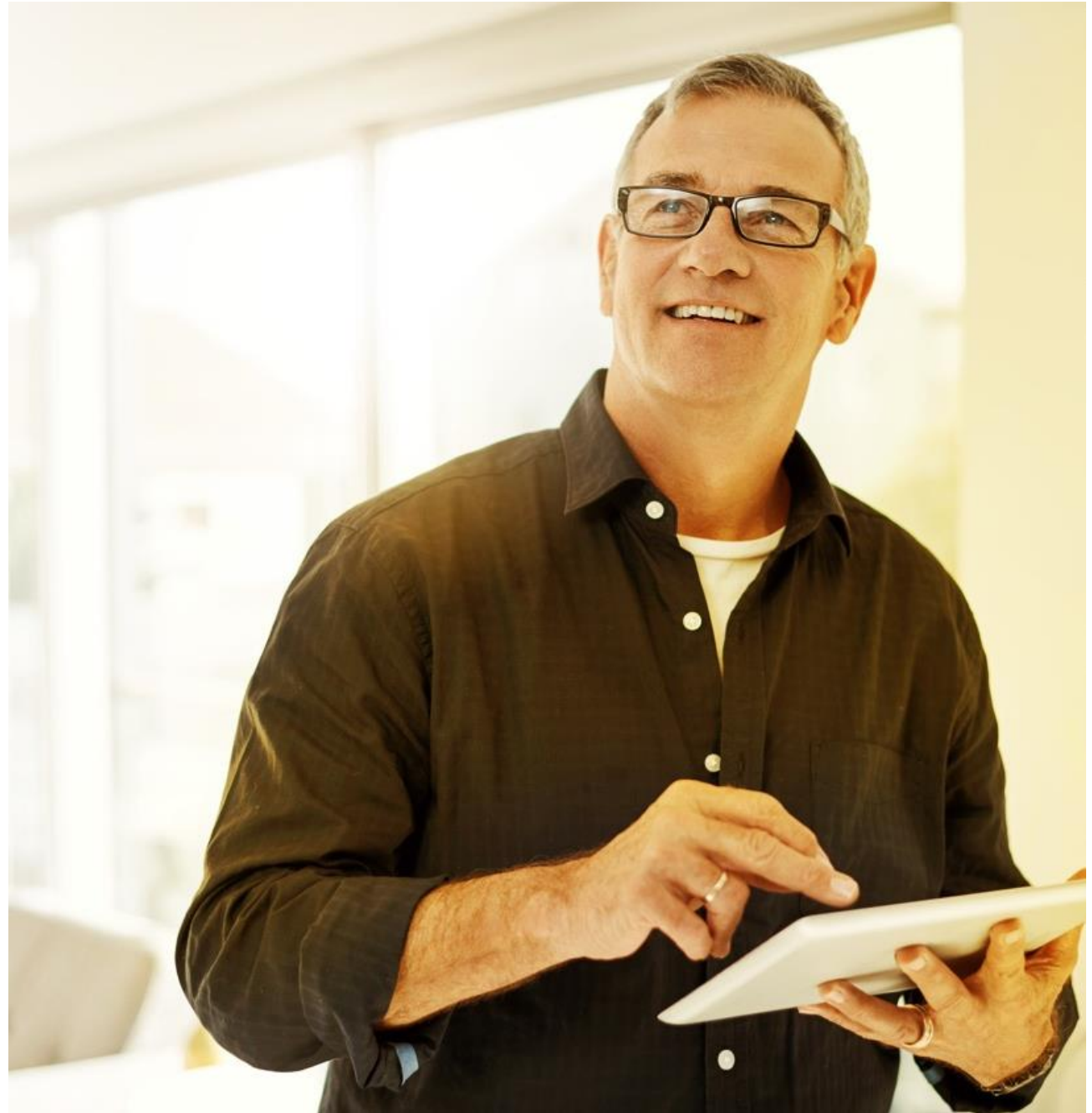
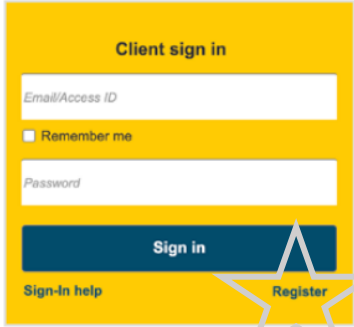


# Member Enrolment Tool



## Registering your account

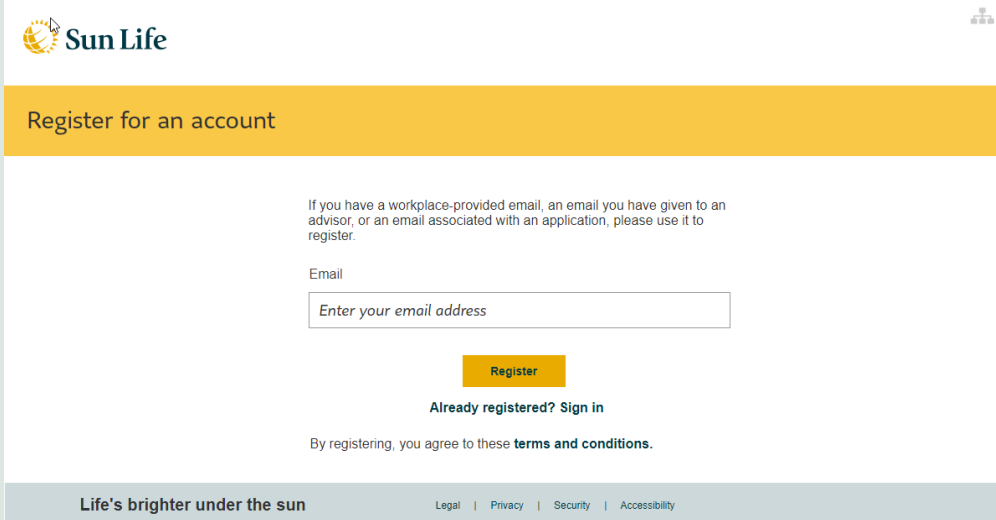
You can register via the web:  
[www.mysunlife.ca](http://www.mysunlife.ca)  
or  
the sun life mobile app



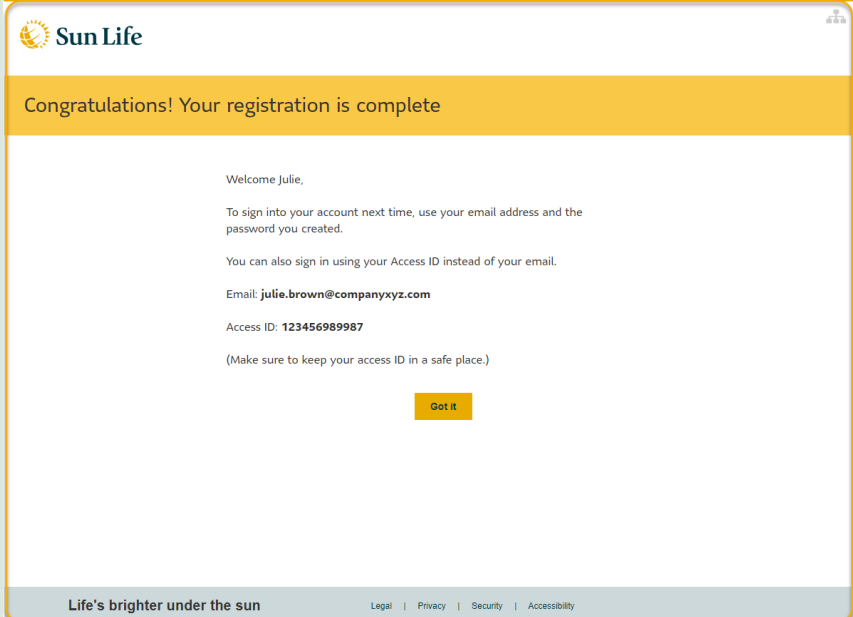
The image shows a yellow sign-in form titled "Client sign in". It contains two input fields: "Email/Access ID" and "Password". Below the "Email/Access ID" field is a checkbox labeled "Remember me". A dark blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two links: "Sign-In help" and "Register". A large, light grey star is superimposed over the bottom right corner of the form, with the "Register" link positioned at its point.

You should use the email you provided your employer to register.  
Sun Life will send you an email to confirm your email address.  
Then you will be asked to create a password and choose a  
verification question and answer.

Note down your access ID, email address and password.



The image shows the "Register for an account" page on the Sun Life website. It features the Sun Life logo at the top left. The main heading is "Register for an account". Below this, there is a paragraph of text: "If you have a workplace-provided email, an email you have given to an advisor, or an email associated with an application, please use it to register." This is followed by an "Email" label and a text input field with the placeholder "Enter your email address". A yellow "Register" button is located below the input field. Below the button, it says "Already registered? Sign in". At the bottom of the form area, it states "By registering, you agree to these terms and conditions." The footer of the page includes the slogan "Life's brighter under the sun" and links for "Legal", "Privacy", "Security", and "Accessibility".



The image shows the "Congratulations! Your registration is complete" screen on the Sun Life website. It features the Sun Life logo at the top left. The main heading is "Congratulations! Your registration is complete". Below this, there is a welcome message: "Welcome Julie,". This is followed by instructions: "To sign into your account next time, use your email address and the password you created." and "You can also sign in using your Access ID instead of your email." Below this, the email address "Email: julie.brown@companyxyz.com" and the Access ID "Access ID: 123456989987" are displayed. A note in parentheses says "(Make sure to keep your access ID in a safe place.)". A yellow "Got it" button is located at the bottom right of the message area. The footer of the page includes the slogan "Life's brighter under the sun" and links for "Legal", "Privacy", "Security", and "Accessibility".



## Enrolling in your benefits

You can enroll in your benefits via the web by logging into [www.mysunlife.ca](http://www.mysunlife.ca)

Step 1: Select Enrol under your group benefits tab.

Step 2: At the bottom of your profile page, select Add Dependents

Step 3: Add your dependent(s) information:

- ✓ First and last name
- ✓ Gender at birth
- ✓ Relationship (ex. Spouse, Child)
- ✓ Date of birth (YYYY / MM / DD)

Sun Life

Home Group Benefits Enrolment Contact us Profile Sign out

Welcome to group benefits enrolment Help

Enrol Manage View

Enrol Enrollment will be closed on: YYYY/MM/DD

Employment or life event change

Dependents

Beneficiaries

Coverage summary YYYY/MM/DD

Forms Select

Profile

Step 1 of 5

Help

Personal Information

Mary Smith Date of birth 1980 Mar 10 Member ID 30006C

Add dependents Cancel Next

First name Last name Gender

Date of birth (YYYY/MM/DD)

Relationship Year Month Day

Spouse

Cancel Save



## Enrolling in your benefits

You can enroll in your benefits via the web by logging into [www.mysunlife.ca](http://www.mysunlife.ca)

Step 6: Verify the information and submit.

Step 7: You will be able to see the cost breakdown of your benefits.

- ✓ Your employer pays the cost of your benefits, except the cost of your Long-Term Disability.
- ✓ Check to see if you are eligible for coverage requiring medical underwriting and use the health statement to apply.

⚠ Pending coverage

**Download and complete the following:**

You've made benefit selections that require approval. You must submit information for approval before coverage can be added.

📄 [Health statement](#)

Review & Submit

Step 4 of 5

Help

### Review

#### Personal Information

Mary Smith    Address: 52 Sweetbriar, Beauport, Quebec H1H 1H1    Date of birth: 1980 Mar 10    Member ID: 30006C

#### Dependents

Jack Smith - Spouse    Effective date: 2022 Sep 01

Joan Smith - Child    Over-age st    Effective date: 2022 Sep 01

Koa Smith - Child    Effective date: 2022 Sep 01

#### Extended Health

	Employer Cost	Cost to you	Total Cost
Family Extended Health	\$106.48	\$35.50	\$141.98

#### Dental

	Employer Cost	Cost to you	Total Cost
Family Dental	\$33.04	\$99.11	\$132.15

#### Employee Life

⚠ Pending coverage [Learn more](#)

	Employer Cost	Cost to you	Total Cost
\$50,000.00 1x Annual Earnings	\$3.75	\$1.25	\$5.00

#### Employee Life

⚠ Pending coverage [Learn more](#)

	Employer Cost	Cost to you	Total Cost
\$50,000.00 1x Annual Earnings	\$3.75	\$1.25	\$5.00

#### Dependent Life

	Employer Cost	Cost to you	Total Cost
Family Spouse 5,000 / Child 2,500	\$0.62	\$0.20	\$0.82

#### Long Term Disability

⚠ Pending coverage [Learn more](#)

	Employer Cost	Cost to you	Total Cost
\$3,125.00 75% - Taxable	\$4.82	\$14.46	\$19.28

#### Total Monthly

	Employer cost	Cost to you	Total Cost
	\$151.19	\$151.34	\$302.53

⚠ Pending coverage

To complete your request, you'll need to submit the form provided later in this enrolment.

OK

## Enrolling in your benefits

You can enroll in your benefits via the web by logging into [www.mysunlife.ca](https://www.mysunlife.ca)

Step 8: Confirm your authorization to add your dependents to the plan by checking the “I agree” box.

Step 9: You're done!

✓ Don't forget to add your beneficiary nomination.

✓ You can check your coverage summary at any time on mysunlife.ca or the Sun Life mobile app.

**Declarations and authorizations** 8

**Authorizations**  
I am authorized to disclose information about my spouse and dependents in order to enrol them in the plan.

By enrolling in this plan, I authorize the following:

- Sun Life Assurance Company of Canada and its reinsurers to collect, use and disclose relevant information about me to underwrite, administer, adjudicate and deposit claim payments,
- My plan sponsor to use the information collected in this electronic form for

☒ I agree

[Modify my selections](#) [Continue](#)

**Confirmation**

Step 5 of 5 ✓ ✓ ✓ ✓ ✓ [Help](#)

Thank you Olive Branch  
Your benefits selections have been submitted successfully.

⚠ Please complete the required next steps below.

**Name your beneficiary**  
The beneficiary is the person or organization that will receive the payout for the life insurance claim. It's important to name a beneficiary. Otherwise, the payment goes to your estate which causes delays and may have tax implications.

[Update beneficiary](#)

9

**View your coverage**

[View your coverage summary](#) Show Monthly

**Drug card**

Download the Sun Life app so you can have access to your drug card and more. You can also find it in your Benefits section at mysunlife.ca.

[GET IT ON Google play](#) [Download on the App Store](#)

[Add dependents](#) [Done](#)