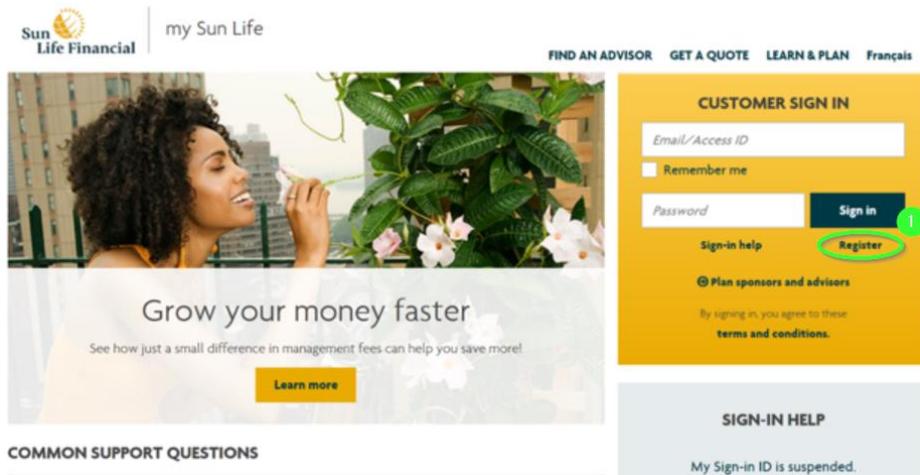


Register to your Sun Life Account

1. Go to mysunlife.ca
2. Click the “Register” icon located on the right side of the page under the “Sign in” button



3. Enter your birthdate
4. Ensure “Canada” is selected and highlighted in yellow
5. Enter your postal code
6. Enter Contract/Policy Number **150798**
7. Enter your Member ID (this is your employee ID as shown on your paystub available on your PAWS account)
8. Click “Next”

The screenshot shows the Sun Life Financial registration form. It starts with a "Welcome!" banner. Below is a section for "Finding your file...". The form includes the following fields:

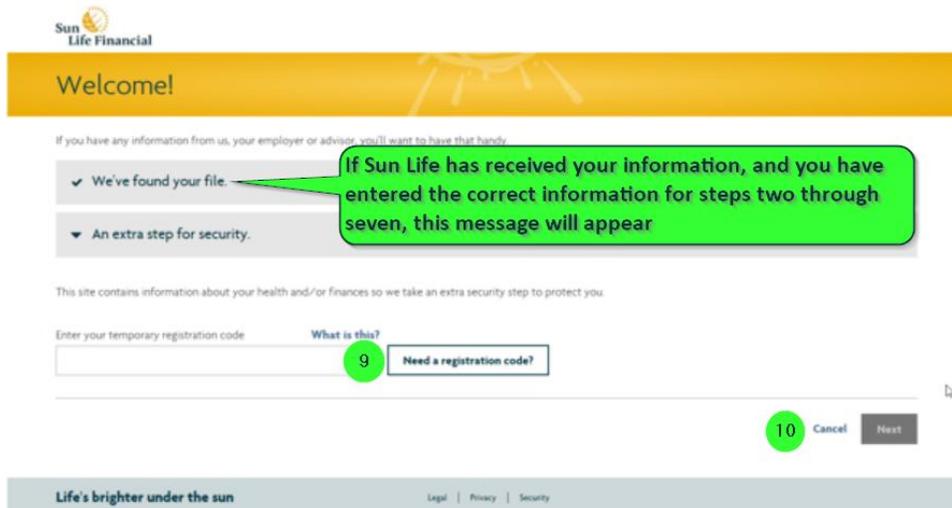
- Date of birth (DD/MM/YYYY): 31/01/2000
- Country of residence: Canada (highlighted in yellow), United States, Other
- Postal code: S7S 7S7
- Select a product that you have: Health/dental benefits (selected), Employer investments and savings, Products purchased through an advisor
- Contract/policy number: 150798 (with a link "Where can I find this?")
- Member ID: 1234567 (with a link "Where can I find this?")

At the bottom right, there is a "Next" button highlighted with a green circle and a "8" in a green circle, and a "Cancel" button.

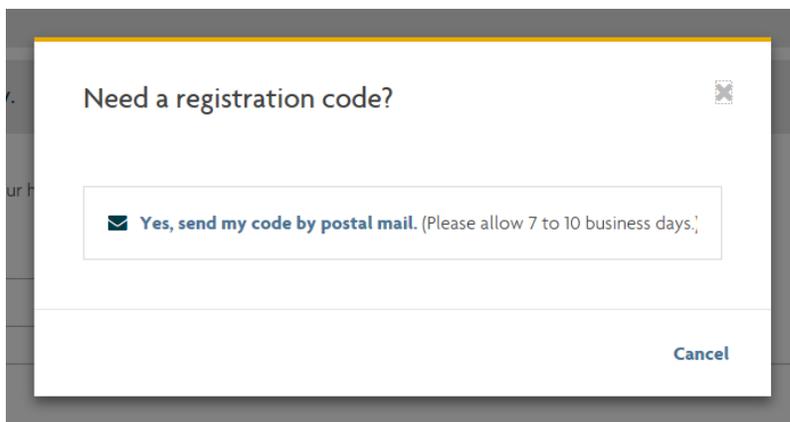
If Sun Life has received your information, and you have entered the correct information for steps two through seven, the message “We’ve found your file” will appear.

- a. If this does not appear, you may have entered your birthdate incorrectly – it **must** be entered DDMMYYYY.
- b. If you have recently moved, Sun Life may have your previous postal code on file. If this is the case, try steps two through seven again with your previous address. Once you complete the registration process, you can update your address and postal code

Click the “Need a registration code?” icon



9. The “Yes, send my code by postal mail (Please allow 7 to 10 business days.) will appear. Once you receive this registration code, please go through steps one to nine again and enter your registration code at step ten
 - a. Note: if you would like to finish the registration process now, feel free to contact Sun Life at 1-800-361-6212 and request this registration code be disclosed to you via phone. Please have your Contract/Policy number available because the Sun Life representative will require this information to assist you



10. After you complete the registration process:
 - a. You can enter your banking information to receive your claim reimbursements via direct deposit
 - b. It is suggested that you also enter your dependent information at this time to ensure all future claims are ready to be processed
 - c. You can download the app to your mobile phone at www.mysunlife.ca/mobile