

# how to connect

## easy access to your benefits information

### Web site

To send us an e-mail sign in to [www.sunlife.ca/member](http://www.sunlife.ca/member) with your Access ID and password, click on **Contact Us** on the bar at the top of the screen, select **Group Claims Information** and fill in the required information.

### Telephone

Talk to a Customer Care representative between 7:00 A.M. and 8:00 P.M. (EST) Monday to Friday excluding holidays at 1 800 361-6212

Use your touch-tone telephone to access your benefits information 24 hours a day. You can check the payment status of claims, find out how much is left in your Health Spending Account, and more.

### Mail

#### *Montreal*

Sun Life Assurance  
Company of Canada  
Health Claims Office  
PO Box 6076 Stn CV  
Montreal, QC H3C 4S3

#### *Ottawa*

Sun Life Assurance  
Company of Canada  
Health Claims Office  
PO Box 3417 Stn D  
Ottawa ON K1P 1G1

#### *Edmonton*

Sun Life Assurance  
Company of Canada  
Health Claims Office  
PO Box 2880 Stn Main  
Edmonton AB T5J 4S6

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