If this is your first time registering for mysunlife.ca, please follow these easy steps. If you have already registered, you do not need to register again.

What is mysunlife.ca?
mysunlife.ca is where you can print your coverage cards, view your coverage and claims history, and print claim forms. You can also sign up for direct deposit so if you ever have to pay for a covered service or item, you will get the money back directly into your bank account.

Registering online to get your UHIP coverage card?
Check your University email first! You may have already received a copy of your UHIP coverage card by email when you were enrolled into the plan. If you didn’t receive your UHIP coverage card by email, you will need to complete the online registration process.

Step 1 – Go to mysunlife.ca
Click Register.
Step 2 – My information

Start by entering your:

- Date of birth.
- Country of residence (Canada).
- Postal code.

Select Health/dental benefit.

Next, enter your:

- Contract/policy number – 050150.
- Certificate/member ID (Your certificate/member ID is determined by the school you attend and your assigned student/employee number).

How to determine your certificate/member ID number

- Enter your university’s prefix code (refer to diagram).
- Enter your student or employee number.
- This now becomes your personal UHIP member ID.
- Example: UT + 9 digit student number UT072719797.

Click Next.
Step 3 – Request a registration code

Click **Need a registration code?**

If your email address is already on file with us, we will email you a registration code immediately which will be valid for 48 hours. If we don’t have your email address, a registration code will be mailed to you. Please allow 7 to 10 business days to receive your code by mail. This code is valid for 45 days. Once you receive your code by mail, you will need to enter it here.

Don’t forget to check your SPAM folder if you have not received your temporary registration code email.
Input your temporary registration code
Click Next.

Step 5 – Sign-in and preferences
Select how you would like your sign-in set up:

- Select the email address shown to use as your Sign-in. This will be used to send any communications and password reset information.
- If you received your registration code via postal mail, please enter your email address to be used as your Sign-in.
- Create a password that meets all the security criteria.
- Select a security verification question and provide the appropriate answer.

Click Next.
Step 6 – Optional contact information
You have the option to add a phone number.

Click Submit.

Important:
You will need your email address and password each time you sign in to mysunlife.ca.

Congratulations, once you receive confirmation, you will be registered for mysunlife.ca!

Key information to help 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 or change your sign-in, and update your information. Managing your account has never been easier!

Free mobile app
Get more information on my Sun Life Mobile app and see a demo of how it works – visit sunlife.ca/mobile.

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