

# Accessing my Sun Life is just a few clicks away

To use the easy online features available through our **my Sun Life** website, you need to register. Just go to [www.mysunlife.ca](http://www.mysunlife.ca) and follow the instructions below.

## › If you do not have an access ID and password

You can register online by going to [www.mysunlife.ca](http://www.mysunlife.ca):

- › Click on the **Register** button for an access ID.
- › Read the instructions and select **Continue**.
- › Select **Group Benefits** as your plan type from the drop-down menu.
- › Follow the prompts to identify yourself. You will need your contract number and member ID.
- › The system will ask you how you would like to receive your password.
  - You can create your password online using instructions that will be e-mailed to you, or
  - You can receive a temporary password by regular mail.
- › Click **Submit** to complete the registration process.

Your access ID will be generated for you automatically. Print your access ID card for future reference. The first time you sign on, you will be prompted to change your password. The temporary password will expire in 45 days from the date it was generated. If your temporary password has expired, please call our Group Benefits Customer Care Centre at 1-800-361-6212.

- › 1 **Already registered?**  
Enter your Access ID and password to explore our great online features.
- › 2 **Save your Access ID**  
No need to enter your Access ID every time, just enter your password to sign on. You also have the option of using your e-mail address as your access ID.
- › 3 **Forgot your Access ID?**  
Click here to retrieve it.
- › 4 **Forgot your password?**  
Click here to get a new one.
- › 5 **No Access ID and password?**  
Click here to register.

## Questions?

For questions about registering for **my sun life** or any of the features on the website, just call our Group Benefits Customer Care Centre at 1-800-361-6212, from 8 a.m. to 8 p.m. ET, Monday to Friday.

