

SUN LIFE GROUP BENEFITS INFORMATION

All staff is encouraged to set up a PIN Number and Password for a personal online account. This will enable you to track your benefit account, claims and access to personalized benefit forms.

On-Line Access for Claims

If you wish to check the status of a claim that you have submitted to Sun Life, it is easy to do by accessing your records on line by following these steps:

- Go to www.sunlife.ca
- Click on "Sign In"
- Click on "My Sun Life"
- Enter Access ID
- If you do not have access click on **Register Now**
- Enter Password
- Click on "Sign In"

For generic forms follow the instructions below.

Submitting Generic Sun Life Forms

1. Access the website at www.sunnet.sunlife.com/signin/sponsor/e/home.wca?
2. Go to the tool bar near the top and place your cursor on the Group Benefits tab.
3. Drop down will include section forms
4. Select Forms
5. Select Extended Health Care Claim Form

The address is not on the form; please use this address for submissions:

Sun Life Assurance of Canada
Claims Office
PO Box 2010 STN Waterloo
Waterloo, ON N2J 0A6

Sun Life's toll free number is 1-800-361-6212.

You can also email them questions at askus@sunlife.com