



# Get ready to manage your benefits online

Through [mysunlife.ca](https://mysunlife.ca) you can enrol in your benefits and manage your plan online through self-serve. Here's how to get started!

- ✓ If you haven't already done so, register for access to [mysunlife.ca](https://mysunlife.ca).
- ✓ Then, sign in and click **Enrolment and coverage summary** on the right side of the page. This will take you to the Enrolment tool.

Use the Enrolment tool on your computer for the best online experience. We recommend the use of 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\*.

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

Life's brighter under the sun

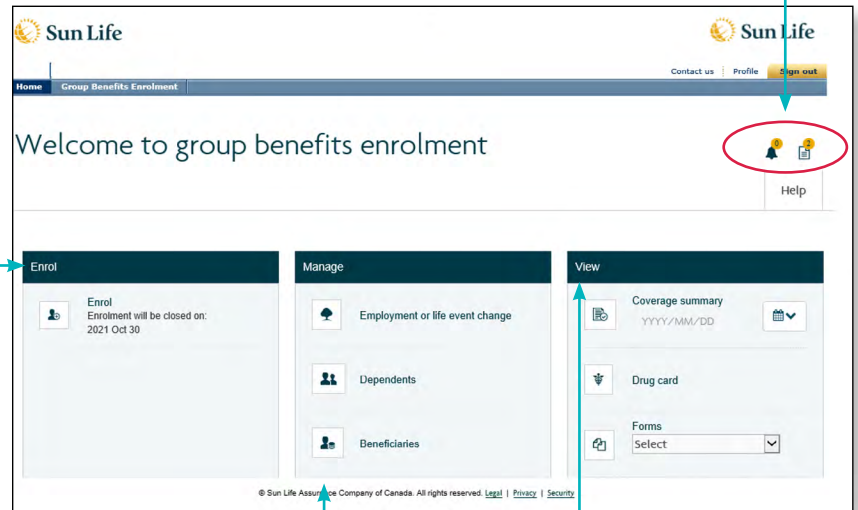


When you're eligible to join your plan or update your selections, you'll find the link you need under this section.

- Click **Enrol** to start.
- Review your personal information and follow the on-screen instructions to guide you through the easy step-by-step flow.
- Remember to click **Submit** when you're done.
- Next you'll read and agree to the **Declarations and authorizations**.
- Then, any remaining actions required to complete your enrolment will show under the **Required next steps** section.
- Review, print or save your **Coverage summary** for your record. You're done!

Check for underlined text throughout the tool that will link you to more information.

Click these icons to find out more information about your plan and required actions.



You can view and print your coverage summary, your drug card, and any forms you need to complete your enrolment.

Once you've joined your benefits plan, make sure to keep your information up to date. Please note, you'll only be able to see this section if your employer turned on these features.

- Update your benefits due to a **life event**. For example: change in marital status, a new baby, your spouse loses coverage under their benefits plan, or an employment change.

**A change in your personal situation provides you with an opportunity to review and update your benefit selections. Refer to your benefits booklet for the specific rules under your plan.**

- Make applicable changes to your **dependents** information.
- View, add or update **beneficiaries** for life benefits payable under your plan.

**Naming a beneficiary for your life insurance benefit is an important step to take. This will help to protect your family if you pass away. It will also help us to pay your beneficiaries, as you had intended.**

## Need help?

For any question about your Sun Life group benefits, enrolment or online account, call **1-866-881-0583** between 8 a.m. ET to 8 p.m. ET, Monday to Friday. You can also find help about your Sun Life online account at [sunlife.ca/en/support/](https://sunlife.ca/en/support/)

Life's brighter under the sun

Group Benefits are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies. AP-9521D-E 10-21 mz-pa

