How to sign up for direct deposit

With direct deposit, when you submit a claim, we’ll put the money into your account for you. You don’t have to wait for a cheque in the mail. And, you don’t have to go to your financial institution to deposit the cheque.

- It’s easy
- It’s fast
- It’s convenient

Sign up today...
How to sign up for direct deposit

1. Go to www.mysunlife.ca.
2. Enter your access ID and password and click the **sign in** button.

For step-by-step instructions explaining how to register at mysunlife.ca watch the webinar available at www.uhip.ca.
3. Click **my claims**.
4. Click **direct deposit** from the menu on the right.
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5. Click **register**.
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6. Click **update**.
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7. A new screen will appear and you will need to enter your transit, institution and account number. This information can be found on the bottom of your cheque. A sample cheque like the one shown below, will be displayed showing you where you can find these numbers. Enter the information and click submit.

If you don’t have a cheque, please contact your Canadian financial institution and they can provide you with the information to help you complete this section.
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8. You will receive a message confirming that the information has been submitted successfully. Click close window.
9. When your claims are processed you will receive an email. Please ensure your email address is correct. If you would like to make a revision, click **update**.
10. A new screen will appear. Fill in the information with your preferred email address. Click **submit**.

**E-mail address update**

Help us stay connected to you concerning your business with us.

Update the information below and select **Submit**.

**E-mail address:** [randydoe@company.com]

**When you provide an e-mail address:**
1. We will send you an e-mail
2. Open the e-mail
3. Select the link in the message to validate this address

Remember to review all of your information on the Personal info page to ensure all information is up to date.
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11. You will receive a message confirming that your email information has been successfully updated. Click close window.
Congratulations, you are now set up for direct deposits! Enjoy the convenience of receiving your payments directly into your account.

Questions?
Contact the Sun Life Financial Customer Care Centre at 1-800-361-6212 any business day from 8 a.m. to 8 p.m. ET.