



mySunLife Online Access Guide

What You Can Do Online

When you access my coverage online, you will be able to:

- Sign up for direct deposit of your claim payments.
- Print a copy of your drug card.
- View your latest claims statement.
- Check when your plan will cover your next purchase of glasses or lenses.
- Look up when you, or your family members, are eligible for your next dental check up.
- View customized information about what's covered in the plan. For example: enter a drug name or DIN (drug identification number) to see if it's covered and to what amount.
- Enter a dental procedure code from your dentist to see if it's covered before you get the work done.
- Print a coverage card summarizing your benefits, to keep in your wallet.
- Use the online Wellness Centre to discover tools to help manage your health, including health assessments, drug and medical libraries, calculators and more.
- Send a secure message. If you have a confidential question, you can send Sun Life a secure message through our website.

How to Register

To register you will need salesforce's contract number and your employee ID.

- Salesforce's group contract number is 100474
- You can find your employee ID # by signing in to [Workday](#) using single sign-on → the 6-digit number next to your name is your employee number.
- Go to www.mysunlife.ca and select Register Now.
- Enter your contract number and member ID.