



## Set up your online account:

Visit [mysunlife.ca](https://mysunlife.ca) and select **Register**. Fill out the online form and check for a confirmation email. If we have your email on file, you'll just need to choose your password and verification questions. That's it!

If we don't have your email on file, you can use your banking information to verify your identity.

Trouble signing in? Go to [mysunlife.ca](https://mysunlife.ca) and select the appropriate link under **Having trouble signing in?**

### Do more with your account, online!

From the homepage, select the **Manage plan** drop-down menu to:

**Change your investments**  
Select **my plan**, **Make a change** then **Change Investments**

**Check or change your beneficiary**  
Select **Manage beneficiaries**

**Explore our tools**  
Select **Tools**

# Easily join and manage your workplace retirement savings plan online

## New to the plan? Joining is simple!

1. Register for an online account by following the steps to the right.
2. Sign in to [mysunlife.ca](https://mysunlife.ca) using your new sign-in ID and password.
3. Select **Manage plan**, then **Enrol in products** from the drop-down menu.
4. Follow the steps to personalize your products, contributions from your pay, investments and beneficiaries.

## Already in the plan? Quickly add a new product.

1. Sign in to [mysunlife.ca](https://mysunlife.ca).
2. Select **Manage plan**, then **Enrol in products** from the drop-down menu.
3. Follow the steps to personalize your products, contributions from your pay, investments and beneficiaries.

## Change how much you're saving per pay directly on [mysunlife.ca](https://mysunlife.ca).

Want to check or change how much you're contributing every pay? Easily do it online. That means you don't need to contact your employer to make changes.

1. Sign in and select **Manage plan**, then **my plan**. At the top of the page, select **Put money in**, followed by **Manage payroll contributions**.
2. Check how much you're currently saving every pay.
3. Enter your new contribution amount and hit **Submit**.

## We're here to help

### Fast, mobile support

Download the **my Sun Life mobile app** on Google Play or the Apple App Store.

### Visit us online

Head to [sunlife.ca/contact-us](https://sunlife.ca/contact-us).

And sign in to [mysunlife.ca](https://mysunlife.ca) for tools, articles and videos. Chat with us online for additional support.



Life's brighter under the sun

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