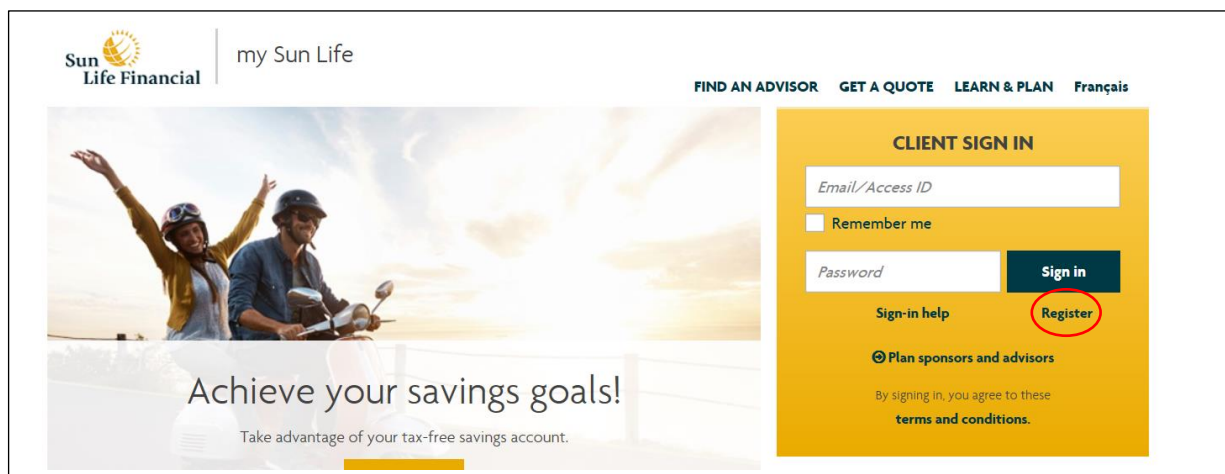


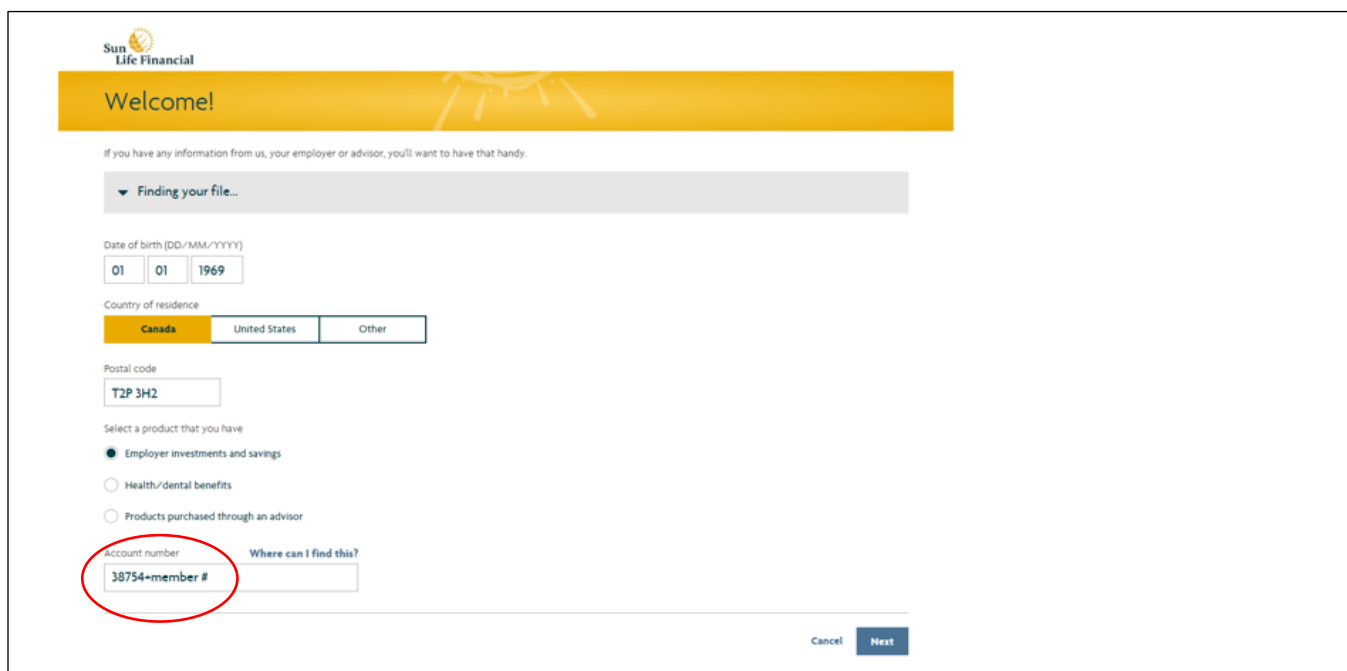
## How to register for *mysunlife.ca* and enrol in your workplace retirement savings plan

(1) To register for **mysunlife.ca**, go to **mysunlife.ca** and click **Register**.



The screenshot shows the Sun Life Financial website. The header includes the Sun Life Financial logo and "my Sun Life". Navigation links include "FIND AN ADVISOR", "GET A QUOTE", "LEARN & PLAN", and "Français". The main content area features a banner with a couple on a motorcycle and the text "Achieve your savings goals! Take advantage of your tax-free savings account." On the right, there is a "CLIENT SIGN IN" section with a "Sign in" button and a "Register" button circled in red. Below the "Sign in" button is a "Sign-in help" link and a "Plan sponsors and advisors" link. A note states: "By signing in, you agree to these terms and conditions."

(2) Fill in the information and your account number, which is **38754** + your employee number (on your paystubs)



The screenshot shows the Sun Life Financial registration form. The header includes the Sun Life Financial logo and "Welcome!". Below the header is a "Finding your file..." section. The form includes fields for "Date of birth (DD/MM/YYYY)" (01/01/1969), "Country of residence" (Canada, United States, Other), "Postal code" (T2P 3H2), and "Select a product that you have" (Employer investments and savings, Health/dental benefits, Products purchased through an advisor). The "Account number" field is circled in red and contains "38754+member #". A "Where can I find this?" field is also present. At the bottom right, there are "Cancel" and "Next" buttons.

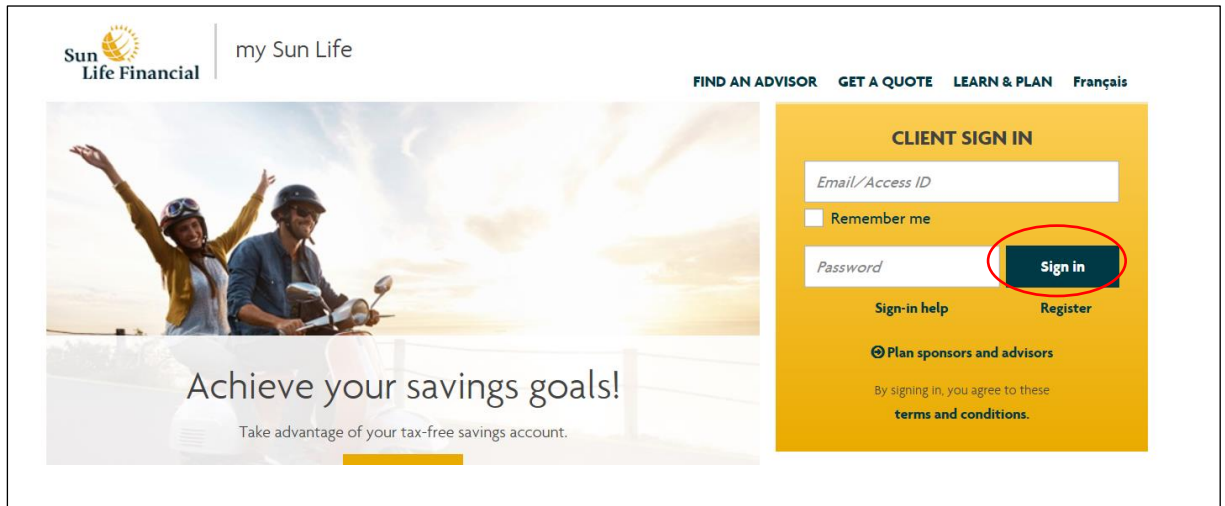
(3) You'll need the last three digits of your Social Insurance Number.

The screenshot shows the Sun Life Financial 'Welcome!' page. It features a yellow header with the Sun Life Financial logo and the word 'Welcome!'. Below the header, there is a message: 'If you have any information from us, your employer or advisor, you'll want to have that handy.' This is followed by two expandable sections: 'We've found your file.' and 'An extra step for security.' The 'An extra step for security.' section is expanded, showing a message: 'This site contains information about your health and/or finances so we take an extra security step to protect you. Verify using' with two radio button options: 'Last three digits of Social Insurance Number' (selected) and 'Temporary registration code' (with a link 'What is this?'). Below this, there is a text input field for 'Last 3 digits of your Social Insurance Number' containing '999', which is circled in red. A small note below the field reads: 'By entering the last three digits of your Social Insurance Number you authorize us to use it to verify your identity for registration.' At the bottom right, there are 'Cancel' and 'Next' buttons.

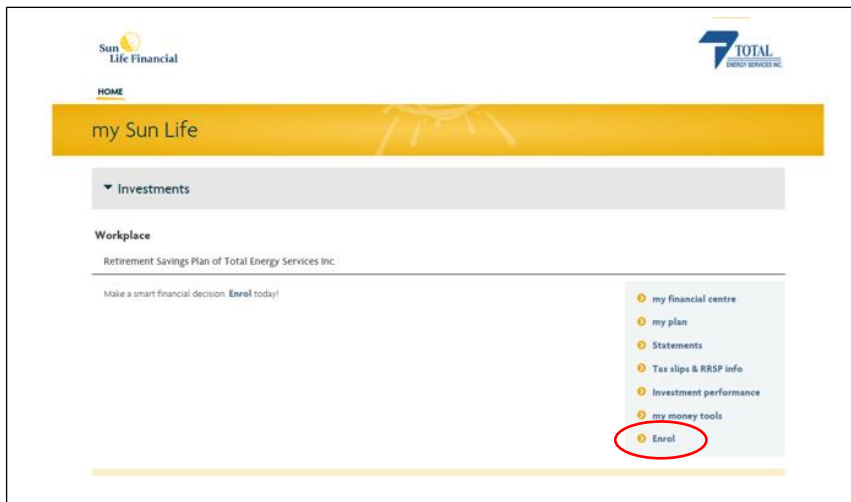
(4) Complete your sign in and preferences. Make sure you keep your password in a safe place. Click **Next**.

The screenshot shows the Sun Life Financial 'Sign in and preferences' page. It features a yellow header with the Sun Life Financial logo and the text 'Sign in and preferences'. Below the header, there is a 'Sign-in information' section. It includes an 'Email' field with 'john.sample@totalenergy.ca', a 'Personal' button, and a 'Work' button. There is a checkbox for 'Use this email to sign in' which is checked, and an 'Add another email' button. To the right of the email field, there is a privacy policy notice: 'We'll use your email in accordance with our privacy policy including for messages like account and password help, claim notifications and some statement notifications. You can update your contact preferences after you sign in.' Below the email field, there are 'Password' and 'Confirm password' fields, both containing masked characters. To the right of these fields is a list of password requirements: '8 to 10 characters', '1 number (minimum)', '1 letter (minimum)', 'No spaces', 'No special characters', and 'Passwords match'. Below the password fields, there is a 'Select verification question' dropdown menu with 'What was the make of your first car?' selected. Below this is an 'Enter your answer' field with 'Honda' entered. At the bottom right, there are 'Cancel' and 'Next' buttons.

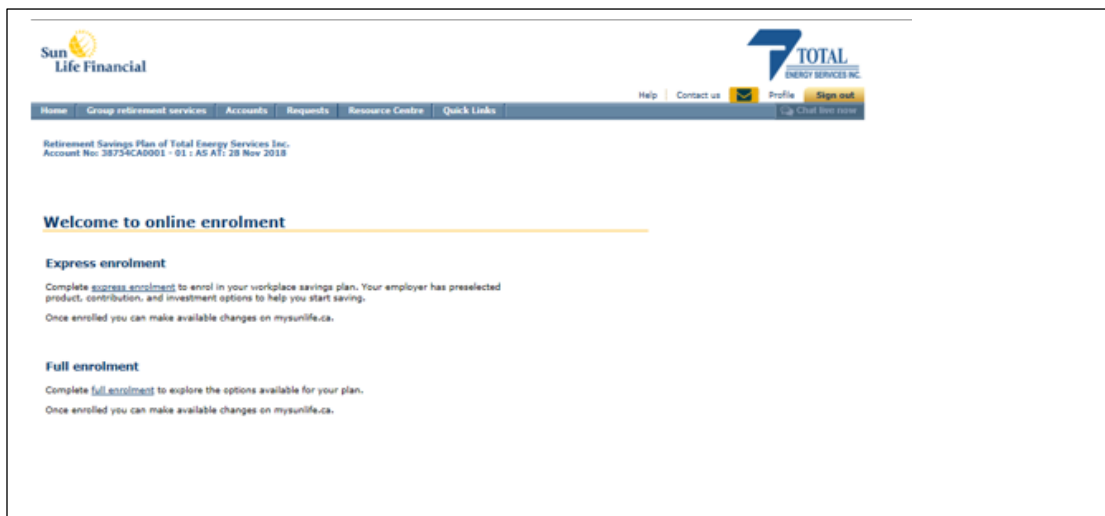
(5) Now you're ready to enroll in your workplace plan. Go to the home page or if you're not signed in, go to **mysunlife.ca** and sign in with your email address or your Access ID and password. If you need help, click on the right link under **Sign-in help**.



(6) Click on **Enrol**



(7) Choose one of the two options: **Express** or **Full**. With **Express**, your employer has pre-selected some options to help you. With **Full**, you make all the choices.



(a) If you choose **Express**, click **Start**

Sun Life Financial TOTAL ENERGY SERVICES INC.

## Let's invest in your future

Your employer has built a package to help you save. Takes just 5 minutes to get started.

Three steps

- **See your package**  
Take a look at your savings rate and investments
- **Read the fine print**  
agree to terms & conditions
- **Review & complete**  
all the details in one place

Cancel **Start**

Life's brighter under the sun Legal | Privacy | Security

SLF

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Review the starter savings package selected. If you don't want to enrol in one of the pre-selected products, click on **Remove product**. Click **Next** to continue to enroll.

Sun Life Financial TOTAL ENERGY SERVICES INC.

## Your savings package

Step 1 of 3

A great starting point in saving. As life happens, it's yours to own and change your choices anytime.

### How much you'll save

You save each paycheque	\$25 + 2%
Employer adds	3%
<b>TOTAL (per paycheque)</b> <small>Before taxes or any deductions</small>	<b>\$25 + 5%</b>

Easier for you in dollars? Us too.  
**Enter your salary** to calculate approximate dollars.

### Where your money is invested

**Registered Retirement Savings Plan (RRSP)**

Your contributions are deducted from taxable income + unused contribution room can be carried forward + your employer contributions are taxable as income to you + this is a registered plan.

SAVINGS (per paycheque)	Details
You	2%
Employer	3%

When you put your savings to RRSP, RRSP additional employer money go to this product.

How your money is invested

**Tax Free Savings Account (TFSA)**

Tax-free investment income from interest and dividends (never taxed) + tax-free withdrawals can be made any time + unused contribution room can be carried forward.

SAVINGS (per paycheque)	Details
You	\$25

How your money is invested

**Remove product**

**Non-Registered Savings Plan (NREG)**

No contribution limits + taxable when withdrawn or annually + this is a non-registered plan.

SAVINGS (per paycheque)	Details
You	0%

When you put your savings in this product additional employer money will go to RRSP.

How your money is invested

**Remove product**

Cancel Previous **Next**

Review the amounts you're saving. If everything's okay, click on **Sign me up!**

**Sun Life Financial** **TOTAL ENERGY SERVICES INC.**

## Review and complete

Step 3 of 3

Don't worry, these are the details from before, and you can change your choices after completing.

### Total savings (per paycheque)

Registered Retirement Savings Plan (RRSP)	5%
<b>Your paycheque contributions</b>	
Pre-selected voluntary	2%
<b>Employer's contributions</b>	
Match	3%

Contributions will be invested in the fund chosen by your employer.

**Your contributions go to:**  
100% BLK LP Index 2030 Fund

**Your employer's contributions go to:**  
100% BLK LP Index 2030 Fund

Tax Free Savings Account (TFSA)	\$25
Non-Registered Savings Plan (NREG)	0%
<b>TOTAL</b>	<b>\$25 + 5%</b>

Cancel Previous **Sign me up!**

(b) OR If you choose **Full**, click on **Let's get started!**

**Sun Life Financial** **TOTAL ENERGY SERVICES INC.**

Home Group retirement services Accounts Requests Resource Centre Quick Links Help Contact us Profile Steps next Log Out (You are logged in)

Retirement Savings Plan of Total Energy Services Inc.  
Account No: 28754CAD001 - 01 - AD A1: 28 Nov 2018

## Enrol

### Welcome to Online Enrolment !

#### Read

- Your Guide.** Be sure to read the information provided in the [Enrolment Guide](#). The guide provides information to help you understand your group plan.
- Investment Choices.** Review the fund information provided to help you make informed investment choices. Fund information is available in [Accounts > Investment performance > Morningstar](#) or you can link directly from the fund names in [Investment performance](#) or [Fund allocation](#) in the enrolment process.
- Security** Please review the [Terms and Conditions](#).
- Notes:**
  - Information is not saved and your enrolment is NOT complete if you exit before submitting your enrolment request.
  - A printer may be required for your Beneficiary form and any other applicable forms.
  - \* Your enrolment will be processed overnight. Your payroll deductions may take up to 30 days to take effect.

**Let's get started!**

**\* WARNING:** The time of day you requested your transaction will be used to determine its effective date. If your request is submitted:

- before 4 p.m. ET on a Sun Life Financial business day, the transaction will be effective the business day on which you submitted the request.
- after 4 p.m. ET, on a weekend or holiday, the transaction will be effective on the next Sun Life Financial business day.

You are on a Sun Life Financial website.  
Please refer to the [legal, privacy and security pages](#) for information on the use of this site.  
Any changes you make on this site may affect information about your particular plan offered by Sun Life Insurance Company of Canada.

Select the plans you want. Click **Save and Continue**

Sun Life Financial

Home Group retirement services Accounts Requests Resource Centre Quick Links

Help Contact us Profile Sign out

Retirement Savings Plan of Total Energy Services Inc.  
Account No: 38754CA0001 - 01 : AS AT: 28 Nov 2018

### Enrol

[Enrolment Guide](#) [Plan Selection](#)

**Planned Retirement Age**  
Review or enter your Planned Retirement Age (PRA). This information will be used to determine your Planned Retirement Year and identify what funds could help achieve your goals.

Planned Retirement Age:   
Planned Retirement Year:

**Add a Plan**

Based on our current records you are eligible to participate in the plan(s) indicated below. Please notify your employer of any changes to your personal records.

Select the plans in which you would like to enrol by checking the box. Plans which are already checked have been designated by your employer and you must complete the enrolment process.

**At least one of the following plans must be selected:**

Registered Retirement Savings Plan (RRSP)  
 Non-Registered Savings Plan (NREG)  
 Tax Free Savings Account (TFSA)

**You may select one of the following plans:**

Spousal Registered Retirement Savings Plan (RRSPS)

Your employer may be making contributions on your behalf. For more details, please see your plan guide.

**Save and Continue**

Choose how much you want to contribute by payroll deduction and direct your company match. Click on **Save and Continue**.

Sun Life Financial

Home Group retirement services Accounts Requests Resource Centre Quick Links

Help Contact us Profile Sign out

Retirement Savings Plan of Total Energy Services Inc.  
Account No: 38754CA0001 - 01 : AS AT: 28 Nov 2018

### Enrol

[Enrolment Guide](#) [Plan Selection](#) [Plan Terms](#) [Payroll Deduction](#)

Under your plan design, you may contribute to either the RRSP\* or the NREG; you are not permitted to contribute to both at the same time.

\*Under the RRSP, you may direct your contributions to a personal RRSP and/or a Spousal RRSP.

**New Payroll Deduction**

Want to see how contributing more impacts your pay and grows your savings? Check out the [payroll contribution calculator](#).

You have the opportunity to allocate your contributions by completing the Payroll Deduction instructions below.

Plan Name	Member Contribution (% per pay)
Registered Retirement Savings Plan (RRSP)	<input type="text" value="0"/> %
Non-Registered Savings Plan (NREG)	<input type="text" value="2"/> %
I authorize my employer/plan sponsor to deduct:	<input type="text" value="5,000"/> %

**Note(s):**

- Your employer may be making contributions on your behalf. For more details, please see your plan guide.

Enter the percentage you wish to allocate your employer contribution(s) for each plan and ensure your Total Percentage Allocated equals 100%.

Plan Name	Employer Allocation
Registered Retirement Savings Plan (RRSP)	<input type="text" value="100"/> %
Non-Registered Savings Plan (NREG)	<input type="text" value="0"/> %
<b>Total Percent Allocated:</b>	<input type="text" value="100"/> %

**Save and Continue**

Finally, choose your investments! You're done!