

## Step-by-Step Instructions to Register to Download and Print Your UHIP Card

### **Registration:**

1. Go to [www.mysunlife.ca](http://www.mysunlife.ca)
2. Select: **Register now** on the right hand side of the screen in the Sign in section
3. Click **Register-benefits plan** under “What you’ll need to register”
4. You will need to enter the following information:
  - Date of Birth
  - Country of Residence (**Canada**)
  - Postal code of your current Canadian address
  - Contract/Policy Number (**050150**)
  - Certificate/member id (**see below**)
5. UHIP certificate/member ID
  - Students** – your UHIP member ID is the letters WO followed by your student number: WO250XXXXXX.
  - Employees** – your UHIP member ID is on your UHIP Application Form. It is either:
    - The letters WO followed by your employee ID number or,
    - The letters WO followed by your work permit number.
  - Dependent Spouse/Partner** – your UHIP member ID is the letters DP followed by the student/employee number of the family member who is a Western student or employee.
  - Children** – children will not have their own number and will not get their own card. They will be listed on a parent’s card as a dependent.
6. When the information is entered click **Continue**.
7. **Access ID** will display on the screen. The Access ID is **NOT** the UHIP ID. Print your Access ID or copy your Access ID number.
8. Click **Continue**. A **temporary** password and instructions on how to change your password will be emailed to you. For students, the email will be sent to your Western email address. For staff, the email will be sent to the address indicated on your UHIP Application Form.

NOTE: SUSPENDED UHIP ACCOUNT – make sure to remember your Access ID # and password to avoid being locked out of your account. If this happens, call Sunlife at 1 866 500 8447.

**Important: The access ID is NOT the UHIP card.  
Refer to the next step to print your UHIP card.**

## Access Card Example

### Confirmation

Getting started
Step 1 - My information
Step 2 - My access ID & password
Step 3 - Confirmation

Congratulations

That's it! Thanks for taking the time to register.

Registration summary:

- Your alternate web access ID is randydoe@company.com.
- Instructions on how to retrieve your password will be sent by email to randydoe@company.com

**Questions?**  
**Group benefits**  
**1-800-361-6212**  
 Monday to Friday  
 8 a.m. to 8 p.m. ET

## UHIP Card Example

<div style="text-align: center;"> </div> <p><b>UNIVERSITY HEALTH INSURANCE PLAN</b></p> <p>To validate the eligibility of this member, please visit <a href="http://www.sunlife.ca/InpatEligibility">www.sunlife.ca/InpatEligibility</a>.</p> <p>University <b>RigVe qkgues</b></p> <p>Member ID <b>YH70TEST1</b>      Policy number <b>050150</b></p> <p>Name of insured(s) (last name, first name) <b>Testestab , Abefttest</b></p> <p>Key: M-Member, S-Spouse, C-Child <b>M</b></p> <p>Effective date (d/m/y)      Termination date (d/m/y) 01/01/2012</p> <p style="text-align: center;"><b>NON TRANSFERABLE</b></p>	<p style="text-align: center;"><b>COVERAGE</b></p> <p>UHIP® provides basic hospital, medical and supplementary insurance comparable to coverage provided through the Ontario Health Insurance Plan (OHIP) for Ontario residents. Services inside and outside Canada are covered to the same limits and conditions as OHIP. For further information about UHIP® coverage go to <a href="http://www.uhip.ca">www.uhip.ca</a> or contact 1 866 500-UHIP (8447). This card is not transferable. Lost or stolen cards should be reported immediately.</p> <p>This proof-of-coverage card identifies the insured member, and dependents where applicable, provided premiums have been paid and the agreement is in-force. Notice to hospitals: please contact the company, at the address and telephone number below, within 48 hours of the insured's admission to hospital.</p> <div style="text-align: center; margin-top: 20px;"> <p><b>Claims Department</b>  <b>PO Box 9845 STN T</b>  <b>Ottawa ON K1G 6V4</b>  <b>Toll free: 1 866 500-UHIP (8447)</b>  <b>E-mail: <a href="mailto:askus@sunlife.com">askus@sunlife.com</a></b></p> </div> <p style="font-size: small; text-align: center;">Fraudulent use of this card will result in loss of coverage and possible prosecution.</p>
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## To Print Your UHIP Card

1. Go to [www.mysunlife.ca](http://www.mysunlife.ca)
2. Enter your **access id and password** (new password chosen by you following instructions in the email you received with your temporary password)
3. Click **Sign in**
4. Select **my coverage** from the "my health and well-being" box
5. In the **Resources** tab, click print my **coverage card**
6. Your coverage card will display for printing.