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**

Example of the UHIP card

uOttawa