

**SUN LIFE CONNECT**

## Welcome to Sun Life!

Sun Life Connect is your employer portal for plan administration. Here, you can manage eligibility, bills, payments, claims and evidence of insurability, as well as view policy documents and forms, for your Sun Life plan(s). To help familiarize you with this site, we offer two weekly webinar training sessions, where we will walk you through:

- The layout of the site
- Managing, enrolling, terminating and adding members
- Viewing and printing bills and making online payments
- Submitting and verifying claims online and viewing claims status
- Verifying EOI submissions and viewing EOI status
- Viewing reports, policy documents and forms

### Webinar schedule

	Eastern Time	Central Time	Mountain Time	Pacific Time
Tuesdays	10:15–11:00 a.m.	9:15–10:00 a.m.	8:15–9:00 a.m.	7:15–8:00 a.m.
Thursdays	2:15–3:00 p.m.	1:15–2:00 p.m.	12:15–1:00 p.m.	11:15 a.m.–12:00 p.m.

### Join us by connecting to the web/audio portions below

Webinar address:

<https://sunlife.zoom.us/j/620704926>

