

### Register for My Canada Life at Work™

for group retirement and savings members

## Check your email for a message from Canada Life

You'll receive an email from Canada Life inviting you to register for My Canada Life at Work, which includes a link that's unique to you and will help you register quickly. Click the link and follow the instructions.

If you didn't receive the email or you deleted it, you can still go directly to <u>mycanadalifeatwork.com</u> to register. You'll need your plan/policy number and certificate number. You can find these on your savings statement you might have received in the mail, ask your plan sponsor for them or you can call Canada Life at 1-888-222-0775, weekdays from 8 a.m. to 8 p.m. ET.

Welcome to Canada Life! You now need to finish setting up your savings plan by registering for My Canada Life at Work. It's where you'll manage the savings you have through your work, set financial goals and more.

After you register, check that your contact info, beneficiaries and investment choices, if applicable, are all up to date.

#### **Register now**

This unique link expires in 90 days. Please do not forward.

If the link doesn't work, copy and paste this link into your browser:

<insert link>

Need help registering? Call us weekdays from 8 a.m. to 8 p.m. ET at 1-888-222-0775.

Have you already registered for My Canada Life at Work? No need to do anything. Sign in ↗ anytime.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Canada Life Group Services



#### Add your personal information

Enter your personal information here. It's important that you enter your first name and last name exactly as they appear on your savings statement or you won't be able to set up your account. We use this to find you in our system.

For your sign-in email address, we suggest you use a personal email address instead of a work email address so you can access it any time. Save your username and password in a safe spot so you can get it easily next time you want to check your account.

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~	Personal information						
2	First name		Last name				
	Enter the name as it appears on your health benefits account statements.	card or savings	Enter the name as it appears on your health benefit account statements.	ts card or saving			
_	Sign-in details						
	Personal email address						
	You'll use it to sign in.						
	Password		Confirm password				
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	Site language						
	After you finish registering, you'll see the site in the language you choose.						
	O English						
	O Français						
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#### Confirm your email address

We'll send you a confirmation email. Check your email and click the link to confirm it. Then you can sign in with your email address and password to finish setting up My Canada Life at Work.

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Accou	nt registration 4: Confirm your email		
E	Click the link in the email we sent to Check your junk folder or resend the email if you didn't receive Resend email	iO.	

#### Verify your identity so we can set up your account

Enter a few more personal details so we can finish setting up your account.

Setting u	p your account			
Step 3 of 4:	Let's make sure it's you			
C				
	Account information			
	Products you have with u	s:		
	Benefits			
	Plan number:		Member ID:	
	012345		1234567	
	Verifying your identity We need a lew details to confirm that it exactly. Date of birth Month*	s you before we m Day (DD)*	ove on. Make sure your info matches our records Year (YYYY)*	
	First name		Middle name/initial (optional)	
	Last name		]	
	Postal/Zip code			
	Back	Next		

# Decide if you want to turn on two-step verification

If you want, you can turn on two-step verification to keep your account extra safe. If you have it enable, we'll send you a 5-digit code every time you sign in or change your password.

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Account	registration	
Step 4 of 4:	wo-step verification	
Ø	Keep it safe. Each time you sign in to your account or change your password, we'll send you a 5-digit code. You'll enter this code to complete your sign-in or password change. This provides an extra layer of security to help ensure no one else can access your account.	
	Tum on 2-step verification? O Yes	
	No No	
	Proceed	

# That's it! Here's your Canada Life savings website

Come here to:

- Set up online contributions (if your plan allows)
- See your savings summary overall and by plan type
- Set a retirement savings goal
- And more!

We're committed to helping you improve your financial, physical and mental well-being. That's why under Resources, this website also includes links to our Health Connected (under Wellness) and Workplace Strategies for Mental Health websites (under Mental Health). Health Connected helps you increase your health skills and reduce your health risks. Workplace Strategies for Mental Health is where you'll find tools and resources for workplace mental health and psychological safety.



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### **Questions?**

If you have any questions about the website, call Canada Life at 1-888-222-0775, weekdays from 8 a.m. to 8 p.m. ET.