



RETIREMENT SAVINGS GUIDE

IT'S YOUR MOVE!

Your employer has set up a retirement savings plan with Sun Life Financial to help you improve your financial health and save for your future.

It's easier than you think!

Saving two dollars a day – less than the equivalent of this morning's muffin – can add up to \$3,640 in five years, and that's before any compound interest!

What's in it for you?

Saving is easy: Payroll deductions ensure you pay yourself first.

You pay less: Because of the combined buying power of your employer and Sun Life Financial, you pay lower management fees than what an average investor would pay for similarly managed funds at a bank or mutual fund company.

Tax refund on every paycheque: With payroll deductions, your contributions are invested on a before-tax basis. You won't need to wait until the spring for your tax deduction as it's effective immediately!

Access to your account at any time: You have 24/7 access to your account through mysunlife.ca, our my Sun Life Mobile app or by phone at 1-866-733-8612 from 8 a.m. to 8 p.m. ET any business day.

Tools and information at your fingertips: You can learn about the funds offered under your plan, determine what kind of investor you are, and even how much you need to save to meet your personal retirement goals by signing in to mysunlife.ca.

Life's brighter under the sun

Sun 
Life Financial

Five easy steps to start saving today

This guide explains the most important steps for starting to use the online tools available to you.

STEP 1

Register at mysunlife.ca: The website that has everything you need to manage your workplace retirement and savings plan.

STEP 2

Decide which investment options are right for you using the **Asset Allocation tool**.

STEP 3

Determine how much you need to save now to meet your retirement goals using the **Retirement planner**.

STEP 4

Download the my Sun Life Mobile app to access your account on the go.

STEP 5

Designate a beneficiary online.

It's your move!

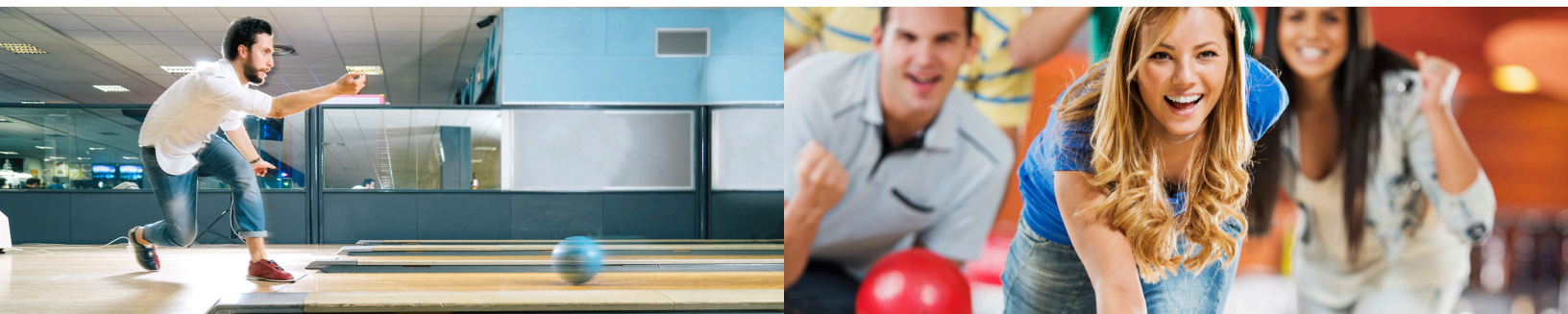
STEP 1

Register at mysunlife.ca

There are several ways to connect to your account:

- > **mysunlife.ca:** the Plan Member Services website,
- > my Sun Life Mobile app,
- > automated telephone system or Customer Care Centre at 1-866-733-8613.

To access account information through these services, you need both a **Sign-in ID** and a **password**.



Register for a Sign-in ID and password

Go to **mysunlife.ca**.

Select **Register**.

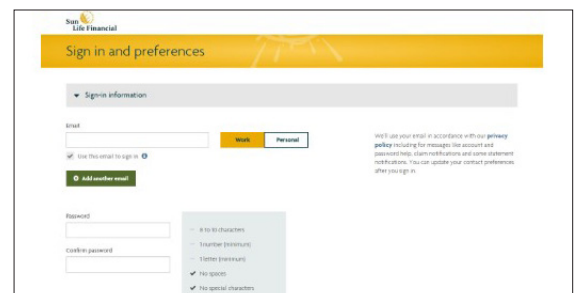


Have on hand the **Sun Life Financial VRSP Notice of Membership** you received from us.

You will need your account number for the next step.



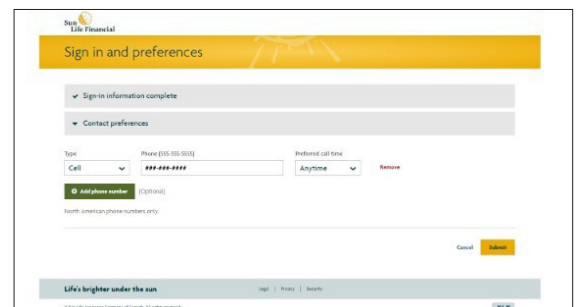
Complete this online form to register.



You can choose a access ID and password.

You can now sign in to **mysunlife.ca**.

You can select the **Remember my access ID on this device** checkbox to make signing in more convenient on future visits.



STEP 2

Decide which investment options are right for you

The **Asset allocation tool** recommends an investment mix after you identify your risk tolerance level.

To access this tool, sign in to **mysunlife.ca** and select **my financial centre** on the **Home** page.

The screenshot shows the 'my financial future' page for Mary Smith. It displays a table of investment balances as of October 26, 2016:

Investment Option	Balance
Registered Retirement-Savings Plan (RRSP)	\$4,126.06
Registered Retirement Savings Plan (RRSP)	\$0.00
Deferred Profit-Sharing Plan (DPSP)	\$7,198.55
Non-Registered Savings Plan (NRSP)	\$0.00
Total	\$11,324.61

Additional services listed include Car and Home Insurance and my Sun Life Plus.

Then select **my money tools** from the **Resource Centre** drop-down menu and click on **Continue** to begin.

The screenshot shows the 'my money tools' page. It features a section titled 'Want to find out which investment options are right for you?' with a 'Continue' button at the bottom.

There are two ways to build your portfolio:

1. The first strategy is based on **when you expect to need your money**.

The default investment option at enrolment in your plan is the Sun Life Target Date Segregated Fund that matures just prior to your 65th birthday.

2. The second strategy is based on **your comfort level with risk**. You will need to answer 8 questions related to investing. The tool will recommend one of five investor profiles and suggest an asset mix.

The screenshot shows the 'my money tools' page with the 'What's your approach to investing?' section. It offers two options:

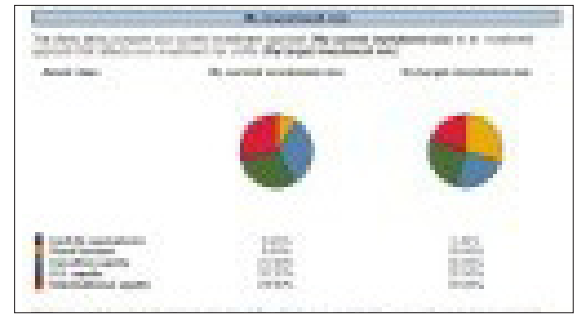
- Your comfort with risk,
- When you will need your money,

A 'Continue' button is located at the bottom.

Target asset mix

For each strategy the **Asset Allocation** tool provides a suggested target asset mix, meaning the percentage of your portfolio that you should invest in each asset class (cash, fixed income, equities and others).

By clicking on the fund names you can also view more details about the funds available under your retirement savings plan.



STEP 3

Determine how much you need to save

On average, you may need between 60 and 80% of your income in retirement, to live the same lifestyle you're living today. You may require more or less, depending on your retirement plans and desired lifestyle.

The **Retirement planner** lets you determine how much you need to save today to meet your goals.

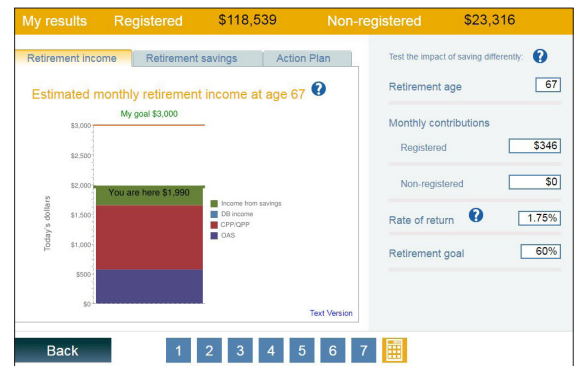
To access the **Retirement planner**, select **my money tools** under the **Resource Centre** drop-down menu.

Gather these documents so you can complete the tool's information fields:

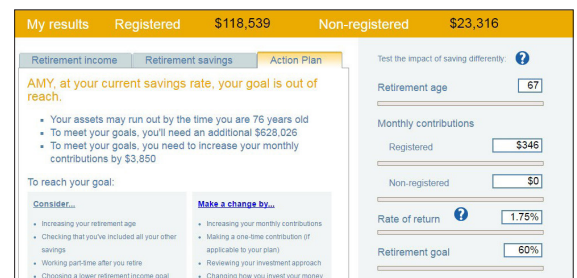
- > Statements for your registered and non-registered investments held inside or outside Sun Life Financial
- > Information about pension plans with other employers

Select **Let's get started!** to begin.

Using the information you enter (expected retirement age, your current savings, the monthly contributions you want to make, the estimated return on your investments, etc.), the Retirement planner will indicate whether you're on track to meet your retirement income goal.



Under the **Action Plan** tab, review the recommendations and determine how you could get closer to meeting your goal.



STEP 4

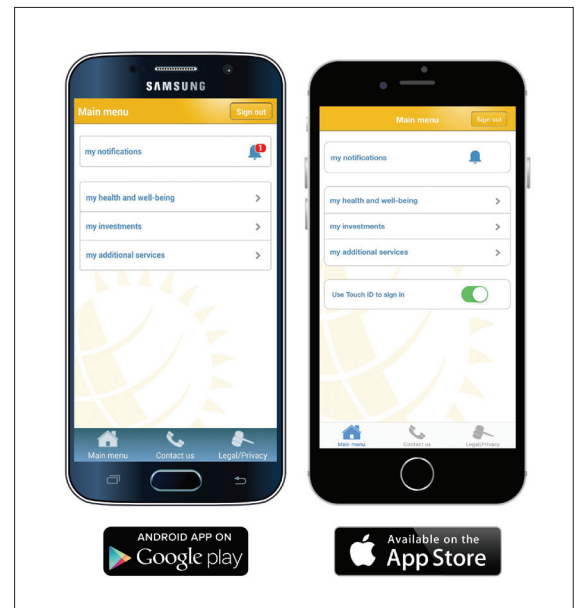
Download the my Sun Life Mobile app

If you have an iPhone

- > Go to the App Store and search for “**my Sun Life (Canada)**”.
- > The app will appear in your search results.
- > Click on “**my Sun Life (Canada)**” to view the app description, then click on the **Install** button.

If you have an Android

- > Go to Google Play and search for “**my Sun Life (Canada)**”.
- > The app will appear in your search results.
- > Click on “**my Sun Life (Canada)**” to view the app description, then click on the **Install** button.



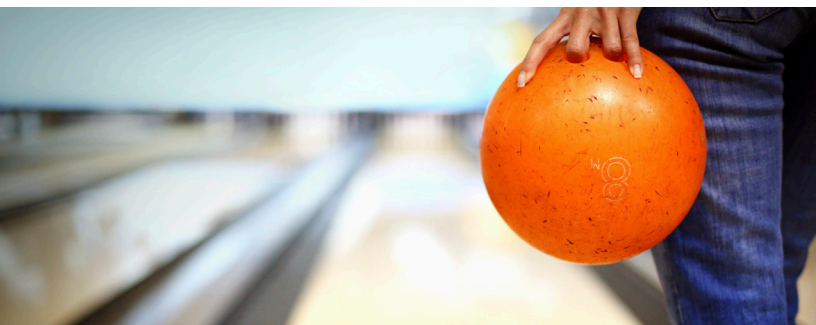
If you have another type of smartphone

If you use an older Apple or Android device, or a device that uses a different operating system, you may be able to access the my Sun Life Mobile app at **mysunlife.ca**.

Make sure to save the website address by creating a bookmark or saving it to your home screen! If you cannot access the web app, you can continue to access our full member services site at **mysunlife.ca**.

What you need to sign in to my Sun Life Mobile

You will need your my Sun Life Sign-in ID and password in order to sign in (the same credentials you use to sign in to the desktop version of **mysunlife.ca**). You can select the **Remember my Sign-in ID on this device** checkbox to make signing in more convenient on future visits. The application also offers Touch ID, an Apple feature that enables you to unlock your phone by pressing your thumb on your phone's start button.



STEP 5

Designate a beneficiary online

You have the right to designate a beneficiary but if you live in Quebec, and you have a spouse at the time of your death, your spouse will receive the death benefit equal to the value of your account.

If you don't have a spouse who is entitled to the death benefit under applicable legislation, and you have not designated a beneficiary, the death benefit will be paid to your estate.

If you want the benefit paid to a party other than your spouse or estate, you can designate a beneficiary online:

- > Sign in to **mysunlife.ca** using your **Sign-in ID** and **password**.
- > Select **my financial centre** under **my financial future**.
- > From the **Quick Links** drop-down menu, select **Beneficiary info**.
- > Follow the instructions provided.

The screenshot displays the Sun Life Financial online interface for designating beneficiaries. It features a header with the Sun Life Financial logo and navigation links. The main content area is titled 'Beneficiaries' and includes a 'Beneficiary by plan' dropdown and a 'View beneficiary summary' link. Below this, there are three sections for different retirement plans: Registered Retirement Savings Plan (RRSP), Deferred Profit Sharing Plan (DPSP), and Defined Contribution Pension Plan (DCPP). Each section contains a 'Primary beneficiaries' table with columns for Name, Relationship, and Address. There are 'Save' buttons at the end of each section. At the bottom, there is a disclaimer: 'If you have beneficiary designations (payments or lump sums) on irrevocable, your new designation will not be valid without the consent of that irrevocable beneficiary. In some instances a beneficiary can be designated for certain plans in certain circumstances, a beneficiary cannot be designated and Sun Life will pay proceeds. Please refer to the specific relevant information found in the beneficiary designation form at the top of this page.' There is also a checkbox for 'I understand my present beneficiary designations and name the above as beneficiary for my benefits upon my death. I agree that these are irrevocable beneficiaries for a portion of my present irrevocable assets or the portion of the benefit will default to my estate.' and 'Save' and 'Cancel' buttons.



If you prefer, you can also complete a beneficiary designation form by calling the Customer Care Centre at 1-866-733-3612.

At Sun Life Financial, our main objective is to make saving for retirement more accessible to all Canadians. As the leading service provider in Canada since 2002¹, we know that the key is to help you save through workplace retirement plans. This is why we are proud to offer a simple and effective solution built for you. Take advantage of everything that your retirement plan has to offer today!

¹ *Benefits Canada, December 2015*

Questions?

The Customer Care Centre and Automated Telephone System are available to help you.

If you have any questions, or you need help accessing your account or using these tools, one of Sun Life Financial's Customer Care Centre representatives can help when you call **1-866-733-8612** any business day from 8 a.m. to 8 p.m. ET. You can also use this number to connect to the Automated Telephone System 24-hours-a-day, seven-days-a-week.

Know your responsibilities

You're responsible for making investment decisions and for using the tools and information that have been provided to help you make these decisions. You should also decide if seeking investment advice from a qualified individual makes sense for you. Visit **sunlife.ca** to find an advisor.