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.