

New feature

This document is for Distributor staff and advisors.

1. Log into webcappow

2. Click on the **message centre**

3. Choose one of the three selections:  
**Receive document, Send document, My sent document**

Business activity

Message centre

Analytics

Receive document

Send document

My sent document







## Receive document

Click on **RECEIVE DOCUMENT** to view all the documents available to you. You can see the description, file name, type, size, upload date and expiry date. Click on **DOWNLOAD** to receive the document.

Receive document

Send document

My sent document


Description	File name	Type	Size (KB)	Upload date	Expiry date	
		docx	82.86	10/6/2025 10:21:57 AM	11/10/2025 10:21:57 AM	<a href="#">DOWNLOAD</a>
		docx	82.77	10/3/2025 9:34:54 AM	11/7/2025 9:34:54 AM	<a href="#">DOWNLOAD</a>
		docx	30.18	10/1/2025 3:16:43 PM	11/5/2025 3:16:43 PM	<a href="#">DOWNLOAD</a>

**Note:** This does not include automated inforce letters. These will continue to be available under Business Activity --> Inforce Letters. This feature is intended for ad hoc correspondence/messages requested by you or sent by ivari.

You will also receive an email notification from DoNotReply@ivari.ca when a document is sent to you by ivari.



Click on the link to access and download the document(s).

Hi   
We have new document(s) for you, please visit the [Message center](#) to access and download the document.

Thank you,  
Your ivari team

Questions? Call us at 1-800-846-5970 or email us at [conversation@ivari.ca](mailto:conversation@ivari.ca)

## Send document

Securely upload documents for any ivari policyholder related transactions.

Click on **SEND DOCUMENT** to send documents directly to ivari.

Receive document    **Send document**    My sent document

Enter the following details:

\* Mandatory fields

Policy owner's first name: \*      Policy owner's last name: \*

Policy owner's first name:      Policy owner's last name:

Policy number: \*\*      Select your request: \*

Notes: Remaining character(s): 1000

Please select your request

- Beneficiary Change
- Address Change / Contact information update
- Transfer of ownership
- Bank account change
- Name change
- Withdrawal date change
- Stop pre-authorized debit
- Resume pre-authorized debit
- Premium Holiday request
- Cancellation of policy
- Cancellation of coverage / rider
- Reduce face amount / coverage
- Loan
- Partial withdrawals
- Fund transfer
- Other

Upload document(s) here.

Email: @gmail.com  
(Your email may be used for the purpose of communication regarding this request.)

Upload document(s): \*

0 file(s) selected. (Total upload limit is 15MB)

**SUBMIT \*\***    **RESET**

Select the **request type** from the drop-down menu.

After uploading your document(s), click on **SUBMIT** to send. Click on **RESET** to clear all fields and start a new request.

## My sent document

View a list of documents you have securely sent to ivari using the Send Document tab.

Click on **MY SENT DOCUMENT** to view all the documents sent by you. You can see the type, policy #, upload date and file name.

Receive document    Send document    **My sent document**

My sent document				
Request type	Policy #	Upload date	File name	
Loan		10/7/2025 3:07:13 PM		<b>VIEW</b>
Address Change / Contact information update		10/2/2025 3:19:51 PM		<b>VIEW</b>
Address Change / Contact information update		10/2/2025 3:19:51 PM		<b>VIEW</b>
Address Change / Contact information update		10/2/2025 3:19:51 PM		<b>VIEW</b>
Loan		10/1/2025 3:28:36 PM		<b>VIEW</b>
Name change		9/26/2025 11:11:29 AM		<b>VIEW</b>
Name change		9/26/2025 11:11:29 AM		<b>VIEW</b>
Bank account change		9/26/2025 9:35:57 AM		<b>VIEW</b>

Click on **VIEW** to download the document(s) you have sent



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