

# Completing your electronic Health Statement

## Member communication — member-initiated statements

Using our online Health Statement to submit your proof of good health for your benefits is easy, convenient and reduces processing time.

### Before you begin

Have the following information handy:

- Personal details for you and your dependents, including height, weight and birth date
- Details of any other benefits and insurance policies
  - Insurer name
  - Date of issue
- Your attending physician
  - Name and address
  - Date and reason for last consultation
  - Diagnosis and treatment, medication prescribed, results
- Medical history
  - Diseases and disorders, physical impairments
  - Diagnostic tests, surgeries and hospitalizations

It will take approximately 10 – 30 minutes to complete your Statement of Health, depending on your medical history and whether you're providing information about your dependents. You can save a partially completed statement and return to it later.

### Accessing the Health Statement

All you need is Internet access and a printer. You can access the statement 24 hours a day, seven days a week. The website uses strong security technology to help ensure the confidentiality of the personal information you provide.

1. Enter [www.sunlife.ca/web/ehs](http://www.sunlife.ca/web/ehs) into your Internet browser window.
2. Select **start a new Health Statement?**
3. Follow the steps indicated for completing and submitting the Statement.

#### Tip

If you see a red message appear at the top of a page after you select **Next**, select the message to link to the field that needs correcting.

### Getting your spouse's and adult children's consent

When completing this Statement on behalf of your spouse or dependent child who is age 18 years or older, you must obtain:

- specific instructions from them for you to act on their behalf in providing evidence of good health, and
- their consent to collect and share their personal information with Sun Life Financial for the purposes identified in the authorization wording in the health statement.

### When providing medical evidence for your spouse or dependents only

- You still need to provide your personal details (such as name, address and plan information), but not your medical information. Just select **No** beside your name for each of the 30 health/lifestyle questions.
- Then complete all the questions for your spouse and/or dependents.

### Need help?

Contact Sun Life Financial, Group Medical Underwriting Team:

- **Phone** 1-866-882-0884 (Monday to Friday, 8:30 a.m. to 4:30 p.m. eastern time).
- **E-mail or fax:**

If your head office is located in...	E-mail	Fax
Ottawa, Quebec or another eastern province	medicaluw.east@sunlife.com	514-954-1081
All other locations	medicaluw@sunlife.com	519-888-3477