

Steps to transcribe your Disability Letters on EPS SURA



1

Visit **epssura.com**



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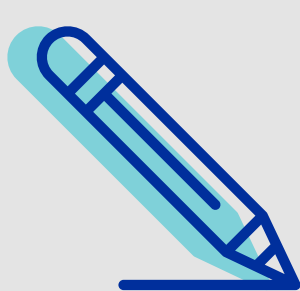
2

Click on the option **Servicios a un clic** (One Click Services) you will find on the main page.



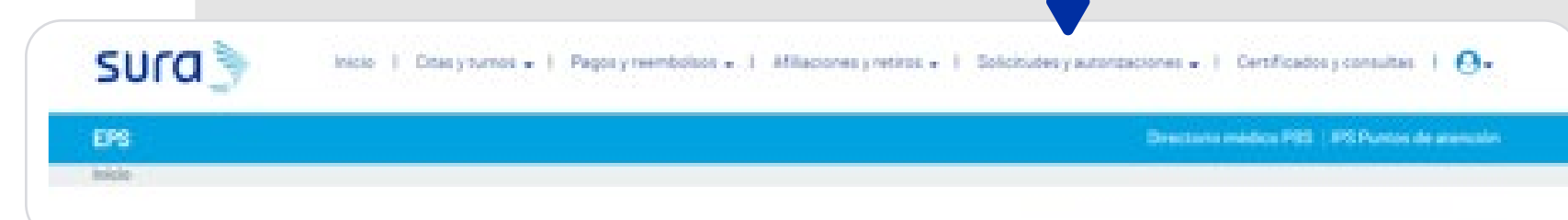
3

Sign into the system, **using your ID number and the password you chose.**



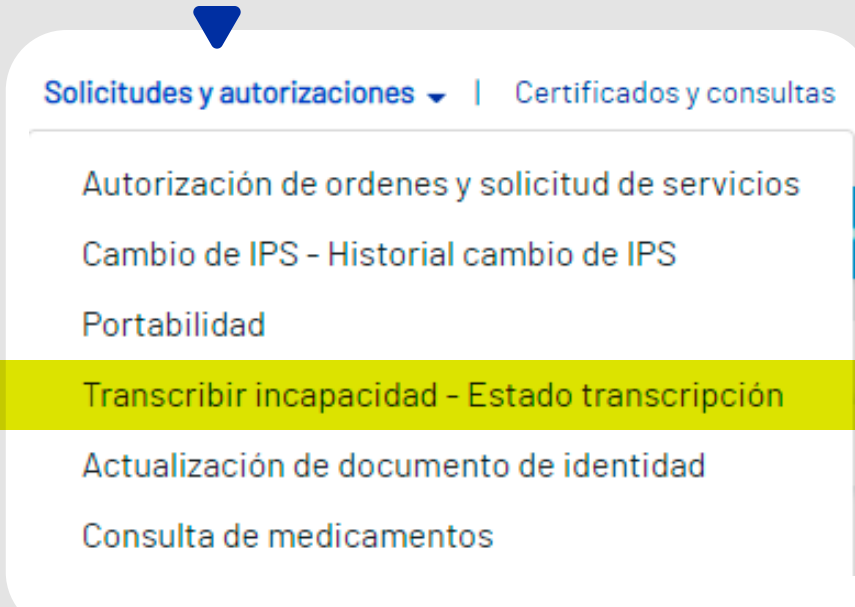
4

Click on the option **Solicitudes y autorizaciones** (Requests and Authorizations), located on the top right corner of the screen.



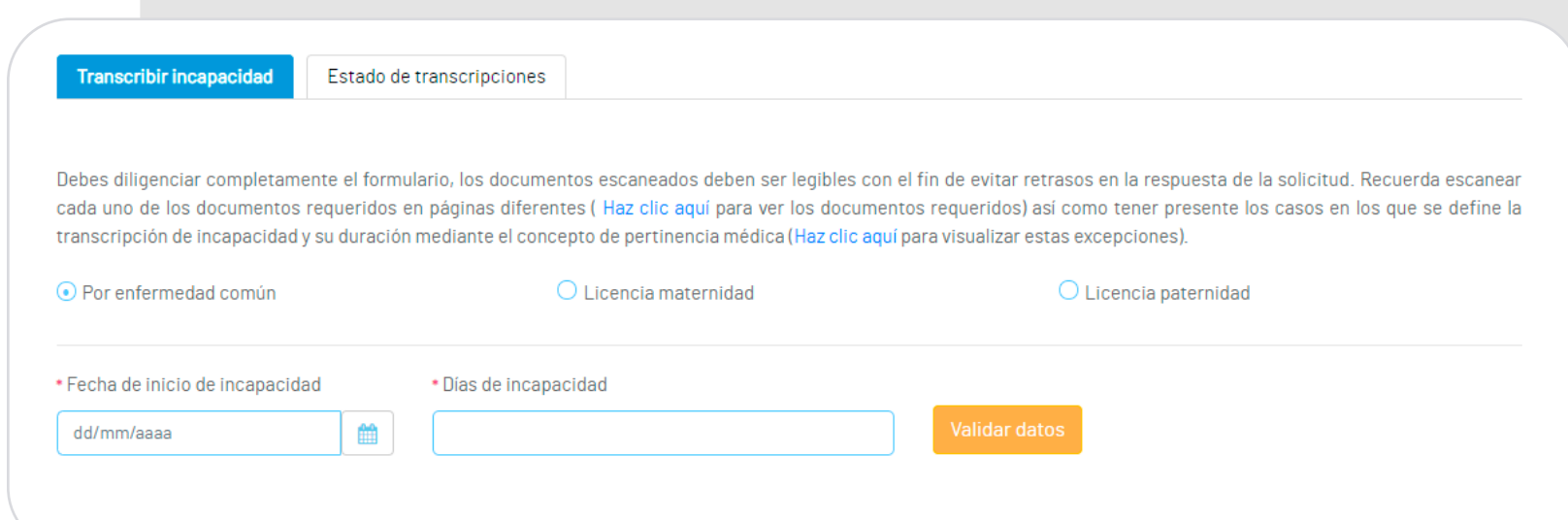
5

On the drop-down menu, choose the option **Transcribir incapacidad- Estado de transcripción** (Transcribe Disability Letter – Status of Transcription)



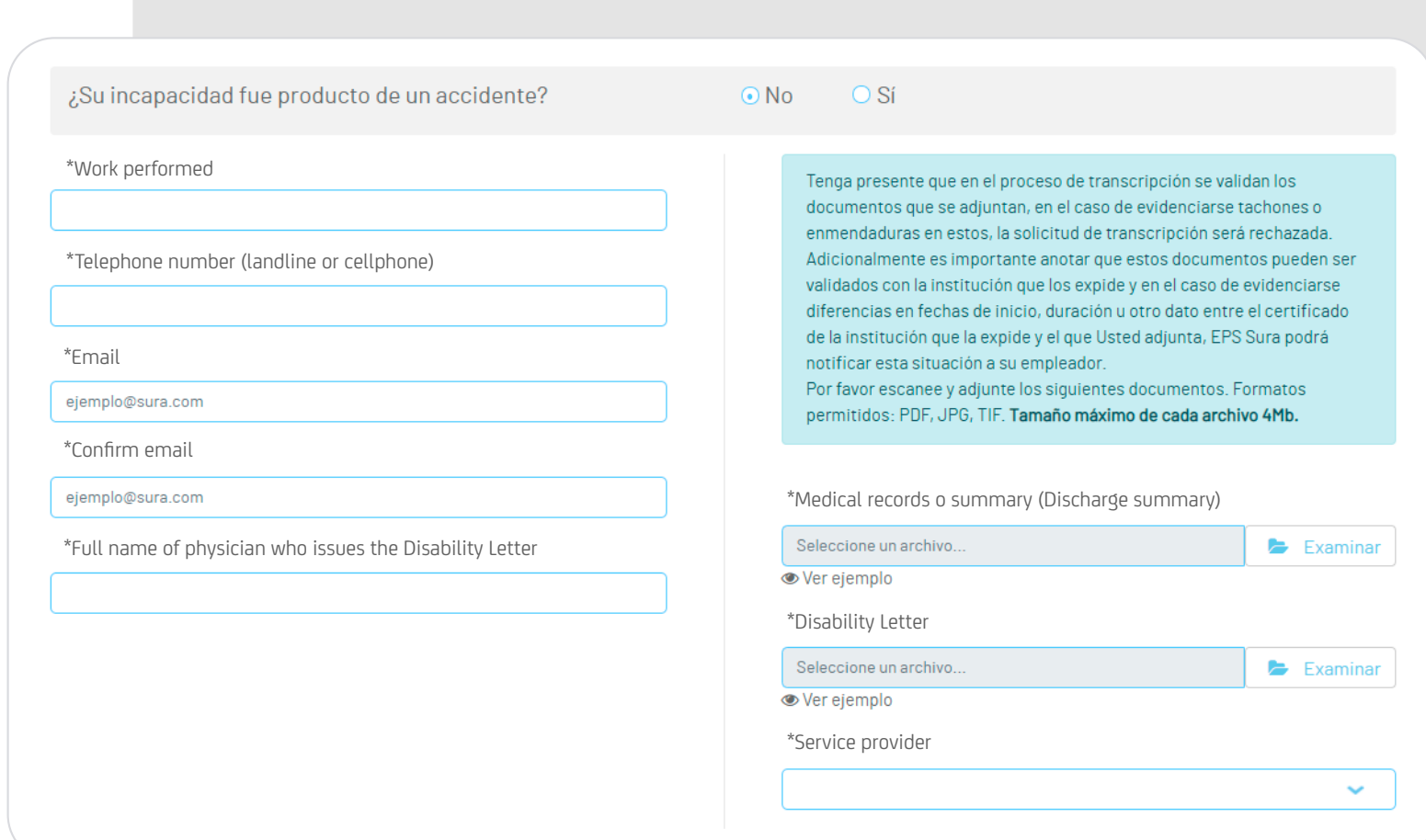
6

Enter the **date and number of days** for your disability.



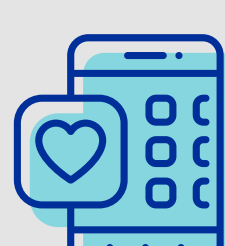
7

Enter the requested information **with the details of your disability.**



8

Attach the required documents for validation of your process.



9

Finalize the transcription of your disability letter by clicking on **Solicitar transcripción** (Request Transcription).

Observaciones: Ten en cuenta no incluir caracteres especiales como: & % >, antes de completar tu información.

Máximo 200 caracteres 200/200

Al utilizar esta opción, está autorizando que la información de sus incapacidades y demás información de EPS Sura sea enviada a su número de celular y/o correo electrónico.

[Limpiar campos](#) [Solicitar transcripción](#)



Remember, you can verify the status of your transcriptions using the same steps.