

# Registering online? We can help!

If this is your first time registering with Sun Life Financial, (UHIP Insurance), please follow these easy steps to register for **mysunlife.ca**. If you have already registered, you do not need to register again.

**mysunlife.ca** is where you can see your pay-direct drug and coverage cards, your coverage and claims history, and print your claim forms. You can also sign up for direct deposit so if you ever have to pay for a covered service or item, you will get the money back quickly directly into your bank account.



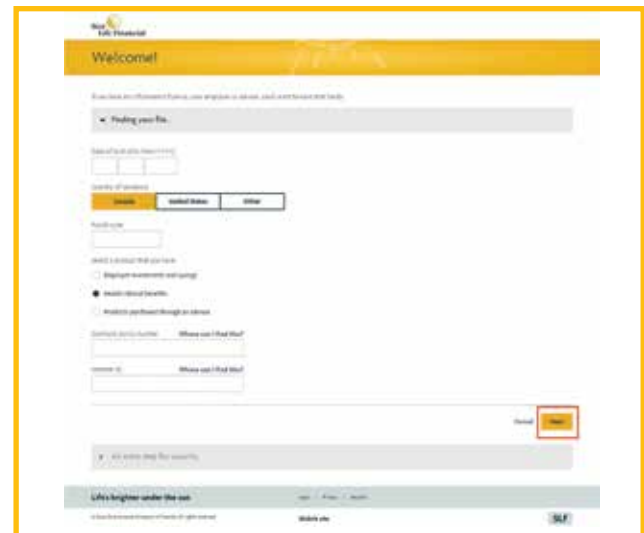
First you'll need to register for a Sign-in ID/Access ID and password.

## Step 1 – Go to **mysunlife.ca**

- Click **Register**.

## Step 2 – My information

- Start by entering your:
  - Date of birth.
  - Country of residence (Canada).
  - Postal code.
- Select Health/dental benefit.
- Next, enter your:
  - **Contract/policy number – 050150.**
  - Certificate/member ID (Your certificate/member ID is determined by the school you attend and your assigned student/employee number).
- How to determine your **certificate/member ID number**
  - Enter your university's prefix code (refer to diagram).
  - Enter your student or employee number.
  - This now becomes your personal UHIP member ID.
  - Example: UT + 9 digit student number UT072719797.



University	Prefix	University	Prefix
University of Toronto (9-digit student number)	UT	Trent University	TU
University of Toronto (10-digit student number)	U	Queen's University	QU
McMaster University	MU	University of Ottawa	UO
York University	YU	Carleton University	CU
University of Guelph	UG	Saint-Paul University	SP
Wilfrid Laurier	WL	Laurentian University	LU
University of Waterloo	UW	Lakehead University	LU
University of Western Ontario	WO	Nipissing University	NU
Ryerson University	RU	Brock University	BU
OCAD University (7 digit student number)	OC00	Royal Military College of Canada	RM
University of Ontario Institute of Technology	IT	Algoma University	AU

Note: If you are having difficulties registering you can call the **Sun Life Financial Customer Care Centre at 1-888-206-9004** any business day from 8 a.m. to 8 p.m. ET.

- UO00 + 7 digit student number
- UO + 9 digit student number

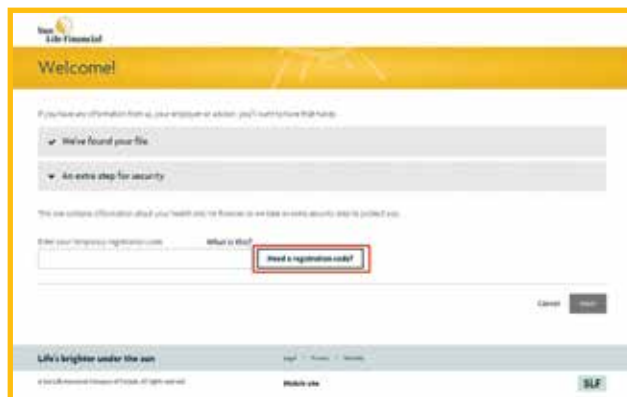
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## Step 3 – Request a registration code

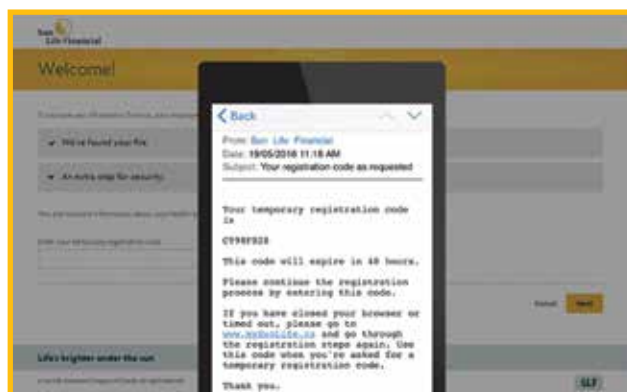
- Click **Need a registration code?**

If your email address is already on file with us, we will email you a registration code immediately which will be valid for 48 hours. If we don't have your email address, a registration code will be mailed to you.

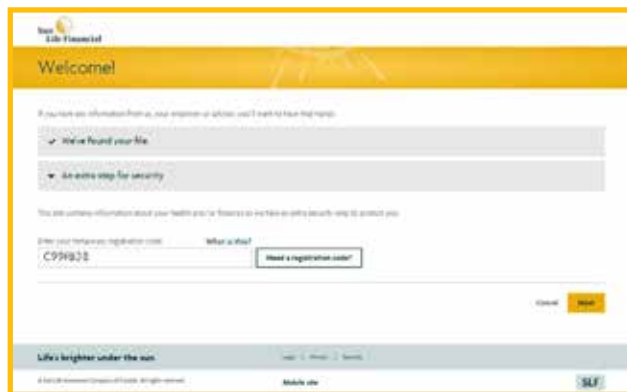
Please allow 7 to 10 business days to receive your code by mail. This code is valid for 45 days. Once you receive your code by mail, you will need to enter it here.



- Don't forget to check your SPAM folder if you have not received your temporary registration code email.



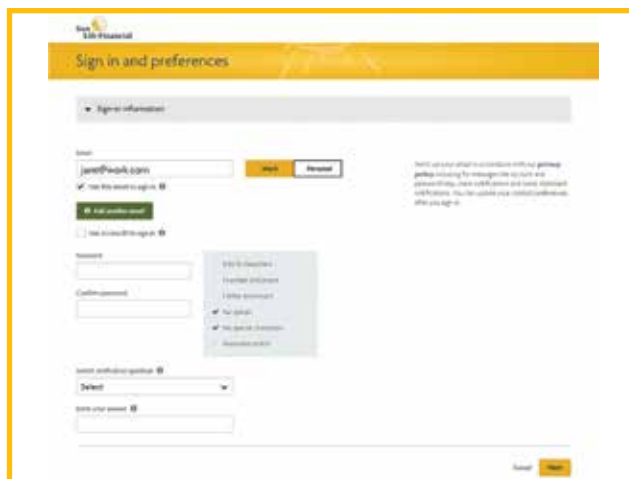
- Input your temporary registration code and click **Next**.



# Registering online? We can help!

## Step 4 – Sign-in/Access ID & password

- Select how you would like your sign-in set up:
  - Select the email address shown to use as your Sign-in. This will be used to send any communications and password reset information.
  - If you received your registration code via postal mail, please enter your email address to be used as your Sign-in.
  - Create a password that meets all the security criteria.
  - Select a security verification question and provide the appropriate answer



Select **Next**.

## Step 5 – Add your phone number

- You have the option to add a phone number.
- Click **Submit**.



**Important:** You will need your email address and password each time you sign in to [mysunlife.ca](https://mysunlife.ca).

**Congratulations, once you receive confirmation, you will be registered for [mysunlife.ca](https://mysunlife.ca)!**

### More control for you

You have the flexibility and control to update your account at any time. Simply sign into [mysunlife.ca](https://mysunlife.ca) and go to your **Profile page**. From there, you can add or change your sign-in, and update your information. Managing your account has never been easier!

### Free mobile app

Get more information on my Sun Life Mobile app and see a demo of how it works – visit [sunlife.ca/mobile](https://sunlife.ca/mobile).

### Questions?

If you have any questions, please contact the Sun Life Financial Customer Care Centre at 1-888-206-9004 any business day from 8 a.m. to 8 p.m. ET.

Life's brighter under the sun

Sun Life Assurance Company of Canada is a member of the Sun Life Financial group of companies.  
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