Direct Deposit for Claim Payments:

1. Go to [www.mysunlife.ca](http://www.mysunlife.ca)
2. Enter your access ID and password and click the sign in button
3. Click my claims
4. Click Direct deposit from the menu on the right side of the screen
5. Click the register button in the box on the right side of the screen
6. Click update in the “Review your banking information” dialogue box
7. A new screen will appear where you will need to enter your banking information: transit number, institution number and account number. A sample cheque is illustrated showing you where to find this information on a cheque. If you do not have a cheque contact your Canadian financial/banking institution for this information
8. Click submit
9. You will receive a message confirming that the information has successfully been submitted. Click close window
10. When your claims have been processed you will receive an email. Please ensure your email is correct.
11. To revise your information click update in the appropriate box (banking information)
12. A new screen will appear. Fill in the updated information, Click submit
13. You will receive a message confirming the information has been successfully updated. Click close window