

## Fillable disability forms now available on Plan Sponsor website. Plus, an updated Salary Continuance Services APS form

We're saving you time and streamlining the administration work associated with managing absences, by making it even easier for you and your plan members to submit disability forms.

### Initial disability forms are now available online

On the [Plan Sponsor Services](#) area of our public website, you'll now find our Short- and Long-Term Disability (STD and LTD) and Salary Continuance Services form packages.

### Plan sponsor and plan member packages

Our standard initial Disability forms have been put into 'packages' for both plan sponsors and plan members and contain all the information and forms needed to fill out and submit a claim or absence notification.

### Improved functionality

A new feature of the packages is that you will be able to **download the PDF claim forms, complete and save them electronically**. Once completed, you can then print the forms and continue to submit them via fax or mail as you do now.

Alternatively, if your company has Transport Layer Security (TLS) set-up with Sun Life, you can **submit forms securely via your company e-mail account**. If you would like to submit forms via email, but don't already have TLS set-up with us, please confirm that your company has TLS technology available and contact your Group Benefits Service Representative, to set up secure electronic submission. Sun Life will not accept electronically the confidential information contained on these forms by email unless TLS secured electronic submission is set-up.

Plan members will also be able to complete and save the forms electronically. However, they will still need to print the forms to sign the authorizations and then fax or mail them directly to Sun Life. We continue to need their signature on the authorizations.

### Updated Salary Continuance APS

Additionally, the Salary Continuance Services Attending Physician's Statement (APS) form has been updated.

If you currently have Salary Continuance Services with Sun Life, please read this [important message](#).

If you are a SunAdvisor client, these forms are not for you. Please continue to order SunAdvisor forms through your representative.

## Have any other forms changed?

If you have customized disability claim forms, you should continue to use the forms you have as this new functionality only applies to our standard suite of forms. All other forms remain the same.

## Where to find it all

The **Plan Sponsor Services** website is at [www.sunlife.ca/sponsor](http://www.sunlife.ca/sponsor). Click on **Group benefits** and select **Forms** to view the new packages.

This is just the beginning! Watch for more enhancements later this year, including the ability to check the status of disability absences (including key information such as the forecasted return-to-work date), and the ability for you and your employees to submit disability statements online.

## Questions?

Please contact your Sun Life Financial group benefits representative.