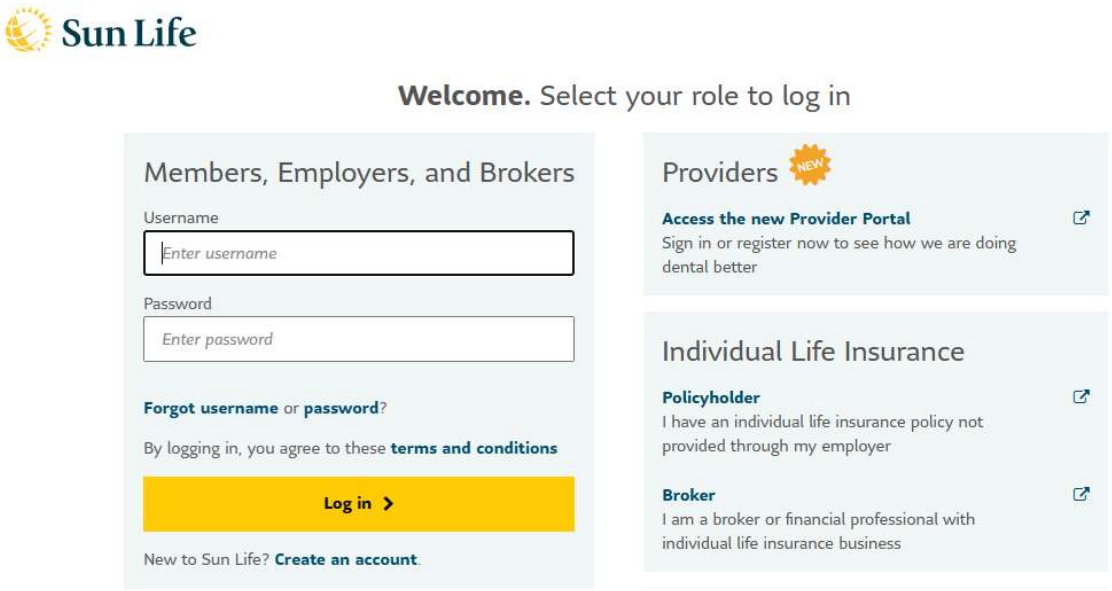
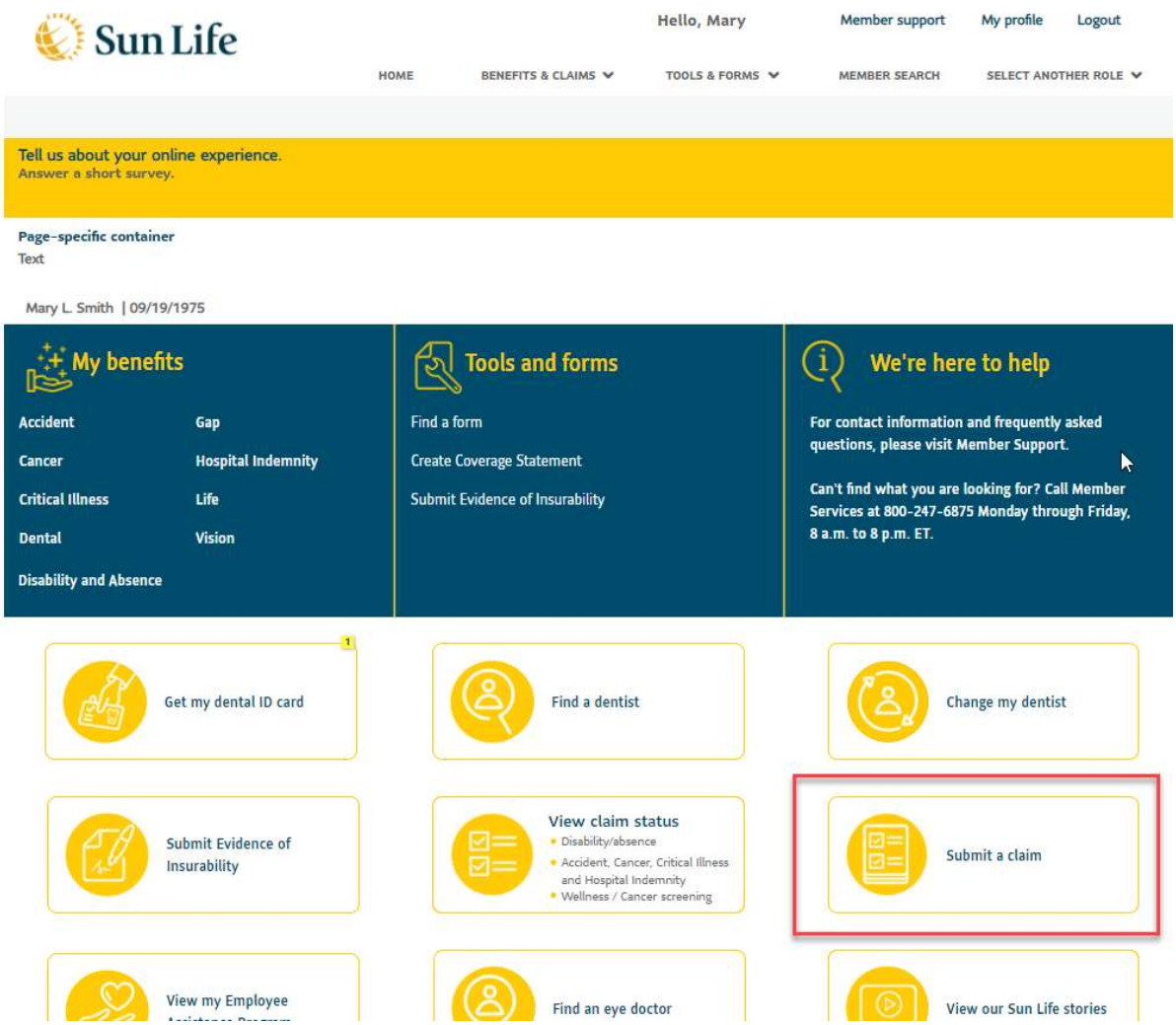
How to submit a Wellness claim online
including cancer screenings

Step 1: Sign in to your Sun Life member account – www.sunlife.com/account

- You can sign in from a desktop, tablet or mobile device.
- If you don't have an account, you can create one at www.sunlife.com/createaccount

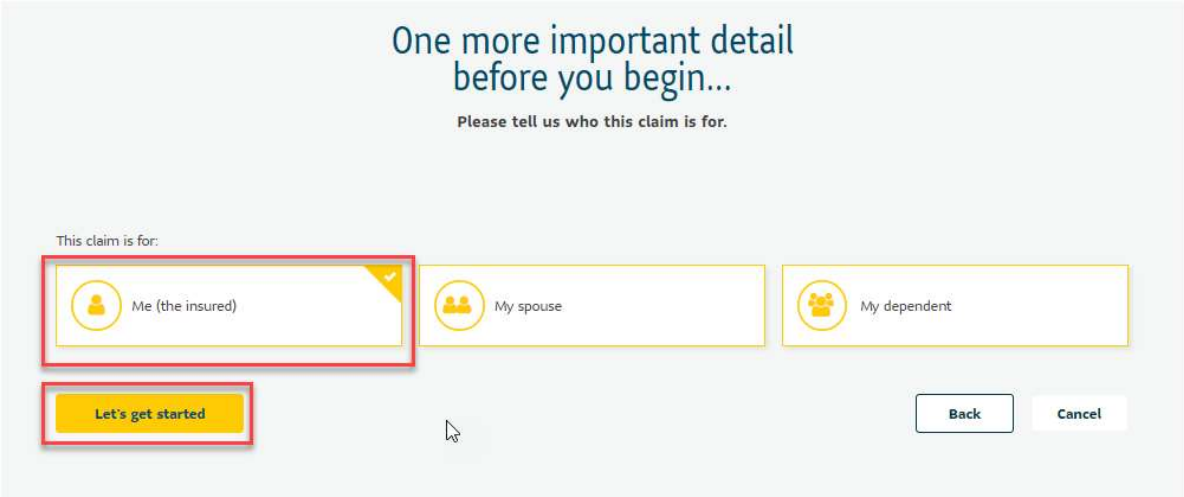


Step 2: From the member home page, select **"Submit a claim"**

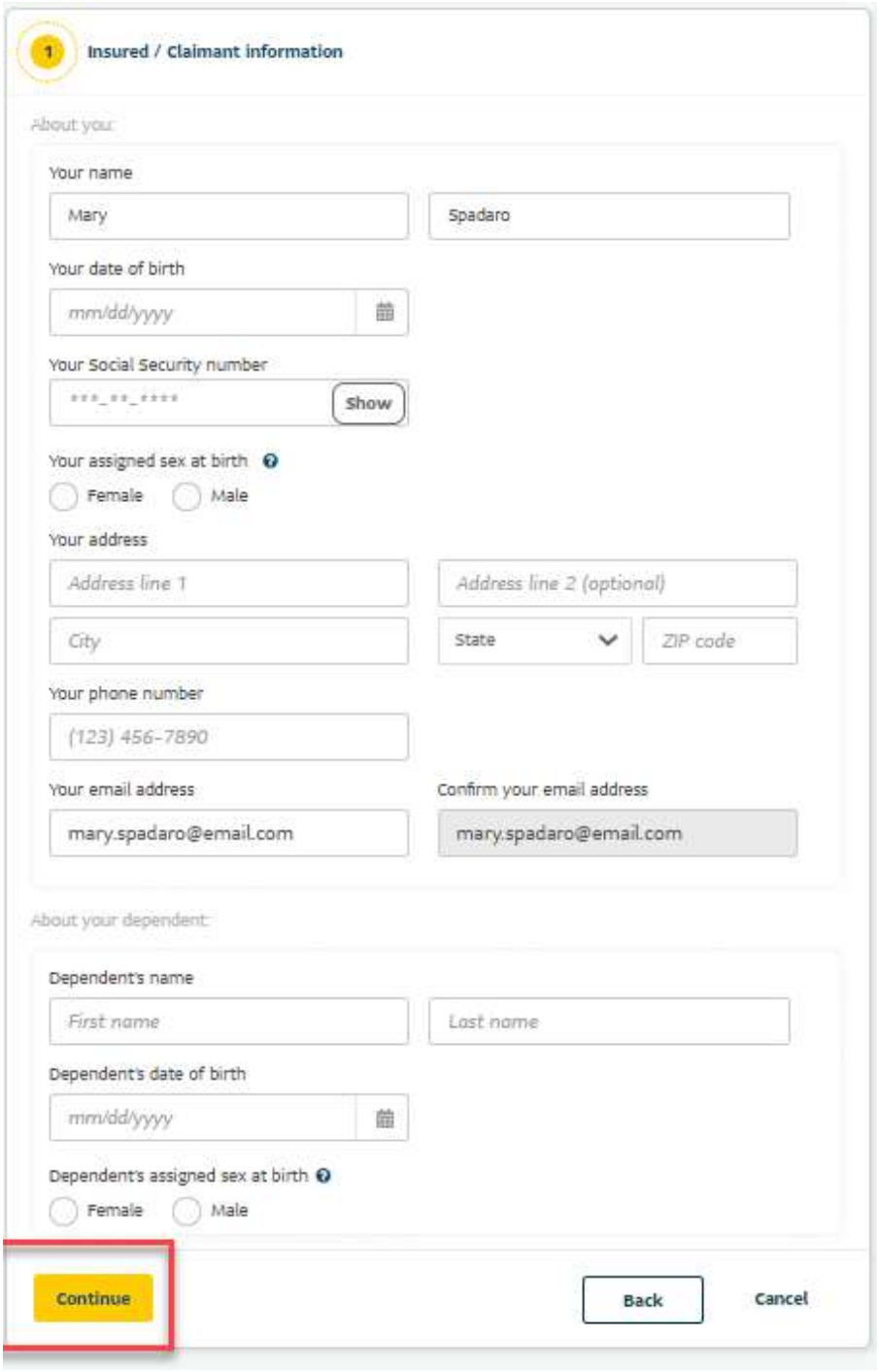


Step 3: Select the box for **a Wellness / Cancer screening** and then click **Continue**

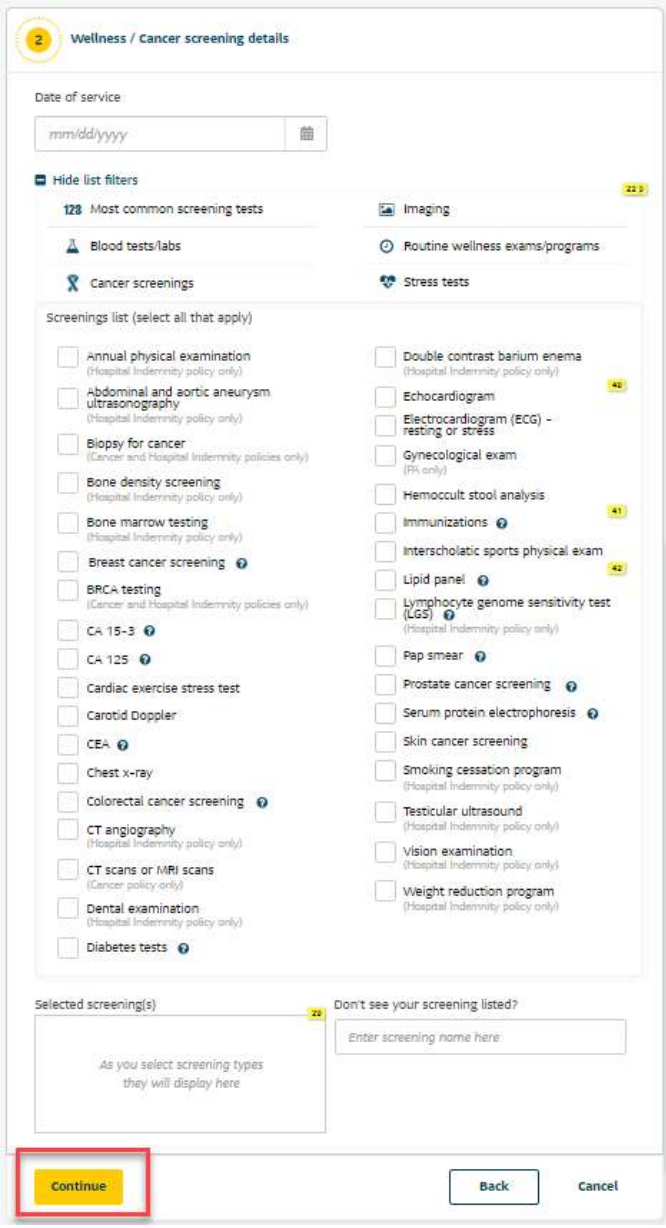
Step 4: Choose who this claim is for, and then click **Let's get started**



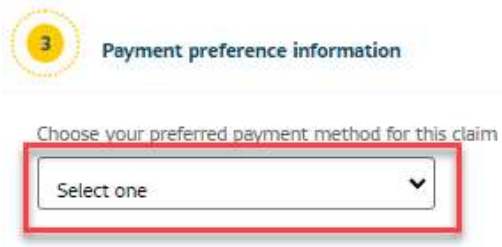
Step 5: Enter the details for the Insured / Claimant and then click **Continue**



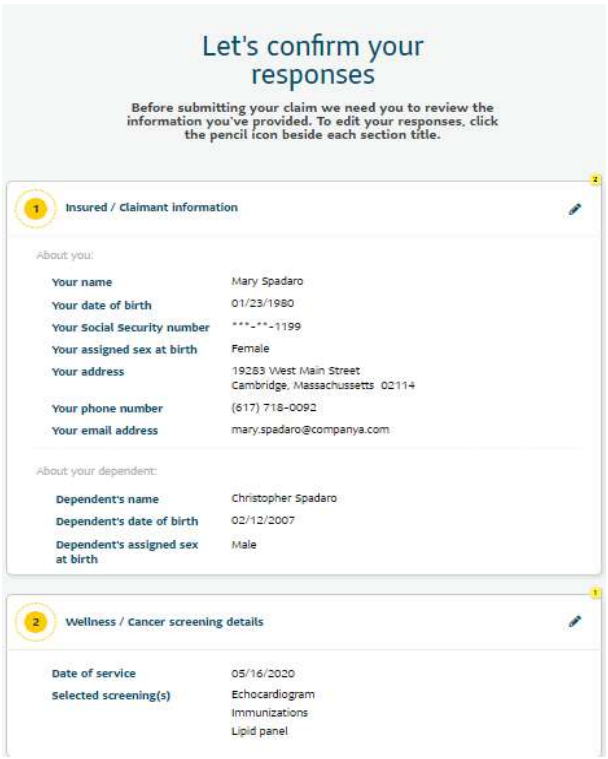
Step 6: Complete the Wellness / Cancer screening details, including the **Date of service** and the relevant screening(s) from the **Screenings list** and then click **Continue**

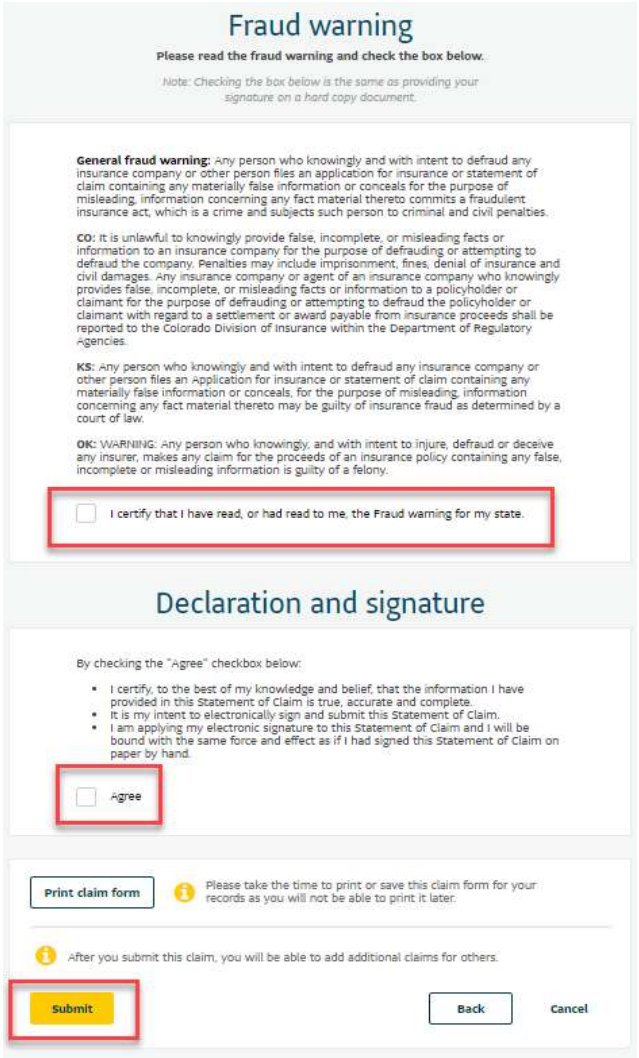


Step 7: Choose **your preferred payment method**: Direct Deposit or Check by U.S. mail. Then click **Continue**.



Step 8: Confirm your responses, acknowledge the **Fraud warning** and the **Declaration and signature** and then click **Submit**





Step 9: Select, **Yes, let's start a new claim** to initiate another claim or click **Close window** if you have completed your claims submissions