

Congratulations on taking the e-claim step!



To begin, go to Sun Life's website to register at:

<https://www.sunnet.sunlife.com/signin/mysunlife/home.wca>

On your first log-in, you will be asked to register. They will ask some personal information. Best to use your (employee's) email address as they forward copies of claims submitted.

On this page, see at right, below the Login section:

Don't have an Access ID?

[Register now](#)

>>> Click on the **Register Now** to go to registration page.

At the registration page, see the **medical / benefits** column at left.

>>> Click on **Register – Benefits Plan**

- Next page: Enter the required information (Date of birth, country, postal code)
- Enter Contract/Policy number: **22205**
- Enter Certificate / Member ID: **90XXXX**

This takes you to a page where you can let them know whether you prefer to login with an **ID number** or an **email address** (if it's your personal one, it should be generic).

If you enter with ID number, they will MAIL you your password. If you enter an email address, they may send via email.

If you are wishing to enter a claim immediately, you can call the toll-free number to request a new password in order to submit same day. Because Sun Life only talks to the member (and not the spouse), they may be willing to submit via email to the employee only.

Questions?

Call Alison at 800-461-0879 or 705-682-1555 ext. 2237.