

# How to produce your health and dental care fee list



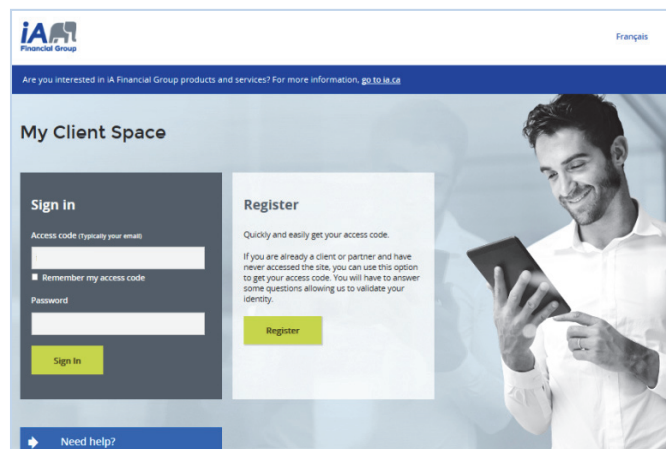
## Access your group insurance file

Go to [ia.ca/myaccount](http://ia.ca/myaccount). The login page will appear on your screen.

- 1 Type in your access code and password and click on **Sign In**. You will automatically be directed to the home page.

If you are a new plan member, your activation key will be (or has already been) sent to you by mail. Use this activation key to set up your My Client Space account by clicking on **Register**.

If you are not a new plan member and have never accessed My Client Space, click on **Register** and follow the instructions to obtain a new activation key.

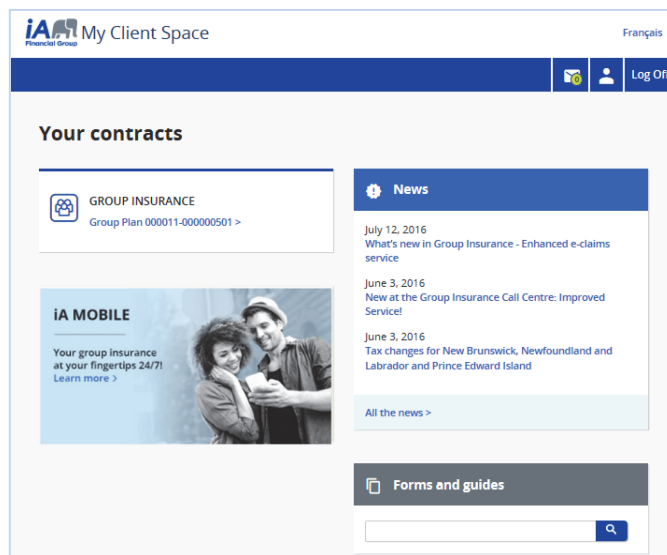


- 2 Under **Your contracts**, click on your group insurance plan to access your personal file.

## Need assistance?

Contact iA Financial Group  
Customer Service at

**1-877-422-6487**



## Search claims

- 1 In the left-hand menu, click on **Search claims**.
- 2 In the **Status** field, choose **Paid (for income tax purposes)**.
- 3 In the **Fees incurred** field, check **in the year** and choose the correct year.
- 4 In the **Search by benefits** field, choose **All benefits** or several benefits.
- 5 In the **Search by individual** field, choose one or several names.

Click on **Search** at the bottom of the page. You will automatically be directed to the list of all submitted and paid claims for your income tax return. You can either print it or save it to your computer.

## Complete your tax return form

- 1 You must declare the difference between the total of the **Submitted** column and the total of the **Paid** column (at the bottom of the table).

Status	Status Date	Name (Relationship)	Claim Type	Period	Submitted	Paid	Paid to	Check Number
Issued (N)	Nov 23, 2017		Health	Nov 6, 2017	\$93.00	\$50.00	Member	Direct Deposit
Issued (N)	Nov 23, 2017		Health	Nov 6, 2017	\$93.00	\$50.00	Member	Direct Deposit
Issued (P)	Oct 2, 2017		Health	Sep 29, 2017	\$57.17	\$51.45	Provider	Pay Direct
Issued (P)	Sep 27, 2017		Health	Sep 26, 2017	\$221.04	\$99.47	Provider	Pay Direct
Issued (P)	Sep 20, 2017		Health	Sep 19, 2017	\$54.85	\$49.36	Provider	Pay Direct
Issued (P)	Sep 6, 2017		Dental	Sep 6, 2017	\$270.00	\$234.30	Provider	Pay Direct
Issued (N)	Sep 6, 2017		Health	Sep 5, 2017	\$31.99	\$28.78	Provider	Pay Direct
Issued (N)	Sep 1, 2017		Health	Aug 31, 2017	\$93.00	\$50.00	Member	Direct Deposit
Issued (P)	Jun 5, 2017		Health	Jun 5, 2017	\$93.00	\$50.00	Member	Direct Deposit
Issued (P)	May 23, 2017		Health	May 19, 2017	\$61.98	\$55.78	Provider	Pay Direct
Issued (P)	May 3, 2017		Dental	May 3, 2017	\$398.00	\$298.50	Provider	Pay Direct
Issued (P)	Apr 4, 2017		Health	Apr 3, 2017	\$93.00	\$50.00	Member	Direct Deposit
					<b>Total:</b>	<b>\$2,613.95</b>	<b>\$1,883.93</b>	

The amounts do not match as the table was cropped.

INVESTED IN YOU.