

How to register & enrol in your Sun Life Group Benefits plan

On mysunlife.ca you'll find everything you need to help you manage your plan. Our two-step process makes it easy for you to **register** and **enrol** in your plan within a few minutes.

Ready to get started?

If you're already registered and have a Sun Life access ID, go to stage 2.

Stage 1: Register

1. Go to mysunlife.ca and select **Register**.
2. Enter the email your employer provided.
3. Next, check your email account for an email confirmation from us.
4. Then, you'll set up your password and verification Q&A.
5. Once done, click **Got it** to start enrolling.

You're halfway there! Now that you have successfully registered, you're ready to enrol in your plan.

Stage 2: Enrol

1. On the mysunlife.ca homepage under the **Health** section, if you have more than one policy number, you'll see an "Apply Selection" button. Choose the policy number you're enrolling with. If there is no Apply Selection button, go to step 2
2. Click on the **Enrolment** quick link.
3. On the next page, click **Enrol** in the Enrolment tile to start.
4. Make sure to review your **personal information** and follow on-screen instructions to guide you through the process.
5. Add dependent(s).
6. Select coverage, single or family and choose next to continue through the remaining enrolment steps.
7. Once completed and reviewed, click **Submit**.
8. Any remaining actions for your enrolment will be shown under the **Pending coverage** or **Required next steps** section – e.g., you may need to complete a Health Statement.
9. **Add beneficiary.** *Naming a beneficiary for your life insurance benefit is an important step to take. This will help protect your loved ones if you pass away. It will also help us to pay your beneficiaries as you intended.*
10. Now you can access your **Drug Card** and **Coverage summary** for your record.

That's it. You're now successfully enrolled in your plan! Congratulations on taking steps to a financially healthier life.

Need help?

For more information about your Sun Life group benefits or online enrolment, please contact your Plan Administrator or Human Resources team.

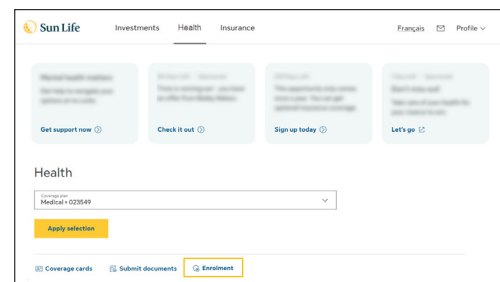
* Website maintenance may be performed on Sundays, causing temporary outages



Having trouble registering? We're here to help. You can call us at 1-877-786-5433, Monday to Friday from 8:00 a.m. to 8:00 p.m. ET.



Log in to mysunlife.ca on your computer to access the Enrolment tool. We recommend using **Google Chrome** or the most recent version of your web browser. The tool is available 7 days a week, from 7:00 a.m. to 11:59 p.m. ET*.



Now that you're all set to manage your plan, don't forget to download the **my Sun Life mobile app**!

- The mobile app is the fastest way to send us claims and get your money back. You can make claims from almost anywhere.
- Your coverage cards are always available when you need them on your phone.

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