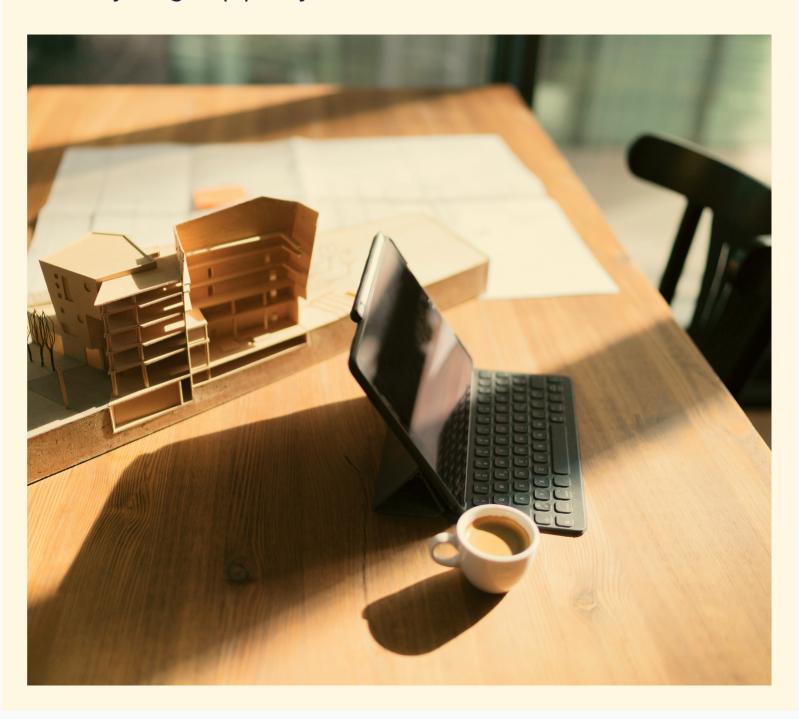# Sun Life Group Insurance Employer Portal

Access your group policy information online

Group Insurance Employer Portal

The new Group Insurance Employer Portal is a tool for managing your group insurance plans with ease. The portal has the following functions:

Company profile
View multiple company profiles under the same policy.

Invoice enquiry
View & download details of outstanding and settled invoice at ease.

Member list
View all member records at a glance and download the In-force member list and adjustment in coverage records.

Claim enquiry
Include a user-friendly search function to view the details and status of claims processing.

Panel doctor
Search our network of doctors by name, specialty or location.

Download center
Allow download of related administrative documents and forms.

Shortfall enquiry
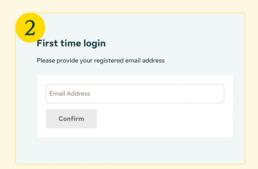Allow download of shortfall statement.

Servicing consultant(s)
Can view the contact information of your servicing consultant(s).
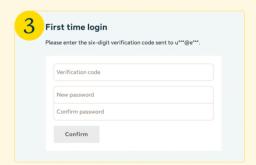
Account Registration

All users logging into the new Group Insurance Employer Portal for the first time are required to go through the "Login for the first time" flow to register the account.

1

Login to Employer Account

Logging into your employer account which allows you to manage the group policy at any time.

Email Address

Password

Login for the first time?

Forgot Password ?

Login

Click "**Login for the first time**"

2

First time login

Please provide your registered email address

Email Address

Confirm

Enter your registered email address

3

First time login

Please enter the six-digit verification code sent to u***@e***.

Verification code

New password

Confirm password

Confirm

Enter verification code sent to your email and set a new password. Then you will need to agree and accept the terms and conditions on the disclaimer page to login to your account.