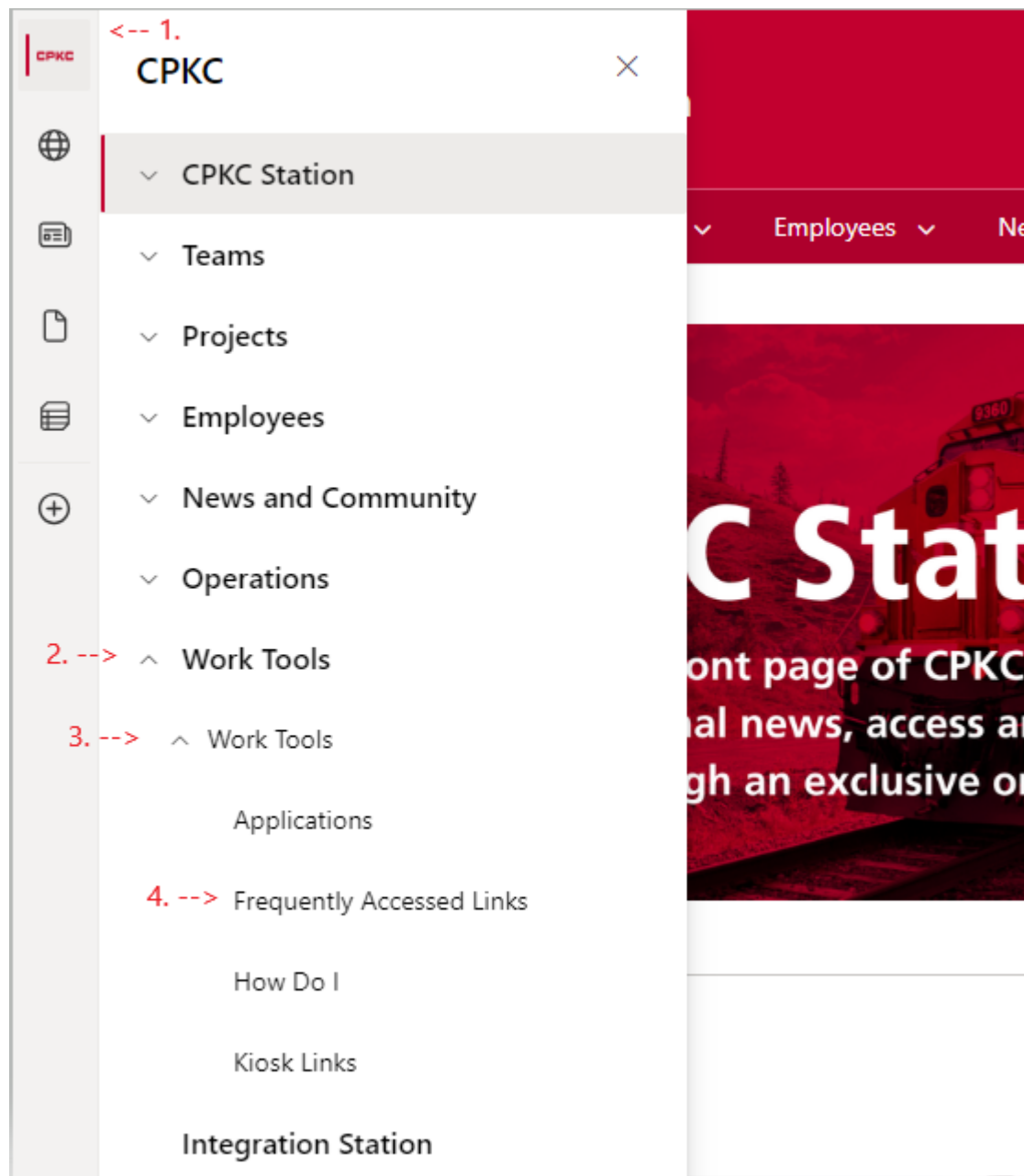
## Step 1

**CTRL + F3** to take you to **CP Station**



## Step 2

Click the CP Logo  at the top left of CP Station, then click on the arrow beside 'Work Tools', then click the arrow beside the next 'Work Tools' and then select 'Frequently Accessed Links'



### Step 3

Scroll down the list of Frequently Accessed Applications and click on 'Crew Information'

The screenshot shows the CPKC Work Tools SharePoint page. The left sidebar contains navigation links: Home, Applications, Frequently Accessed Links (selected), How Do I, Kiosk Links, TCRC-MWED-2025, LKCS Engineering, and Recycle bin. The main content area is titled 'CPKC Work Tools' and features a search bar. Below the search bar, there are several application tiles. The 'Frequently Accessed Links' section is expanded, showing a list of applications. The 'Crew Information' link is highlighted with a yellow box. Other visible links include 'Railinc - Car Accounting Self Service (CASS)', 'Vista GUI', 'Department: Operations (58)', 'AAR Publications', 'Bid Forms', 'Bill of Lading Search Tool', 'Compliance Manager', 'CP Toolbox', 'Crew Balancer', 'Crew Notification', 'Dangerous Commodities Location Reports (DCLR)', 'DELTA', 'Detector Equipment (DETEQ) Reports', 'Dimensional Protection Notices', 'eDemurrage', 'Electronic Logging Device (ELD)', 'Engineering Bulletin-Bid-Award Application', 'Engineering Daily (Electronic) Reports', 'Engineering Services Daily (ESD)', 'Equipment Information', 'Fuel Conservation - Locomotives', 'Fuel Management System VDI', 'Imaging Reports', 'Incident Management', 'Interline Agreements', 'LKCS Engineering Bulletins and Rosters', 'Locomotive Management and Planning (LMP)', 'Mobile Assets Tracking System (MATS)', 'Nexus', 'Operating Plan Explorer', and 'Operating Plan Explorer (OPE)'. A 'Show All' link is also present at the bottom of the list.

### Step 4

Click the link "<https://wappp0309.cpr.ca:4431/ChangeCardsBids>" located under the crew information link.

Applications

Frequently Accessed Links

How Do I

Kiosk Links

Recycle bin



## Crew Information

Click the link below to launch the application.

- [Crew Information](#)  
(This link is only accessible internally, to access Crew Information externally, please login <https://employees.cpr.ca>, in the home page, click on the Crew Information link)
- <https://wappp0309.cpr.ca:4431/ChangeCardsBids>  
Change of Cards Bids - Canada TCRC Running Trades Employee - Bids will only be accepted starting 2023 September 18 00:01  
(Thank you very much for entering your bids!  
This link is only accessible internally.  
To access Change of Cards Bids externally, please login <https://employees.cpr.ca>, in the home page, click on the Change of Cards Bids link.  
To access Change of Cards Bids from a Kiosk machine, please navigate to the Kiosk links and click on the Change of Cards Bids link.)

## Step 5

The loaded form will need to be completed for each employee wishing to submit a change of card bid, for each craft they wish to bid (ie. Engineer positions will be bid by selecting 'Bid Craft' option 'Engineer'. All CTY crafts will select 'Conductor').

- You must fill out your employee number in the "Employee CP ID#" field
- You must fill out an email address in order to receive an email confirmation of your bid. This can be to any valid email address, internal or external
- You must fill out your name as it appears in CMA in the "Employee Name" field
- You must select your current home terminal from the drop down menu.
- If you are wishing to change home terminals, please select the checkbox "Requesting to change home terminals" option. If not, please leave this blank.
- You must select "YES" in the user agreement to verify you are submitting a bid on your own behalf and not for another employee
- Once these fields are filled in, click the **Bid Craft** drop down box and select the craft you wish to submit a bid for.

Your information should be entered before you continue to enter your bid choices

**CPKC**

CHANGE OF CARDS  
OR GENERAL ADVERTISING OF ASSIGNMENTS BIDS - CANADA  
TCRC RUNNING TRADES EMPLOYEE

Employee CPKC ID#	<input type="text"/>	Email Address	<input type="text"/>
Current Home Terminal	<input type="text"/>	Employee Name	<input type="text"/>

Requesting to change home terminals: ☐ Yes

User Agreement. You accept all information you submit using this syst

Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.

Bid Craft

Employee CPKC ID#	1234567	Email Address	john_rail@cpr.ca	User Agreement. You accept all information you submit using this system.
Current Home Terminal	Edmonton	Employee Name	Rail, John	Yes
Requesting to change home terminals: <input type="checkbox"/> Yes				
<b>Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.</b>				
Bid Craft	Conductor			

**IF YOU ENOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR ID, CALL THE IS HELP DESK @ 1-800-387-1833**

### **Step 6**

For the selected craft you are bidding, select any of the extra bidding codes you wish for your change of card bid. Codes are only selectable for the chosen bid craft. Making changes to these selections is optional.

Bid Craft	Conductor	
Engineer: (Optional)	Conductor: (Optional)	
National Reserve Board: <input type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	National Reserve Board: <input type="checkbox"/> Yes - Add or <input checked="" type="checkbox"/> No - Remove	
Auxiliary Board: <input type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	Auxiliary Board: <input checked="" type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	
	Interim Locomotive Engineer Extra Board: <input checked="" type="checkbox"/> Yes - Add	
	When working as a brakeperson on an assignment, I wish to do relief work as a conductor on my own assignment (RQAS): <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	
	When working as a brakeperson, I wish to do relief work as a conductor (RQSR): <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	

### **Step 7**

To enter your bid choices, please select the terminal the bid job is located in, and then type in the job name in the field beside it. Please type out the job name as it appears on the change of card bulletin. Be specific, and for CTY bids, please ensure you are including which craft position (Foreman, Helper, Conductor, etc.) you are bidding. Choices that are not on the General Advertisement will be disregarded. Choose "Add to Choices" button for each position you wish to bid. If you need to undo a choice, please use the "Clear Last Choice" button to undo the last added choice.

Terminal	Edmonton	Job Name	Write job selection from the change of card bulletins here
Add to Choices		Clear Last Choice	
<b>Choices</b>			
1: Edmonton   Example Job 1 CO			
2: Edmonton   Example Job 2 CO			
3: Edmonton   Example Job 1 BK			
4: Edmonton   Common Spareboard			

### **Step 8**

At the top right of the form, select "Submit" once your bid is complete to submit the bid. If you wish to cancel submitting a bid, select "Cancel" and the bid will not be submitted. If you wish to enter a bid for another craft, please repeat the process above while selecting the other Bid Craft option on the bid.

### **Step 9**

An email confirmation of your bid will be sent to the email address provided at the top of the bid. If there are errors you wish to correct, please submit a new bid through the bidding application and it will overwrite the previously submitted bid.

Bids or changes to bids will not be accepted by fax or email.

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