

How to submit a secure document to Foresters

At Foresters Financial™ your client's privacy is our top priority. That's why if you're submitting applications and other required forms electronically to Foresters, they must be received via **SecureDocs** rather than an unsecured e-mail.

What is SecureDocs?

SecureDocs is a third-party, web-based document transfer service. It's a safe, secure and easy-to-use solution for the instant transfer of documents online in real time 24/7, without having to use mail, couriers or a traditional fax machine. The SecureDocs service is a respected provider with extensive experience in the insurance industry.

What are some benefits of SecureDocs?

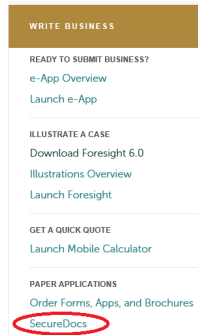
- More secure method to transmit important sensitive information containing client's personal data.
- Immediate confirmation number provided confirming receipt. No need to follow-up to confirm if the document has been received.
- Forms submitted through SecureDocs are uploaded to the certificate file within 24 hours, resulting in a quicker review and reduced cycle times.

What documents may be submitted via SecureDocs?

- Applications
- Revised application pages
- Illustrations
- Questionnaires
- Replacement forms
- Disclosure forms
- Statement of policy costs
- Settling/delivery requirements
- Other supporting documents

How do I utilize SecureDocs to submit required forms electronically?

1. When logged-in to ezbiz, click the **SecureDocs** link found under *Write Business* in the right-hand toolbar
2. Once the page launches, two options will be available:
 - a. First time users of SecureDocs will first need to register by going to <https://www.securedocs.ca/Registration.aspx>
 - b. Once registered, simply send documents directly from the SecureDocs page by going to foresters.securedocs.ca.
Note: Create a bookmark within your web browser to make accessing the Foresters SecureDocs landing page easy
3. To send a document:
 - a. Click the login button on the left side. Once logged-in, your name and email will populate
 - b. Include any comments regarding what's being submitted
 - c. Add desired files by clicking the *Click Here to Add Files* button and selecting the file from your computer.
Note: Paper Application and any trailing documents can be submitted through SecureDocs
 - d. Click the *Send* button once completed. Upon successful submission to Foresters, you will receive a confirmation number for your records



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