REGISTERING AND PRINTING YOUR UHIP CARD

In order to obtain your UHIP coverage card, you will need to be registered with Sun Life Financial. **Mysunlife.ca** allows you to manage your account.
Important: Note that you will only be able to register and print your card about two weeks after you have paid your UHIP fees.
Please follow these easy steps to register at mysunlife.ca.
Note: If you have already registered, you do not need to register again and you can directly print your UHIP card.

REGISTER ONLINE

Step 1: Register online
- Go to **mysunlife.ca** and select **Register**
- Enter your **Date of birth**
- Select Canada for **Country of residence**
- Enter your **Postal code**
- Select **Health/dental benefit**

Step 2: Member ID
- Enter **050150** for **Policy number**
- Enter your personal Member ID. Your member ID is UO (please note that UO are letters) followed by:
  - ➢ UO00 + 7-digit student number. Ex: UO00xxxxxxx
  - ➢ UO + 9-digit student number. Ex: UOxxxxxxxxx

Note: If you are having difficulties registering, you can call Sun Life Financial Customer Care Centre at 1-888-206-9004 any business day from 8 am to 8 pm ET

Step 3: Request a registration code
- Select **Need a registration code?**
- Check your uOttawa e-mail for your temporary registration code. The registration code is only valid for 48h.
- Enter your temporary registration code then click **Next**.

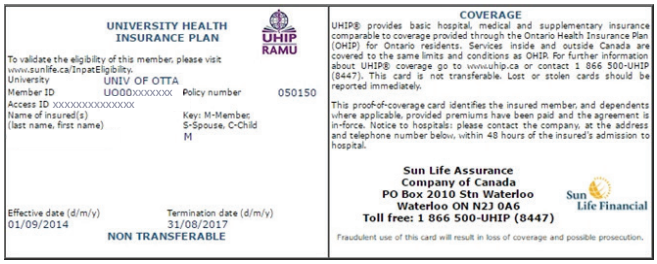
Note: Do not forget to check your **SPAM** folder if you have not received your temporary registration code e-mail. If Sun Life Financial does not have your e-mail address, a registration code will be mailed to you.

Step 4: Signing-in and creating a password
- Select your uOttawa e-mail as you sign-in
- Create a password
- Select a security verification question

Important: You will need your e-mail address and password each time you sign in to mysunlife.ca.

PRINTING THE UHIP CARD

➢ Sign-in using your access ID
➢ Click on Coverage information
➢ Under Resources, click on Print my coverage card
➢ On the top right corner, click on Print


UNIVERSITY HEALTH INSURANCE PLAN
UHIP RAMU
To validate the eligibility of this member, please visit www.sunlife.ca/InpatEligibility.
University UNIV OF OTTA
Member ID UO00xxxxxxx Policy number 050150
Access ID xxxxxxxxxxxxx
Name of insured(s) (last name, first name)
Key: M-Member, S-Spouse, C-Child
M
Effective date (d/m/y) 01/09/2014
Termination date (d/m/y) 31/08/2017
NON TRANSFERABLE

COVERAGE
UHIP® provides basic hospital, medical and supplementary insurance comparable to coverage provided through the Ontario Health Insurance Plan (OHIP) for Ontario residents. Services inside and outside Canada are covered to the same limits and conditions as OHIP. For further information about UHIP® coverage go to www.uhip.ca or contact 1 866 500-UHIP (8447). This card is not transferable. Lost or stolen cards should be reported immediately.
This proof-of-coverage card identifies the insured member, and dependents where applicable, provided premiums have been paid and the agreement is in-force. Notice to hospitals: please contact the company, at the address and telephone number below, within 48 hours of the insured's admission to hospital.
Sun Life Assurance Company of Canada
PO Box 2010 Stn Waterloo
Waterloo ON N2J 0A6
Toll free: 1 866 500-UHIP (8447)
Sun Life Financial
Fraudulent use of this card will result in loss of coverage and possible prosecution.

Example of the UHIP card