GREAT NEWS!

You can join and manage your workplace retirement savings plan online.

It's as easy as 1, 2, 3! Register, enrol and personalize your products online with the help of this guide.

Register

1. Joining is simple! Register for an online account by following the steps in the box below.

Set up your mysunlife.ca account:

Visit **mysunlife.ca** and select **Register**. Enter your email address then check for a confirmation email. If we have your email on file, you'll just need to choose your password and verification questions. That's it!

If we don't have your email address on file already, you can sign up using your banking information through **Verified.me**, or using your home address and Social Insurance Number (SIN).

Trouble signing in? Go to **mysunlife.ca** and select **Sign-in help**.

2. Fill out the online form.
   - You may need your account number from your welcome letter and the last three digits of your Social Insurance Number (SIN).
3. Update your personal information and preferences by using the drop-down menu at the top right of the **Home** page.

Enrol

1. While logged in to **mysunlife.ca**, select **Manage plan > my plan > Make a change > Enrol in products**.
2. Read the enrolment information to make sure you understand the terms and conditions.
3. Select **Let's get started!** to begin.

Personalize your products

1. After enrolling, select the product you wish to join.
2. Choose the amount you'd like to contribute then select **Next**.
3. Add beneficiaries by selecting **Edit beneficiaries**. When complete, select **Next**.
4. Select your investments:
   - Review the investments available to you. Click on each one to learn more before making your decision.
   - Choose how much of your and your employer's contribution you want to invest in each fund (in percentages). Then select **Next**.
5. Review the terms and conditions then to agree to them, check the box and select **Next**.

Use the **Asset allocation** tool to help find the level of risk and investment mix that's right for you.

Select **Manage plan > my plan > Tools > Asset allocation**.

Now that you've made your choices, it's time to review and submit. Follow the steps on page two.

TOTAL ENERGY SERVICES INC.

Sun Life

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.

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Your enrolment is not complete and information is not saved if you exit before you select Submit.

Keep in mind, once you select **Submit**, you will not be able to go back. If you wish to make changes before selecting submit, you can navigate back to previous pages.

When you have reviewed everything and you are ready, select **Submit**.

Manage your account online with these simple steps!

Add a new product	Change your investments	Check or change your beneficiary
Manage plan > my plan > Make a change > Enrol in products	**Manage plan > my plan > Make a change > Change investments**	**Manage plan > my plan > Make a change > Manage beneficiaries**

Explore our tools	Manage payroll contributions
Manage plan > my plan > Tools > Tools & calculators	**Manage plan > my plan > Put money in > Manage payroll contributions**

We're here to help

Fast, mobile support

Download the **my Sun Life mobile app** on Google Play or the Apple App Store.

Visit us online

Sign in to **mysunlife.ca** for tools, articles and videos. Chat with us online for additional support.

Need to call us?

Call us at **1-866-733-8613**, Monday to Friday, 8 a.m. to 8 p.m. ET.

Speak to an advisor

For personalized advice about your plan, talk to a financial advisor (registered as a Financial Security Advisor in Quebec). If you don't have an advisor, visit **sunlife.ca/advice** to find one in your area.