If this is your first time registering with Sun Life Financial, (UHIP Insurance), please follow these easy steps to register for mysunlife.ca. If you have already registered, you do not need to register again.

mysunlife.ca is where you can see your pay-direct drug and coverage cards, your coverage and claims history, and print your 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 quickly directly into your bank account.

First you’ll need to register for a Sign-in ID/Access ID and password.

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.

Note: If you are having difficulties registering you can call the Sun Life Financial Customer Care Centre at 1-888-206-9004 any business day from 8 a.m. to 8 p.m. ET.
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 and click **Next**.
Step 4 – Sign-in/Access ID & password

- 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

Select Next.

Step 5 – Add your phone number

- 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!

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?
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