

Mail Express Secure Email Instructions

Before you start you will need

- Your email address
- Correct D.A. Townley recipient email address
 1. Direct Deposit Registration – health@datownley.com
 2. Health and Welfare Benefits and Claims – health@datownley.com
 3. Weekly Indemnity Benefits and Claims – wiclaims@datownley.com
 4. Pension Benefits and Contributions – pensions2@datownley.com
- File location of the completed and saved form
- Your Union and / or Employer Name

Step 1

Open the D.A. Townley Mail Express Dropoff Portal: <https://me.pac.bluecross.ca/dropoff>

D.A. Townley Dropoff Portal

The screenshot shows the 'Send Files' interface of the D.A. Townley Dropoff Portal. At the top, there is a header with the Pacific Blue Cross logo, the text 'D.A. Townley', and a user greeting 'Welcome English (United States) | Sign in | Help'. The main form area includes a 'Sender email' field, a 'Recipient email(s)' field, a blue 'Attach File(s)' button, and a note 'Attachments (maximum 10 files and 2.0 GB)'. Below this is a 'Message subject' field and a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, list, and text color. The text editor is currently empty. Underneath the text editor is a 'Message delivery options [+]' section. A CAPTCHA image is displayed with the text '1f9yY1'. Below the CAPTCHA is a text input field for the user to enter the CAPTCHA text, followed by a 'Reset Captcha' link. At the bottom of the form is a blue 'Send Now' button. The footer of the page contains the copyright notice: '© Copyright 2008-2016 GlobalSCAPE, Inc. All rights reserved. Knowledgebase | Contact Us'.

Mail Express Secure Email Instructions

D.A. Townley Dropoff Portal

Step 2 - Enter your email into the Sender email

Sender email

Step 3 - Enter the D.A. Townley recipient email address

Recipient email(s)

Direct Deposit Registration – health@datownley.com

Health and Welfare Benefits and Claims – health@datownley.com

Weekly Indemnity Benefits and Claims – wiclaims@datownley.com

Pension Benefits and Contributions – pensions2@datownley.com

PACIFIC BLUE CROSS | D.A. Townley | Welcome | English (United States) | Sign in | Help

Send Files

youremail@address.com

health@datownley.com

Attach File(s)

Attachments (maximum 10 files and 2.0 GB)

DAT_EHB_Claim_form_2018_ENG1.pdf Remove

Extended Health Claim - Group 5589 - John Smith

See attached.

Message delivery options [+]

Please enter the text you see above.

ecpngw Reset Captcha

Send Now

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Small enough to know you,
big enough to serve you.

D.A. Townley

Mail Express Secure Email Instructions

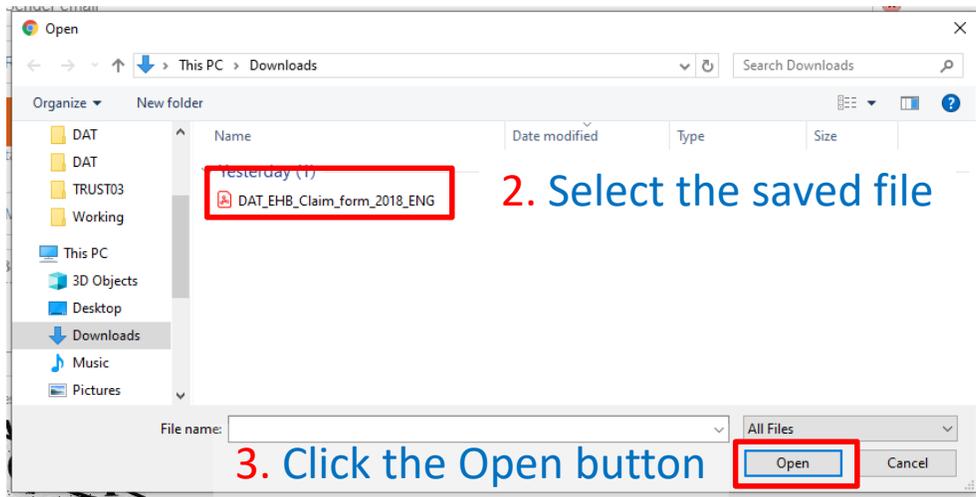
Step 4 - Attached forms and files

You are required to attach at least one file and can attached up to 10 files

Attach File(s)

1. Click the Attach File button

Attachments (maximum 10 files and 2.0 GB)



4. Verify the correct file is attached

Attach File(s)

Attachments (maximum 10 files and 2.0 GB)

DAT_EHB_Claim_form_2018_ENG.pdf Remove

D.A. Townley Dropoff Portal

PACIFIC BLUE CROSS | D.A. Townley | Welcome | English (United States) | Sign in | Help

Send Files

youremail@address.com

health@datownley.com

Attach File(s)

Attachments (maximum 10 files and 2.0 GB)

DAT_EHB_Claim_form_2018_ENG1.pdf Remove

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Message delivery options [+]

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Mail Express Secure Email Instructions

Step 8 – Enter the captcha (security) code

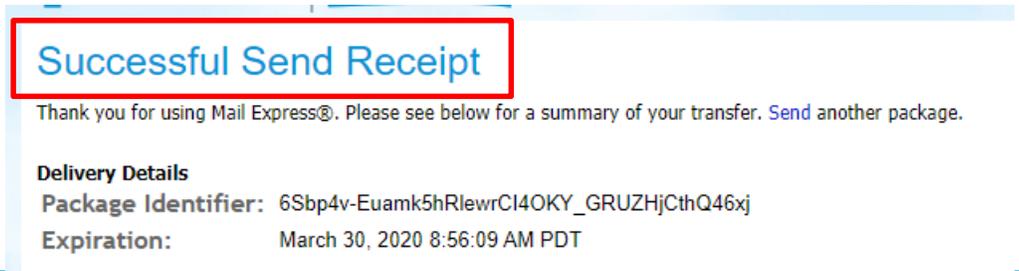


Step 9 – Send the Email

Click the Send Now button



Step 10 – Confirm email sent



D.A. Townley Dropoff Portal

