






Digital enrolment for you and your employees. End-to-end user guide.

		Click for additional resources
Step 1 	Add a member. Use Enrol a member feature to input demographic information of the new hire or an existing eligible member, who is not yet enrolled. If you have a group of employees to enrol you can use Demographic File Upload feature.	Video Guide Video Guide
Step 2 	Member completes enrolment online. Member receives Enrol email . They register on mysunlife.ca and complete Enrol . Member receives a Welcome Letter .	Video Guide
Step 3 	Online enrolment report. You have access to an online enrolment report . It shows any of your plan members who've enrolled online. IMPORTANT: Be sure to check this report regularly to ensure members have completed enrolment, before you start payroll deductions.	Video
Step 4 	Payroll instruction. Follow up with the member to get their payroll instruction . You can use the payroll deduction form enclosed on the right.	Form
Step 5 	You're all set! Start payroll deductions and submit contributions to Sun Life. Make sure you start payroll deductions only once a member is eligible for the product.	Video Guide
If at any time you need to edit member information you can use View or Update Member Information feature .		Video Guide