

How to Print Your UHIP Card

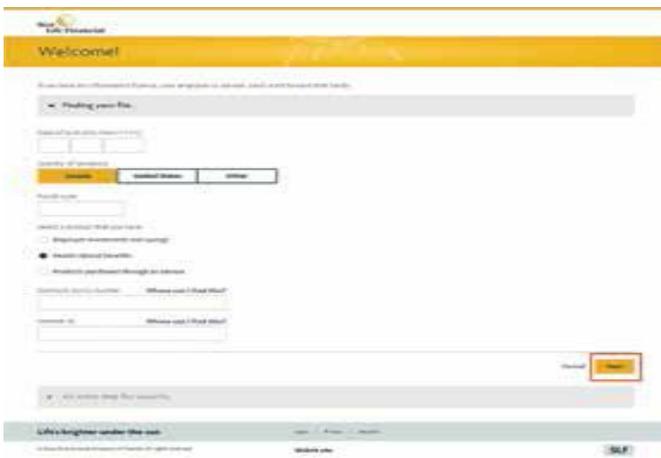
Step 1. Go to www.mysunlife.ca . Click Register



****For assistance call the Sun Life Customer Care line at**

1-866-500 UHIP (8447)

Step 2: My information –



Start by entering your:

- Date of Birth
- Country of residence (Canada)
- Postal Code (no spaces)
- **Select** health/dental benefit

Next enter your: Contract/Policy number **050150** and Certificate Member ID (**CU + 9 digit student number**) ie. CU100123456

Step 3: Request a registration code

- Click **Need a registration code?**



If your email address is already on file with us, we will email you a registration code immediately which will be valid for 48 hours. If we don't have your email address, a registration code will be mailed to you. Please allow 7 to 10 business days to receive your code by mail.. This code is valid for 45 days. Once you receive your code by mail, you will need to enter it here. **Don't forget your SPAM folder if you have not received your temporary registration code email.**

- Input your temporary registration code and click **Next**

Step 4: Sign in/Access ID & Password



Select how you would like our sign-in set up:

- Select the email address shown to use as your sign-in. This will be used to send any communications and password reset information.
- If you received your registration code via postal mail, please enter your email address to be used as your Sign-in.
- Create a password that meets all the security criteria.
- Select a security verification question and provide the appropriate answer.
- **Select Next.**

Step 5: Add your phone number

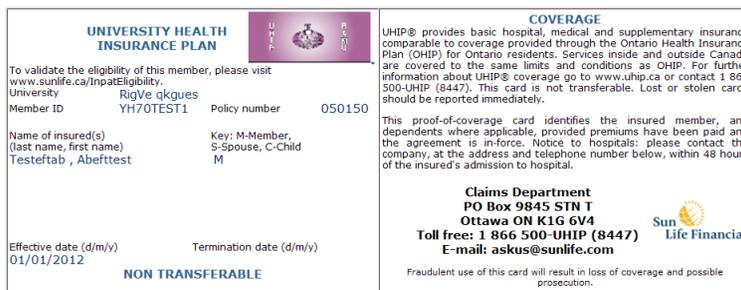


You have the option to add a phone number

- Click **Submit**

IMPORTANT: You will need your email address and password each time you sign in to mysunlife.ca

Congratulations! Once you receive confirmation, you will be registered for mysunlife.ca! Here's what your card looks like:



****IF YOU HAVE ANY REGISTRATION ISSUES PLEASE CONTACT SUN LIFE'S CUSTOMER CARE LINE AT 1-866-500-UHIP (8447) ****

For more details visit www.uhip.ca or www.carleton.ca/isso/uhip