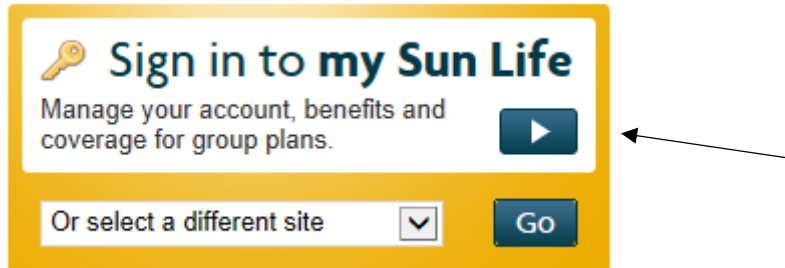
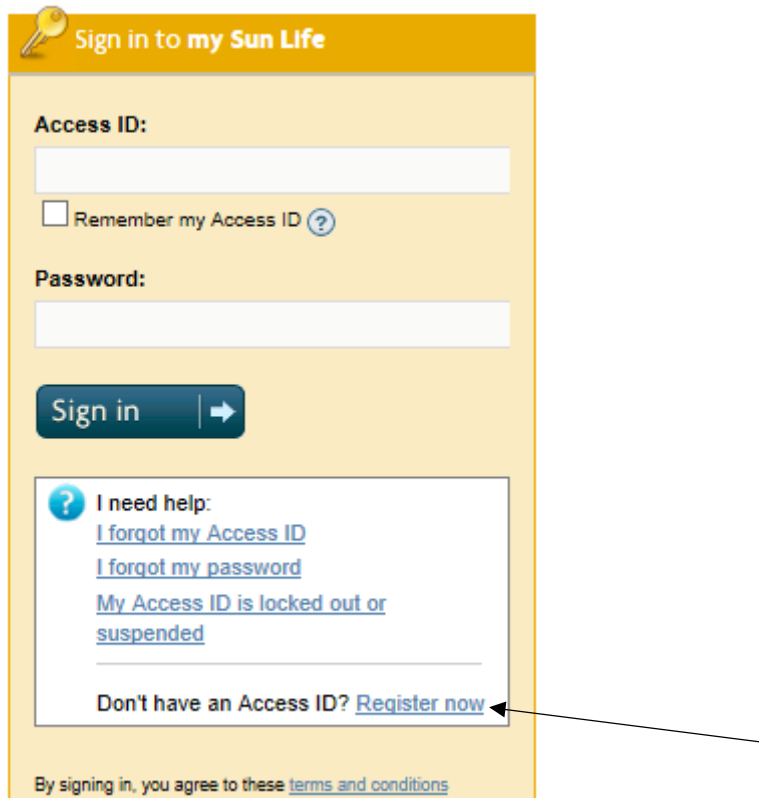


### Sun Life Online Profile Setup Instructions:

1. Go to the Sun Life website: <http://www.sunlife.ca/>
2. Go to the Sign in to my Sun Life link and click on the arrow button



3. If you are setting up your online profile for the first time you will click on the bottom link to "Register now"

A screenshot of the Sun Life login page. At the top is a yellow header with a key icon and the text "Sign in to my Sun Life". Below the header are two input fields: "Access ID:" and "Password:". Below the "Access ID:" field is a checkbox labeled "Remember my Access ID" with a question mark icon. Below the "Password:" field is a "Sign in" button with a right-pointing arrow. Below the sign-in fields is a box with a question mark icon and the text "I need help:". Inside this box are three links: "I forgot my Access ID", "I forgot my password", and "My Access ID is locked out or suspended". Below this box is a link that says "Don't have an Access ID? Register now". An arrow points from the right to the "Register now" link. At the bottom of the page, it says "By signing in, you agree to these terms and conditions".

4. Click on the “Register – benefits plan” button




### What you'll need to register

Register through the applicable medical or dental plan (e.g. Group Benefits, Personal Health Insurance, Health Coverage Choice)	Register through my Group retirement plan (e.g. Group RRSP, DCPP, DPSP)
<p>You will need to provide:</p> <ul style="list-style-type: none"><li>• Some personal information</li><li>• Your contract or policy number</li><li>• Your certificate or member ID number</li></ul> <p><a href="#">Where can I find my information?</a> </p> <p><b>Register - benefits plan</b></p>	<p>You will need to provide:</p> <ul style="list-style-type: none"><li>• Some personal details</li><li>• Your account number</li></ul> <p><a href="#">Where can I find my information?</a> </p> <p><b>Register - retirement plan</b></p>
<p><b>Cancel</b></p>	



5. Fill out the required fields and click continue (Contract # and Member ID #'s are found on your benefit card)

### My information

Getting started	Step 1 - My information	Step 2 - My access ID & password	Step 3 - Confirmation
<p>Please help us identify you and maintain security by providing the following information.</p> <p>Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)</p> <p>Country of residence: <input type="text" value="Canada"/></p> <p>Postal code: <input type="text"/> <input type="text"/> (A1A 1A1)</p> <div><b>Register through my medical or dental plan</b></div> <p>Contract/policy number: <input type="text"/> <a href="#">Where can I find my information?</a> </p> <p>Certificate/member ID: <input type="text"/></p> <p><b>Cancel</b> <b>Continue</b></p>			
<div><b>Questions?</b> <b>Medical and dental plans</b> <b>1-800-361-6212</b> Monday to Friday 8 a.m. to 8 p.m. ET  <b>Public Service Health Care Plan (PSHCP) &amp; Pensioners' Dental Services Plan (PDSP)</b> <b>1-888-757-7427</b> Monday to Friday 6:30 a.m. to 8 p.m. ET</div> <p><small>You are on a Sun Life Financial website. Please refer to the <a href="#">legal</a>, <a href="#">privacy</a> and <a href="#">security</a> pages for information on the use of this site. Any changes you make on this site may affect information about your particular plan, offered by Sun Life Assurance Company of Canada.</small></p>			

6. Please choose whether or not you will want your **Access ID** to be a numerical ID number that Sun Life will provide to you or your email address. Once you chose your preferred method, please click the **“Submit”** button.

## My access ID & password

Getting started

Step 1 - My information

Step 2 - My access ID & password

For web access, you can set up your email address as an alternative, convenient way to access your account. Would you like to do this?



☒ No, I just want to use the numerical ID.

☐ Yes, use this email address:

### Sending your temporary password.

For security reasons, you will receive your access ID and temporary password separately.



1. Your access ID will be displayed after you select **Submit**.
2. Your password will be mailed by the next business day (delivery time dependent on postal system).

If you would like to cancel this request or would like to contact us for help, select **Cancel**.

Cancel

Submit

You are on a Sun Life Financial website.  
Please refer to the [legal](#), [privacy](#) and [security](#) pages for information on the use of this site.  
Any changes you make on this site may affect information about your particular plan,  
offered by Sun Life Assurance Company of Canada.

7. If you chose the numerical ID to be your Access ID, then a card will appear on the following page with an Access ID number for you. Please print this page for your reference and records.

Congratulations



That's it! Thanks for taking the time to register.

Registration summary:

- You have decided to use your numerical access ID to access your account at this time.
- Your temporary password will be mailed the next business day.

Note: To create an alternate web access ID later, sign in to your account and select **Profile > Access info**.



8. Your password will be mailed to you from Sun Life. Once you receive your password, you can log in to your profile.

