
Fleming College

Your group life insurance beneficiary information is now available at mysunlife.ca.

A new online experience makes it easier to manage the beneficiary designation for your group life insurance benefits. College employees are now able to add, view and update their beneficiary designation on mysunlife.ca.

It is a good idea to regularly review and update your beneficiary designations. Pick a date that you will easily remember - maybe a birthday or anniversary. This will help to protect your family if you pass away. It will also help us to pay your beneficiaries, as you had intended.

Follow these steps to review and update your information:



Login to mysunlife.ca



Go to the Profile icon found at the top, right-hand side of the home page. Next, select **Personal information**, then select **Beneficiary Information** from the Sun Life Group Life Benefits option.



Take a moment to view your beneficiary information and then follow the steps to enter or update your beneficiary.



During your review, you will see this information symbol. It will help you understand everything you need to know.



If you miss something important, this icon will appear to let you know.

Important: For Quebec residents, the designation of a legally married spouse defaults to “irrevocable” unless you make it revocable. For all other employees, a designation is revocable unless you specifically make the designation irrevocable.

The process to change an irrevocable beneficiary is not changing. If you wish to change a previously designated irrevocable beneficiary, you will need to provide a completed Beneficiary Designation form to your College Benefits Administrator at benefits@flemingcollege.ca.

flemingcollege.ca

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