Mysunlife.ca has been designed to enable you to get a copy of your UHIP coverage card, print off claim forms and view your claim status at your convenience.

Getting started
- Go to mysunlife.ca
- Select Register now
- Select Register – benefits plan

You will need to provide:
- Some personal details
- Your contract number
- Your certificate number

Step 1 – My information
- Enter your personal information into the empty fields, be sure to select Canada as your country of residence and include your Canadian postal code
- The contract/policy number is 050150
- In the certificate/member ID field type in your university’s alpha prefix, from the chart on the next page, followed by your student or employee ID.

Example Member ID = [---] [--- --- --- --- --- --- ---]

Prefix Member ID

- As a dependant, you may be enrolled under the plan with your own UHIP member ID. You would replace the university alpha prefix with ‘DP’ followed by the affiliated member or employee numeric ID.

Example Dependant ID = [DP] [--- --- --- --- --- --- ---]

Prefix Dependant ID
Mysunlife.ca – Registering online!

Step 2 – Access ID & password

• Select the method by which you would like to receive your password (by mail, or email if available)

• It can be hard to remember a 12-14 digit number every time you sign in, so to make things easier you have the option to select your email address as your access ID for mysunlife.ca

• Select Submit

Note: if you choose to receive the password by email you will receive a temporary password after completing this step. You will need this to log in for the first time after registering.

Step 3 – Confirmation

• Print a copy of your access ID. Please note, this is not your UHIP coverage card.

• Select Print

• To access your UHIP coverage card you will need to wait for your password to arrive by email or mail before logging in. Once you receive the password, you can sign into mysunlife.ca with the temporary password.

*The above card is only an example, please sign into mysunlife.ca to access your UHIP coverage card.
Now that you have your access ID and password, you can print your UHIP coverage card.

**Getting started**

- Go to [mysunlife.ca](http://mysunlife.ca)
- Enter your access ID and password, if you are logging in for the first time you will need to use the temporary password that was provided in the registration steps
- Click **Remember my Access ID** if you would like your ID to automatically appear on your next visit
- Select **Sign In**

- Select **my coverage**

- Select **print my coverage card**
Your UHIP card will be displayed. Print and fold the card according to instructions and carry the card with you.

If you need to see a doctor or another medical service provider go to www.internationalhealthcarenetwork.com to find a preferred provider near you.

**More control for you**

You have the flexibility and control to update your account at any time. Simply sign into mysunlife.ca and go to your Profile page. From there, you can add, change and even delete your email access ID, and update your information. Managing your access has never been easier!

**Free mobile app**

For fast and easy access wherever you go, either download the mobile app for your Blackberry or iPhone or go to m.mysunlife.ca on your web enabled smartphone. The app will allow you to view claims from your phone and view/carry your coverage card.

**Questions?**

If you have any questions, please contact the Sun Life Financial Customer Care Centre at 1-866-500-UHIP (8447) any business day from 8 a.m. to 8 p.m. ET.