

**Group Insurance Application to:**

**Benefits underwritten by:**

**Better Business Bureau of Saskatchewan**



Sun Life Assurance Company of Canada is a member of the Sun Life Financial group of Companies.

**Instructions - Complete the form in ink. Please PRINT clearly.**

## **1 Plan Sponsor Site Access Request Form**

Please complete this section to allow Sun Life Assurance Company of Canada to grant you access to the plan sponsor on-line administration system.

In order to gain access to the Internet system, authorized persons need to be identified so they can be provided with a Personal Identification Number (PIN) as well as access ID.

Once access is granted the person identified below will receive via e-mail a "Welcome to online Group Benefits Administration" e-mail providing the access ID along with instructions, a temporary password will be sent under separate cover.

- View Only Access (Allows you to obtain monthly premium bill on-line)
- Full Access (Allows you to perform administrative tasks and view monthly premium bill on-line)**

### **Information about the Plan Administrator**

Plan Administrators name	Division Name	Contract number <b>71202</b>	Division number	
Address		City	Province	Postal Code
Telephone number (     )	Fax number (     )	E-mail address		

### **System requirements**

Minimum system requirements are:

Windows 95 or higher

Internet Explorer 5.0 or greater with 128-bit security encryption

Internet connection with adequate performance (56Kb modem or higher).