





Digital enrolment for you and your employees. End-to-end user guide.

		Click for additional resources
Step 1 	Add a member. Use Enrol a member feature to input demographic information of the new hire or an existing eligible member, who is not yet enrolled. If you have a group of employees to enrol you can use Demographic File Upload feature.	Video Guide Video Guide
Step 2 	Member completes enrolment online. Member receives Enrol email . They register on mysunlife.ca and complete Enrol . Member receives a Welcome Letter .	Video Guide
Step 3 	View the Payroll report. Download the payroll report to start payroll deductions for new hires and/or apply changes for existing members. You also have access to an online enrolment report which shows a history of all plan members who have enrolled online.	Video
Step 4 	You're all set! Start payroll deductions and submit contributions to Sun Life.	Video Guide
If at any time you need to edit member information you can use View or Update Member Information feature.		Video Guide