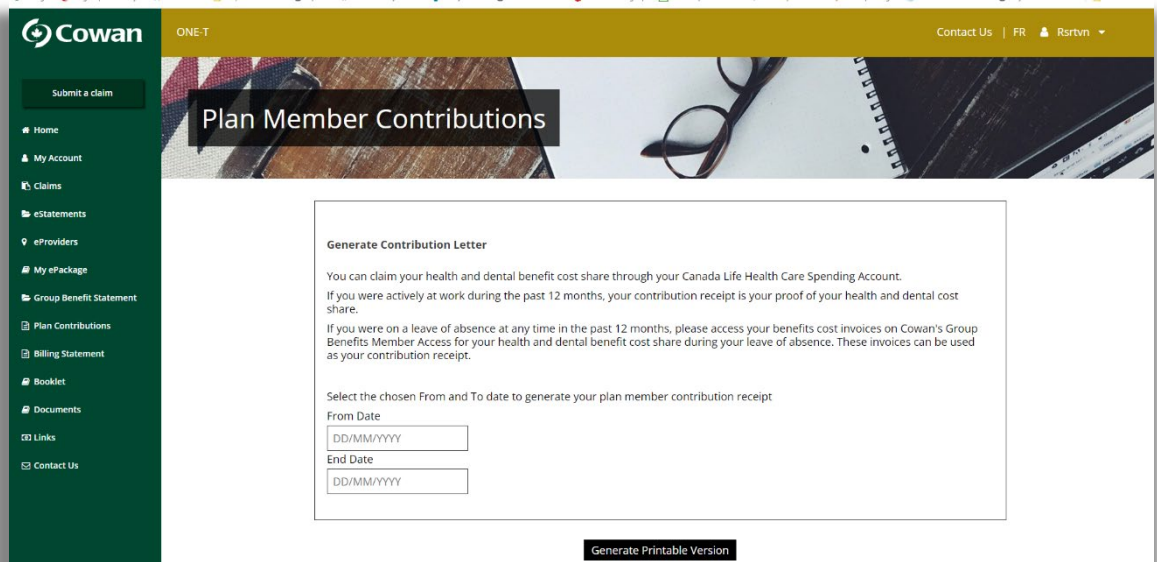


How to access your Plan Member Contribution Statement

1. Log in to the [Cowan portal](#).
2. From the left-side menu, select **Plan Contributions**.
3. Enter the "From Date" and "End Date" for which you'd like to generate a contribution receipt.

Important: You must choose the first of a month for the "From Date" and the last of a month for the "End Date" – for example: **01/04/2023** to **31/07/2023**.



The screenshot shows the Cowan ONE-T portal interface. On the left is a dark green navigation menu with options like 'Home', 'My Account', 'Claims', 'eStatements', 'eProviders', 'My ePackage', 'Group Benefit Statement', 'Plan Contributions', 'Billing Statement', 'Booklet', 'Documents', 'Links', and 'Contact Us'. The main content area has a header with the Cowan logo and 'ONE-T' text. Below the header is a section titled 'Plan Member Contributions'. The main content area contains a 'Generate Contribution Letter' form with the following text: 'You can claim your health and dental benefit cost share through your Canada Life Health Care Spending Account. If you were actively at work during the past 12 months, your contribution receipt is your proof of your health and dental cost share. If you were on a leave of absence at any time in the past 12 months, please access your benefits cost invoices on Cowan's Group Benefits Member Access for your health and dental benefit cost share during your leave of absence. These invoices can be used as your contribution receipt.' Below this text are two input fields: 'From Date' and 'End Date', both with a placeholder 'DD/MM/YYYY'. At the bottom of the form is a 'Generate Printable Version' button.

4. This will generate a printable version of your statement that you can submit to be reimbursed through your Health Care Spending Account (HCSA).

Take note: for instructions to submit your Plan Member Contribution Statement to your HCSA, please review the tip sheet at <https://one-t.ca>. Select "Your Benefits" then "Health Care Spending Account" and scroll to the bottom of the page.