

As a Sun Life group plan member, you have access to several online and mobile tools. A very important tool, that can help you assess whether you're on track to achieve your retirement goals, is called **Sun Life One Plan**.

When you first land on mysunlife.ca, click on manage plan then choose tools. You will be brought to this page, where you click on Retirement Planner to begin.

There are two different ways to plan. You can start with the Retirement Planner and then decide if you want to stop there. Or, you can skip ahead and go directly to do more detailed planning with Sun Life One Plan.

If you've never previously visited the planner, you'll be brought to this first screen. Depending on your situation, you may also get a prompt asking you if you'd rather go directly into the deeper planning experience which would skip this experience.

If you go ahead with the shortened planner experience, to save you time, everything Sun Life knows about you is automatically filled in. It's easily editable by clicking on each space.

Simply add any additional details to create a snapshot of where you stand today. This includes savings you may have at other places.

On the next page, you can choose your expected retirement expenses. Select a little less than today, a little more, the same - or enter a custom amount.

Your results are then summarized, showing both estimated income and the likely age you'll retire. You can easily navigate back to make changes if needed, or you can plan in more detail by completing Sun Life One Plan.

In this deeper planning experience, you're able to tailor your planning to your specific scenario by entering detailed information on a household basis to create a customized report.

To save you time, just like the Retirement Planner, everything Sun Life knows about you is automatically filled in. You can edit and/or add in any additional details to create a snapshot of where you stand today. If applicable, you can also incorporate your spouse or common-law partner into your planning to create a household level report.

The tool will automatically incorporate your salary, based on our records. In addition, other income sources, including your spouse or common-law partners income, if applicable can be added.

In addition to automatically incorporating your Sun Life account balances, Sun Life One Plan also allows you to add any other savings accounts you and your spouse or common-law partner have. You can also specify what ongoing contributions you intend to make.

You can personalize the government benefits that have been prefilled in the tool based on generic assumptions.

You can add in defined benefit pension information, if applicable.

Under the assets tab, you can add a residence or other personal use property.

Personal and business loans and liabilities can be added to the tool. They'll be factored in as expenses in retirement or calculated appropriately if they'll be paid off in advance of your retirement.

The tool will automatically calculate your approximate current expenses. You can select whether expenses in retirement are expected to be slightly lower, not change, be higher, or you can enter a custom amount.

Sun Life One Plan allows for extensive customization, including planned larger expenses. The tool automatically adjusts as you make changes and shows you on the right-hand side how the likelihood of achieving your income goal and how each proposed change you enter will impact your plan.

In the last stage, Preferences, the tool asks you to use the sliders to adjust your preferences before making recommendations. If you're unsure at this point, don't worry, and just move ahead. You can always come back and adjust your preferences later.

The retirement planning section is where Sun Life One Plan begins its work - making recommendations to help maximize your retirement savings and achieve a plan that meets your needs! As you work your way through the retirement strategies by applying or skipping, you can visually watch your income projections change.

All of the information you've entered will be saved to your member profile for the next time you return. You can also download and print or save a PDF copy of the report.

It's important to note that Sun Life One Plan is for planning purposes, and your selections within the tool won't make changes elsewhere on our site. For example, if it's recommended that you should save more, and you choose to apply that recommendation in the tool, you'll also need to take the second step of actually increasing your savings contributions in your group plan.

Need help filling out Sun Life One Plan? You can get one-on-one support anytime with 360 Plan Advice from a Sun Life financial services consultant (registered as a financial security advisor in the province of Quebec). The representative can start your planning from where you've left off or create a whole new plan if you haven't started one yet.

No matter what you have planned for retirement or how far away it is, we're here to help you.

Take advantage of the tools and advice that will help you turn big decisions into easy choices. **Log in to mysunlife.ca or contact us to get started.**