



Welcome to Benefits with Sun Life Financial

Your enrolment period will begin on your first day of employment and be open for one month. The Online Enrolment System is available Monday through Saturday between 7:00 a.m. (EST) and 10:00 p.m. (EST).

Welcome to the Mount Royal University Benefits Plan. Your contract number is 100602.

You will find information about the Benefits Plan on <http://www.mtroyal.ca/EmploymentCareers/HumanResources/BenefitsandPension/index.htm>
Here you will find your Benefit Enrolment Guide and Benefit Booklets.

The Benefit Enrolment Guide will show a very detailed step by step description of registering on the website, choosing your benefit options and adding your dependents.

What you need to do to enrol in benefits

In order to enrol you will need your contract number 100602 and Member ID (your MRU employee number on your campus card).

You will also need to have an active Access ID and Password.

Register for an Access ID and Password

To create your Access ID and Password complete the following steps:

- Sign on to www.mysunlife.ca
- Click on **Register** under the **Sign in** box
- Enter the requested information, choose **health/dental benefits** and then select **next**
- Click **Need a registration code** to generate a registration code, then choose email or postal mail
- Once you receive the registration code, enter the number and click **next**
- On the **Sign in and Preferences** page provide your email address, create your password and create your verification question and answer, then select **next**
- On the **You're all set** page, simply click the **continue** button and you can enrol

Enrol for your Group Benefits

- Under the heading my health and well-being, click on Enrolment
- Select Enrol in your group benefits plan
- Follow the steps
- Select submit to complete your enrolment
- Print a Coverage Summary for your files

Don't delay! If you miss your enrolment deadline, you will automatically be assigned the 'default' benefit options, which is Single Extended Health and Single Dental.

Important Reminders

Beneficiary

You are required to submit a completed and signed Beneficiary Nomination form to the MRU Benefits Department. Without a valid nomination on file, Sun Life will make payment to your estate in the event of a claim.

Optional Life Insurance

You have many options for Optional employee, spouse and dependent life insurance. You can apply for the optional insurance right from the Sun Life website.