

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.



mySunLife.ca and the **my Sun Life mobile app** give you the online tools you need to manage your plan. Here's how to register for access:

1 Go to **mySunLife.ca** and select **Register**

A screenshot of the 'CLIENT SIGN IN' form. It features a yellow header with the text 'CLIENT SIGN IN'. Below the header is a white input field labeled 'Email/Access ID'. Underneath is a checkbox labeled 'Remember me'. There is another white input field labeled 'Password' next to a dark blue button labeled 'Sign in'. At the bottom, there is a 'Sign-in help' link and a 'Register' button, which is circled in red.

2 Enter your first name, last name, and email address. Create your password.

A screenshot of the registration form. It has four input fields: 'First name', 'Last name', 'Email', and 'Password'. The 'Password' field includes a small eye icon for toggling visibility. The form is set against a white background with a thin yellow border.

3 Next, choose a verification question and the answer so we can check your identity if you forget your password. Choose a question and answer that you'll remember.

A screenshot of the verification question form. It features a dropdown menu labeled 'Select verification question' with 'Select' as the current choice. Below the dropdown is an input field labeled 'Enter your answer'.

Life's brighter under the sun



4 Enter your date of birth and postal code. Click **Next**.

Date of birth (DD/MM/YYYY)

DD MM YYYY

Postal code

Living outside Canada?

Next

Learn more about [why we ask for this information](#).

By registering, you agree to these [terms & conditions](#).

5 We'll email you a temporary registration code if we have your email address on file (your employer would have given it to us).

6 When you get the code, enter it to finish your registration. The code is good for 48 hours.

7 If we don't have your email address on file, we'll mail you a temporary code so you can finish registering. Once you get it, go to mySunLife.ca, sign in using the email address and password you selected originally, and finish your registration.

i We found your Sun Life account.
Please verify your identity to finish registering.

We emailed a registration code to
j*****h@sunlife.com

It could take several minutes for your registration code to arrive.

Enter your registration code [What is my registration code?](#)

Having trouble receiving your code?

Verify

Register through the my Sun Life mobile app

Want to register on your phone? Download the app from Google Play or the App Store. Follow the same instructions as for mySunLife.ca

App Store is a trademark of Apple Inc., registered in the U.S. and other countries.
Google Play is a trademark of Google Inc.

Updates are easy

You can update your profile at any time. Simply sign in to mySunLife.ca and click on the Person icon at the top right of the **Home** page. Then, select **Contact information**. You can add, change or delete your email ID and update your information.

We can help! If you need us, call us at **1-800-361-6212** between 8 a.m. ET to 8 p.m. ET, Monday to Friday.

Life's brighter under the sun

Group Benefits are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

PDF8493-E 02-19 lj-cl

