Step-by-Step Instructions to Register to Download and Print Your UHIP Card

**Registration:**

1. Go to [www.mysunlife.ca](http://www.mysunlife.ca)
2. Select: **Register now** on the right hand side of the screen in the sign in section
3. Click **Register-benefits plan** under “What you’ll need to register” on bottom left hand side of the screen
4. You will need to enter the following information: Date of Birth, Country of Residence (**Canada**), postal code of your current Canadian address, Contract/Policy Number (**050150**), Certificate/member id.
   a. For Students your certificate id is **WO** followed by your student number: W0250XXXXX
   b. For those UHIP members who completed their application form in the HR offices the number is found on your application form (dependents, faculty, staff). Dependent members UHIP number is **DP** followed by the Western affiliated partner/spouse/parent id number:
       e.g. DP250XXXXX/DP020XXXXX
5. When the information is entered click **Continue**: bottom of screen
6. **Access Id and Password**: you have the option of using an email address as your preferred id. You need to choose 1 of 3 options
   a. **Continue to use numerical id**
   b. **Use the email address that is indicated in the second bullet point**
   c. **Entering a different email address**
7. A temporary password will be emailed to you after you select **Submit** at the bottom of the screen. The email will also provide instructions on how to change your password.
8. After submitting you will receive a confirmation screen. On this screen is your access id, **NOT** your coverage card. **Print** your **Access ID** by click print on the bottom of the screen to the right of the Access ID card

**To Print Your Coverage Card**

1. Go to [www.mysunlife.ca](http://www.mysunlife.ca)
2. Enter your **access id and password** (new password chosen by you following instructions in the email you received with your temporary password) – Right hand side of screen
3. Click **Sign in**
4. Select **my coverage** from the “my health and well-being” box
5. In the **Resources** tab, click print my **coverage card**
6. Your coverage card will be displayed.
7. Print the card and fold it according to instructions and carry this card with you with photo id.