

Your mysunlife.ca web guide



Here's some helpful information for using **mysunlife.ca**.

Visit **mysunlife.ca** and sign in with your Access ID and password.

Many people set their email to be their Sign-in ID, which makes signing in easier.

Popular features on mysunlife.ca, and how to use them



Finding Coverage information

1. In the **Benefits section**, select **Coverage information**.
2. Select the type of coverage you want to know more about.
3. Confirm who the coverage is for, and select the appropriate product or service.

For example: to learn more about your massage coverage, select **Medical coverage** and then **Massage Therapist** in the **Paramedical Services** section. There you can see things like your deductible, limits, balance, etc.



Submitting a claim

1. Under the **Benefits section**, select on **Submit a claim**. If you haven't already provided your banking information, we'll prompt you to do so. This will allow us to transfer reimbursements directly into your account.

Want to reduce your paper footprint by receiving online statements only? Select 'Yes' from the **Online claim statements** section.

2. From the **Submit a claim** section, select the type of expense your claiming.

Please note, sometimes claims can't be submitted electronically. To print a claim form, select **Claim form** in your **Benefits section**.



Finding claim statements

1. Under the **Benefits section**, select **All claims**.
2. Select the **Date of Statement** that corresponds to the statement you're looking for. To view dental estimates or claims being processed, select the corresponding link below **Recent claims and estimates**.