

Registering online? We can help!

We're always looking for ways to make it easier for you to interact with us, and our online registration process is no exception. With easy-to-use navigation menus, updated content and enhanced functionality, managing your account online has never been easier.

To use **mysunlife.ca** you'll need to register to get an access ID and password.

- Go to **mysunlife.ca**
- Select **Register now**



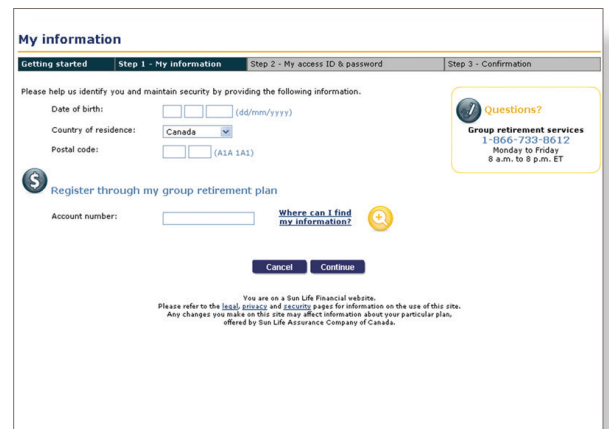
Getting started

- Read the information and instructions about the registration process
- Register using either your Group Benefits or Group Retirement services plan
- Don't know how to find the information you need to register? Just select the 'Where can I find my information?' buttons at the bottom of the page
- Select **Register**



Step 1 – My information

- Enter your
 - account or policy information
 - date of birth
 - postal code
- Select **Continue**



continued...

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Step 2 – Access ID & password

- Select the method by which you would like to receive your password (by mail, or electronically if available)
- It can be hard to remember a 12 or 14 digit number every time you sign in, so you have the option here to select your email address as an additional access ID
- Select **Submit**

The screenshot shows the 'My access ID & password' step of the registration process. It includes a progress bar at the top with 'Step 2 - My access ID & password' selected. The main content area asks the user to choose how they want to receive their password: numerically, via email (selected), or via a new email address. A 'Questions?' sidebar on the right provides contact information for Group retirement services. At the bottom, there are 'Cancel' and 'Submit' buttons.

Step 3 – Confirmation

- Print a copy of your access ID
- Select **Print**

It's that easy!

The screenshot shows the 'Confirmation' step of the registration process. It includes a progress bar at the top with 'Step 3 - Confirmation' selected. The main content area congratulates the user and provides a registration summary, including the alternate web access ID and instructions on how to retrieve the temporary password. A 'Print' button is visible below the summary. A 'Questions?' sidebar on the right provides contact information for Group retirement services. At the bottom, there is a 'Continue' button.

More control for you

You have the flexibility and control to update your account at any time. Simply sign in to **mysunlife.ca** and go to your **Profile > Access info** page. From there, you can add, change and even delete your email access ID, and update your information. Managing your access has never been easier!

Questions?

If you have any questions, please contact the Sun Life Financial Customer Care Centre at **1 800 SUN-LIFE** any business day from 8 A.M. to 8 P.M. ET.