

Insurance activity worksheet

What you will create:

An email to yourself listing out each of your insurance policies, the policy number, the annual cost, and the expiration date.

What you will need:

1. A computer
2. Logins and passwords to your insurance accounts and email account
3. A USB stick

Time required:

2 hours

Steps

1. The first step is to find and assemble your key insurance documents, such as policies, renewal notices, cost coverage lists, etc. Log in to your insurance accounts and download these documents. File them in an orderly way on the USB stick.
2. While you have all your insurance logins and passwords handy, write them down somewhere that is (a) accessible to you but (b) nevertheless secure from thieves.
3. Now open your email account and compose an email to yourself titled "Insurance".
4. Copy and paste the text from Annex 1.
5. Fill in the missing fields. It is likely that you pay for some insurance policies, while your employer organizes and pays for other policies. You probably don't need to worry about the expiration and cost of your employer-provided insurance policies, although you should still list out your provided and policy number.
6. Attach the documents you downloaded and list out the attachments in the email.
7. Send the email to yourself. Consider copying your significant other or anyone else who might need your insurance information.

Annex 1
Text of insurance email

I am insured for:

Car

Insurer:

Policy number:

2022 premium:

Expiry date:

Health

Insurer:

Policy number:

2022 premium:

Expiry date:

Home

Insurer:

Policy number:

2022 premium:

Expiry date:

Life

Insurer:

Policy number:

2022 premium:

Expiry date:

Travel

Insurer:

Policy number:

2022 premium:

Expiry date:

Attachments

- [policies, renewal notices, etc.]