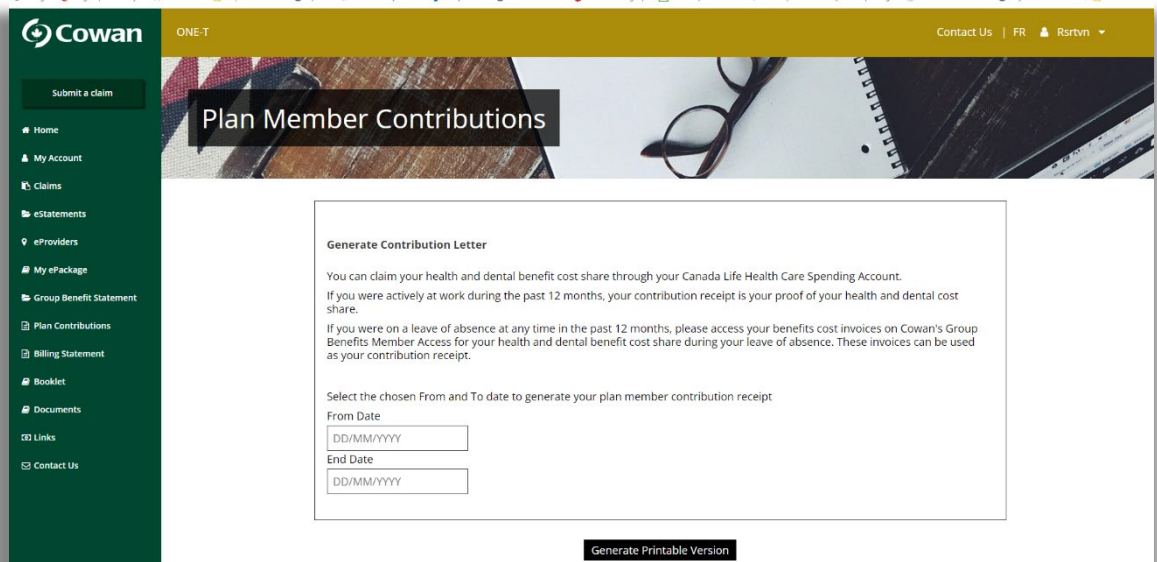


How to access your Plan Member Contribution Statement

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 is titled 'Plan Member Contributions' and features a 'Generate Contribution Letter' section. This section includes explanatory text about claiming health and dental benefit cost shares and a form with two date input fields: 'From Date' and 'End Date', both with a placeholder 'DD/MM/YYYY'. A 'Generate Printable Version' button is located at the bottom of the form area.

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 watch this video: www.one-t.ca > Your benefits > Health Care Spending Account (HCSA). Look for the video called "Scenario 3: The Special Expenses Approach".