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The PDF files for T4 slips are treated as pop-ups in Internet Browsers. Click on the link below that most closely matches your Operating System and Internet Browser to allow the pop-ups.
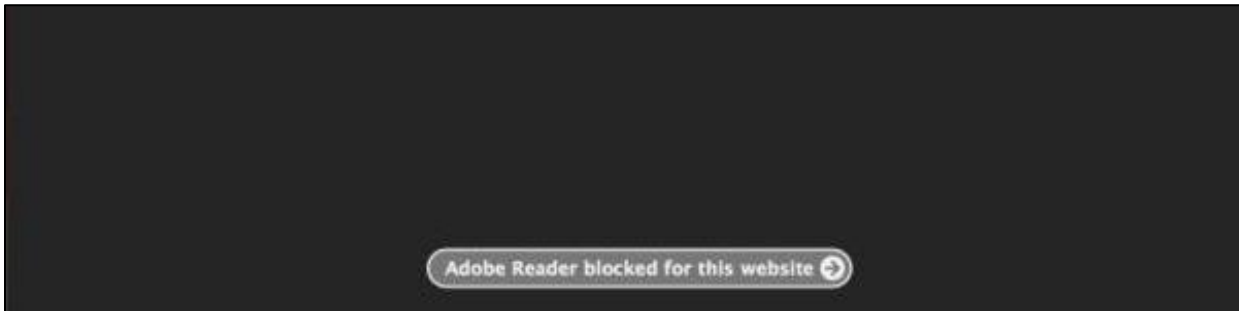
iMac/Macbook – Safari (Blocked File)

1. Click on 'Year End Slip' link.

2. The browser will open a new tab with the below warning message. Click on the message 'Adobe Reader blocked for this website.'

3. Click on the 'Trust' button.

You may receive the below message either in a new ab or new page. Click on the 'View T4/T4A Clips' tab.

5. Click on the 'Year End Slip' link again.

6. You should have your slip in PDF format now in a new tab or window.
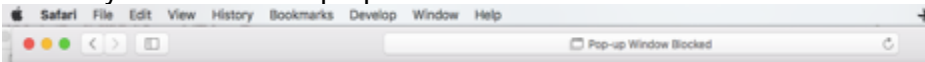
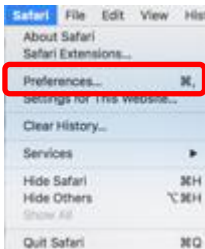iMac – Safari (Spinning Cursor/No Action)

1. If your cursor spins or nothing happens when you click on the link to view your slip, you will need to go to Safari 'Preferences' in the menu at the top of the screen.
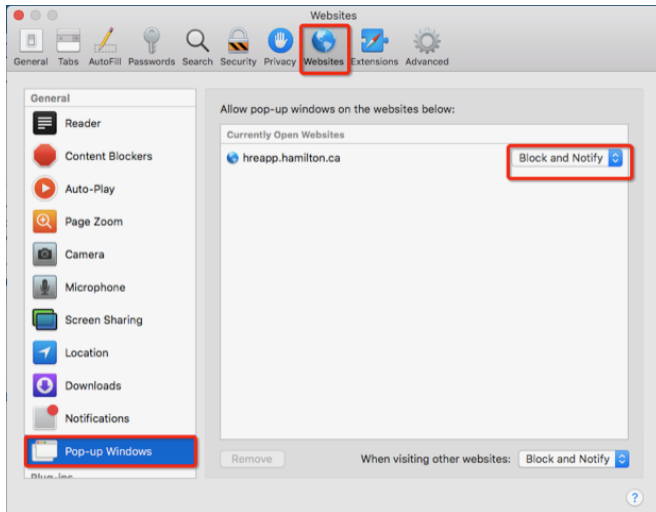

You may also notice "Pop-up Window Blocked" in the URL.

2. Select Safari from the top tool bar, and choose Preferences from the drop down menu.
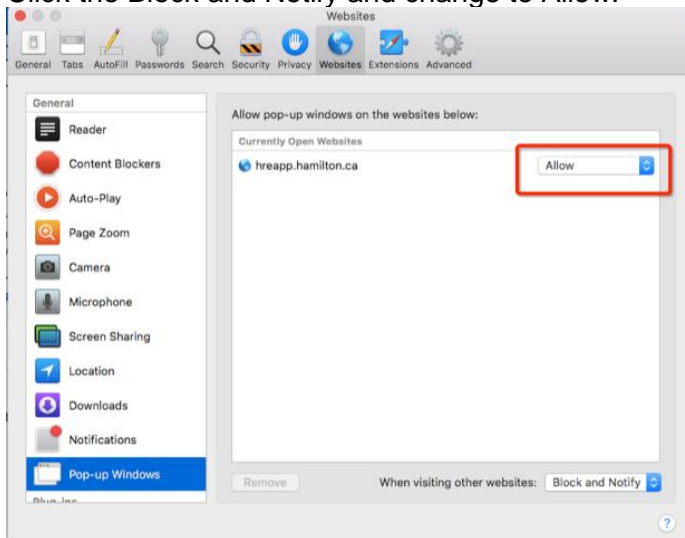
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3. Select 'Websites' at the top and 'Pop-up Windows' from the side. Block and Notify will be showing on the website.

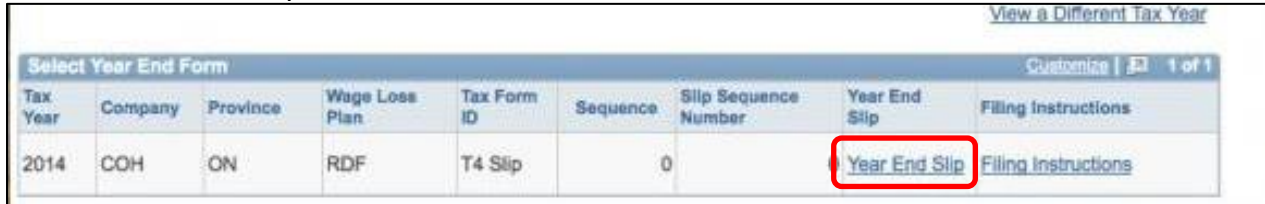

4. Click the Block and Notify and change to Allow.

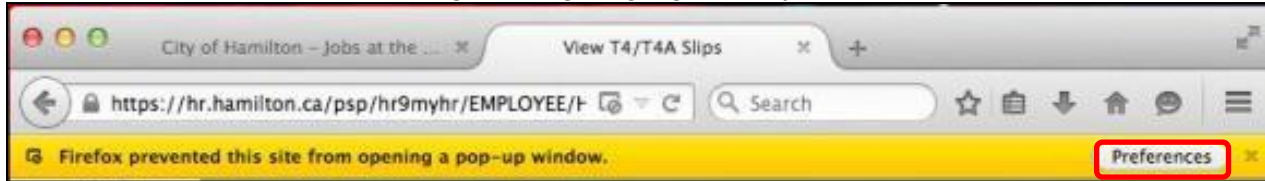5. Now when you click "View Slips" the pdf of your T4 will pop up.

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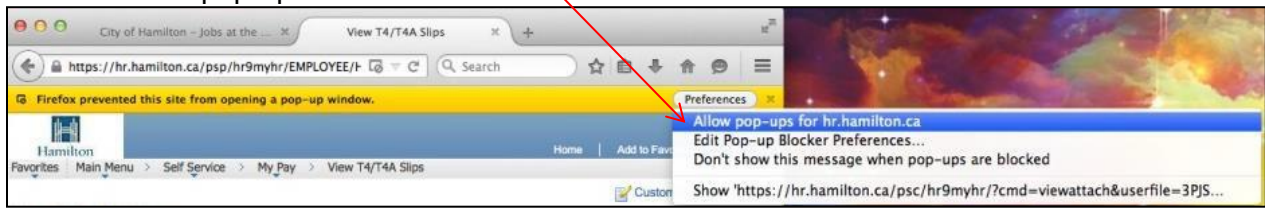iMac – Firefox

1. Click on 'Year End Slip' link.

2. The browser will open a new tab or window with the below warning message. Click on the 'Preferences' button on the warning message highlighted in yellow.

3. Click on 'Allow pop-ups for hr.hamilton.ca.'
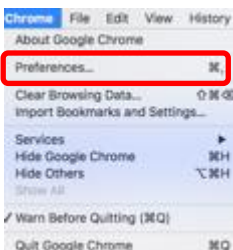

4. Your slip should load into a new tab or page.

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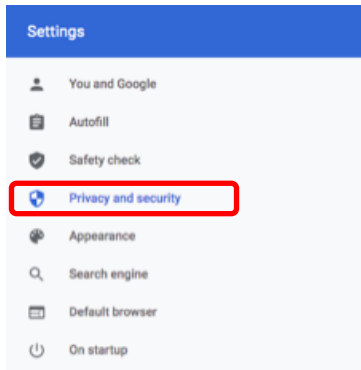iMac/Macbook – Google Chrome

1. Click on the 'Year End Slip' link.

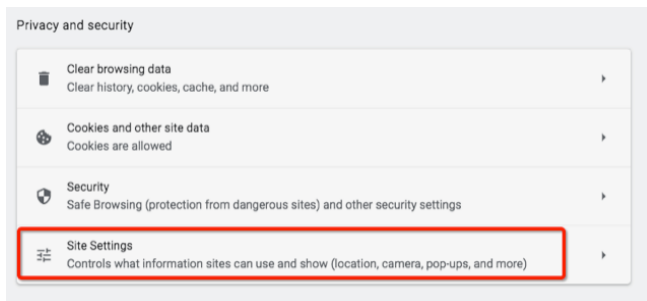2. You will get a pop-up error message.

3. Click on Chrome in the header bar and select Preferences.
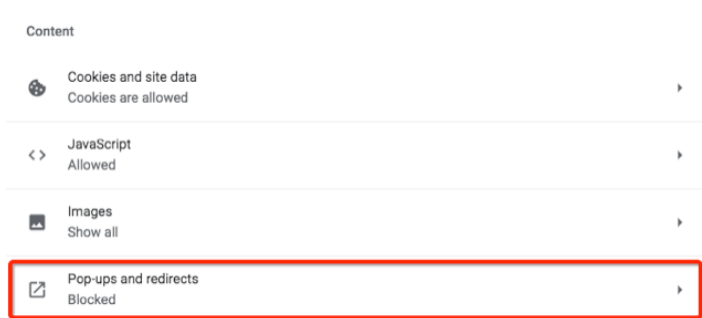
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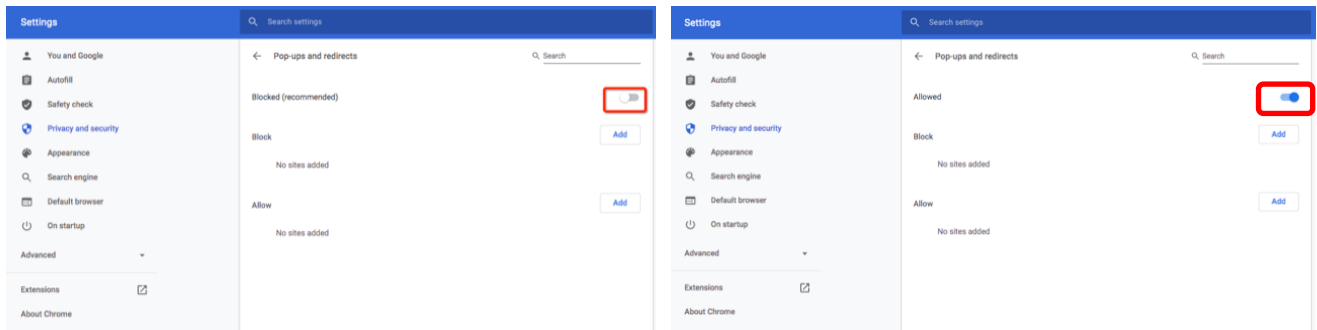4. In settings, Select Privacy and Security.

5. Select Site Settings.

6. Select Pop-ups and redirects.

7. The toggle will show Blocked (recommended), click the toggle to make it Allowed (it will change to blue).

8. Click View slips again and the T4/T4A PDF will open.

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iPhone/iPad – Safari (blocked pop-up)
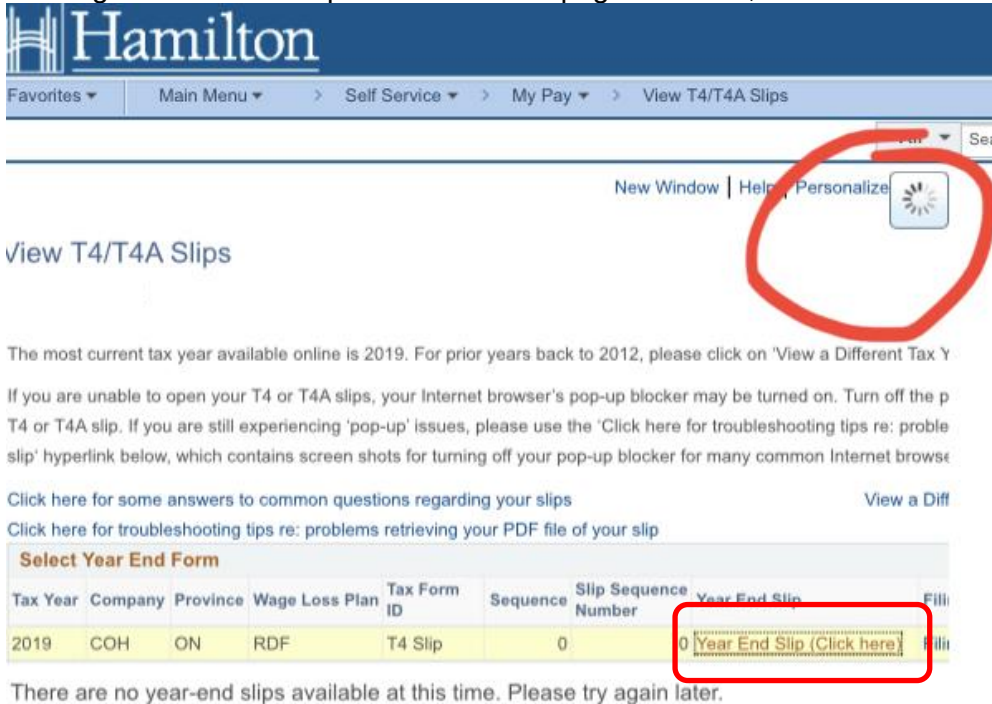
1. The below message will appear after clicking on the 'Year End Slip' hyperlink. Click on Allow and the PDF should open.

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iPhone/iPad – Safari (change in settings required)

1. Clicking on 'Year End Slip' link causes the page to reload, but a PDF does not pop-up nor is there an
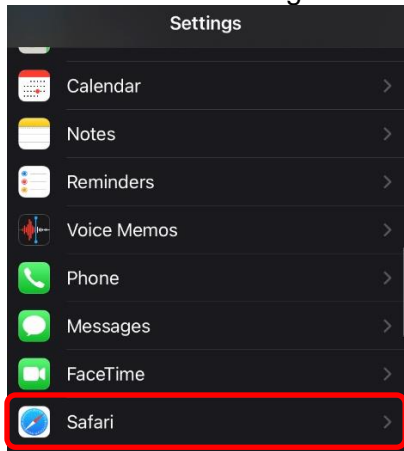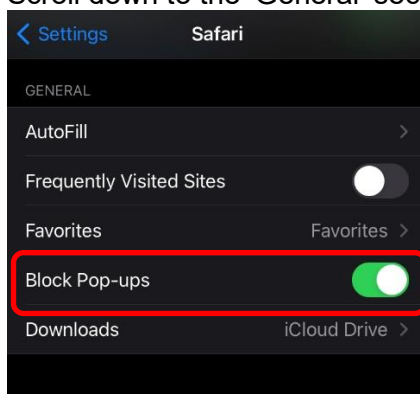

2. Change Pop Up Settings in Safari

Select the Settings App on your home screen.

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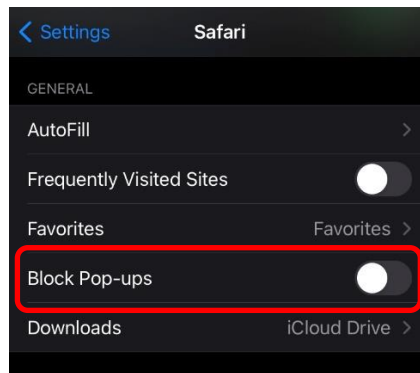Scroll down the settings list until you find the Safari section. Click on Safari.

3. Scroll down to the 'General' section and locate the 'Block Pop-ups' section.

Slide the button to the left to turn it off. The Indicator will turn from green to white/grey.

4. Go back to your Safari App and click on the 'Year End Slip' link again.

5. You should get a PDF open in a new browser window.

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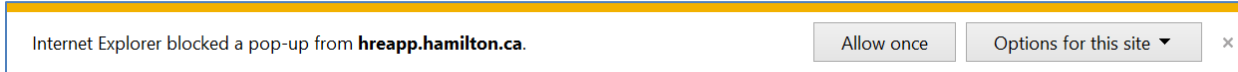Updated: February 2021

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PC – Internet Explorer 11

1. Click on 'Year End Slip' link.

Click here for some answers to common questions regarding your slips				View a Different Tax Year					
Click here for troubleshooting tips re: problems retrieving your PDF file of your slip									
Select Year End Form								Personalize	🗗	1 of 1
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions	
2019	COH	ON	RDF	T4 Slip	0	0	Year End Slip (Click here)	Filing Instructions	

2. You will receive the below message. Click on the 'Options for this site' button on the message.

Internet Explorer blocked a pop-up from **hreapp.hamilton.ca**.	Allow once	Options for this site ▾	×

3. Click on 'Always Allow.'

Internet Explorer blocked a pop-up from **hreapp.hamilton.ca**.	Allow once	Options for this site ▾	×
		Always allow	
		More settings	

4. Click on 'Year End Slip' link again and your PDF slip should open in a new tab or window.

Click here for some answers to common questions regarding your slips				View a Different Tax Year					
Click here for troubleshooting tips re: problems retrieving your PDF file of your slip									
Select Year End Form								Personalize	🗗	1 of 1
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions	
2019	COH	ON	RDF	T4 Slip	0	0	Year End Slip (Click here)	Filing Instructions	

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PC – Internet Explorer 11 (Compatibility)

1. If you see the following graphic at the end of the url box at the top of the page. Please click on the broken page icon to turn it from grey to blue. This will turn on compatibility mode.
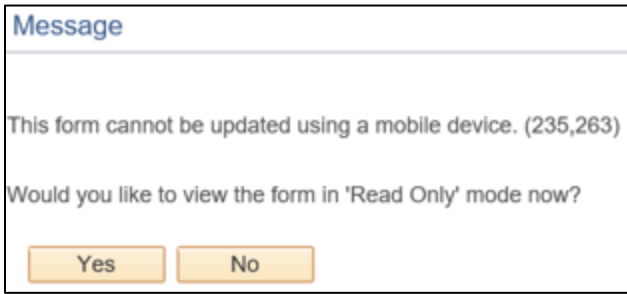

Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions
2019	COH	ON	RDF	T4 Slip	0	0	Year End Slip (Click here)	Filing Instructions

Click here for some answers to common questions regarding your slips
Click here for troubleshooting tips re: problems retrieving your PDF file of your slip
View a Different Tax Year
Select Year End Form — Personalize | 1 of 1

2. If you see the below message, click OK and your PDF will generate. You will be able to print or save the file.

Message

This form cannot be updated using a mobile device. (235,263)

Would you like to view the form in 'Read Only' mode now?
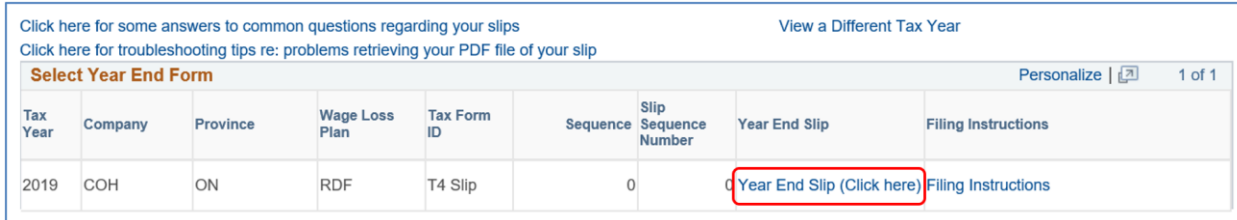
Yes   No

3. Alternatively, you can turn off compatibility view by clicking on the gear icon ⚙, theN Compatibility View settings. Click on Hamilton.ca from the list and click on Remove. Click Close. Your My HR Info session will most likely close with the removal of compatibility. Sign in again, navigate to View T4/T4A Slips and click on the hyperlink again.
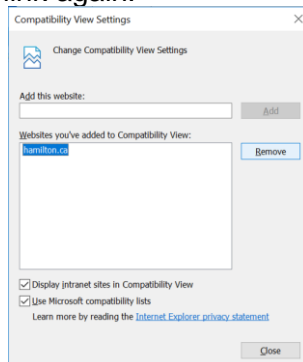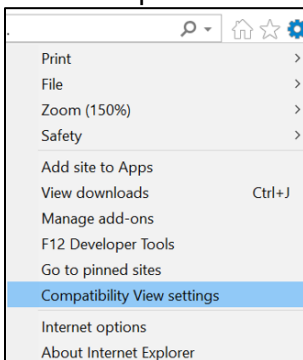
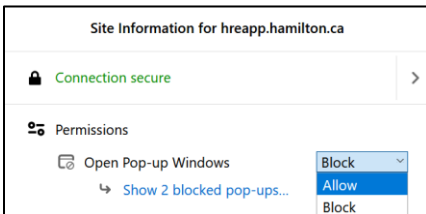[Top](#)

PC – Firefox

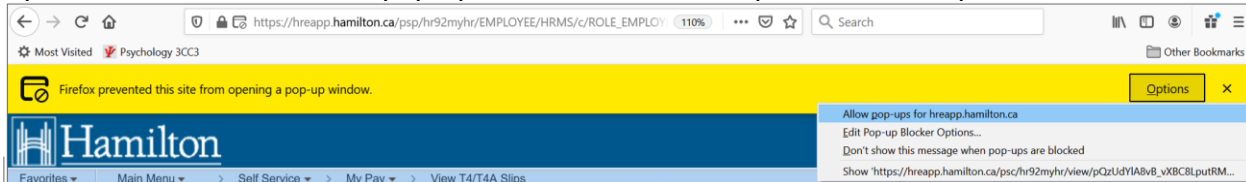1. Click on 'Year End Slip' link.

2. You will see the below message. Click on the ⬚ icon in the address bar or Click on the 'Options' button in the message.
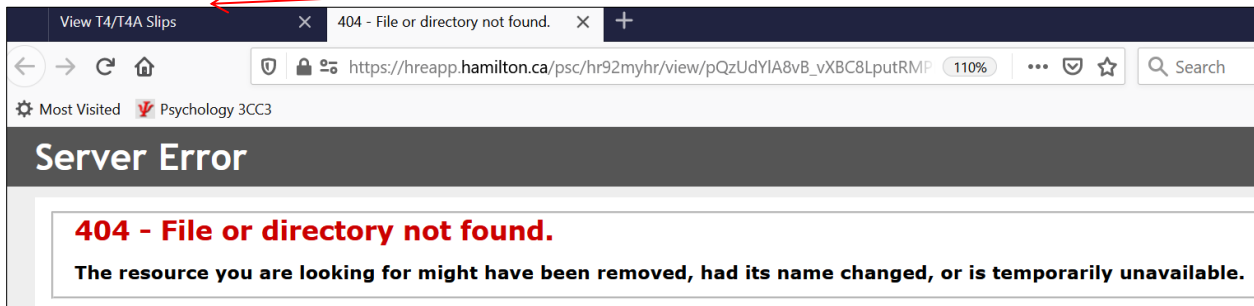

3. ⬚ icon in the address bar: Select Allow from the drop down. Click anywhere on the page to close.
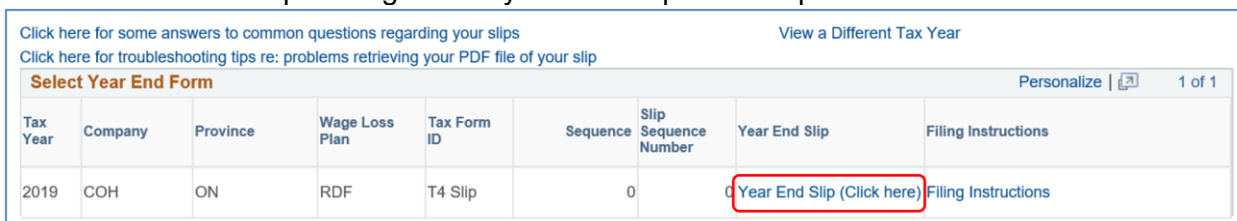

4. Options button: Select 'Allow pop-ups for hr.hamilton.ca' option on the dropdown menu.

5. You may receive the below message in a new tab or window. Go back to the 'View T4/T4A Slips' tab or window.

6. Click on 'Year End Slip' link again and your PDF slip should open in a new tab or window.
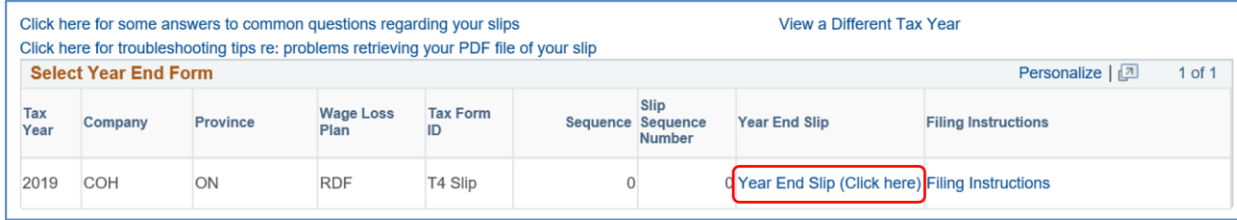
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PC – Google Chrome
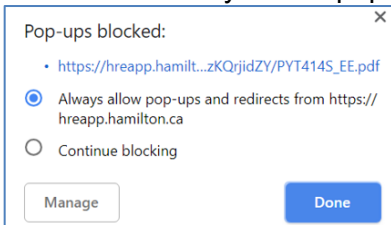
1. Click on the 'Year End Slip' link.

2. You will see the below message. Click on the 'Pop-up blocked' message box.
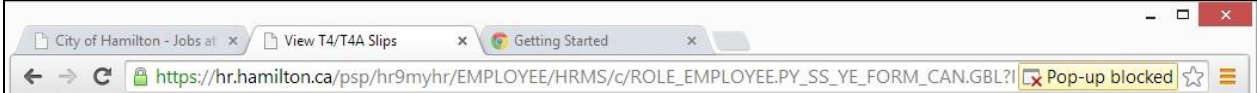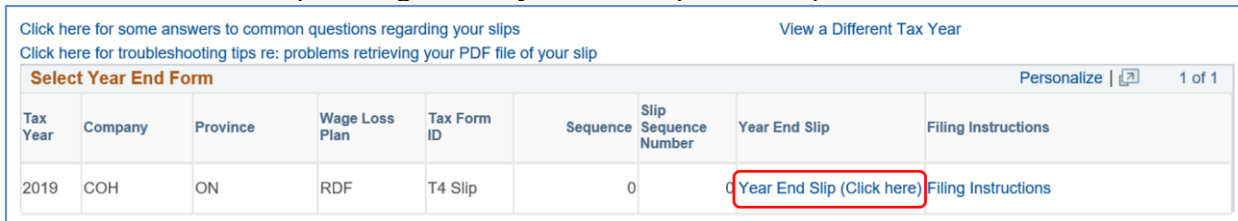

3. The error message will change to the ⬚ icon if left too long or subsequent visits. Click on the icon.
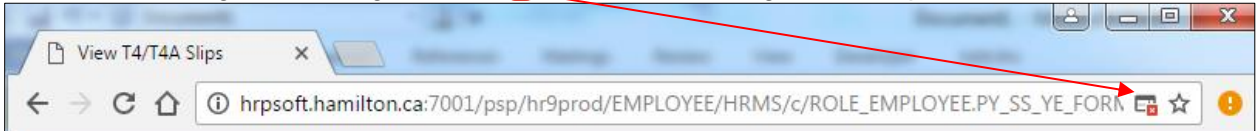
4. Select the 'Always allow pop-ups and redirects from…' Option and click 'Done.'

7. Click on 'Year End Slip' link again and your PDF slip should open in a new tab or window.

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PC – Windows 10 – Microsoft Edge App

1. Click on 'Year End Slip' link.

2. Click on Always allow. The PDF will open in a new tab or window depending on your settings.

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