

# my money @ work



it's my time to save



# Welcome to my money @ work

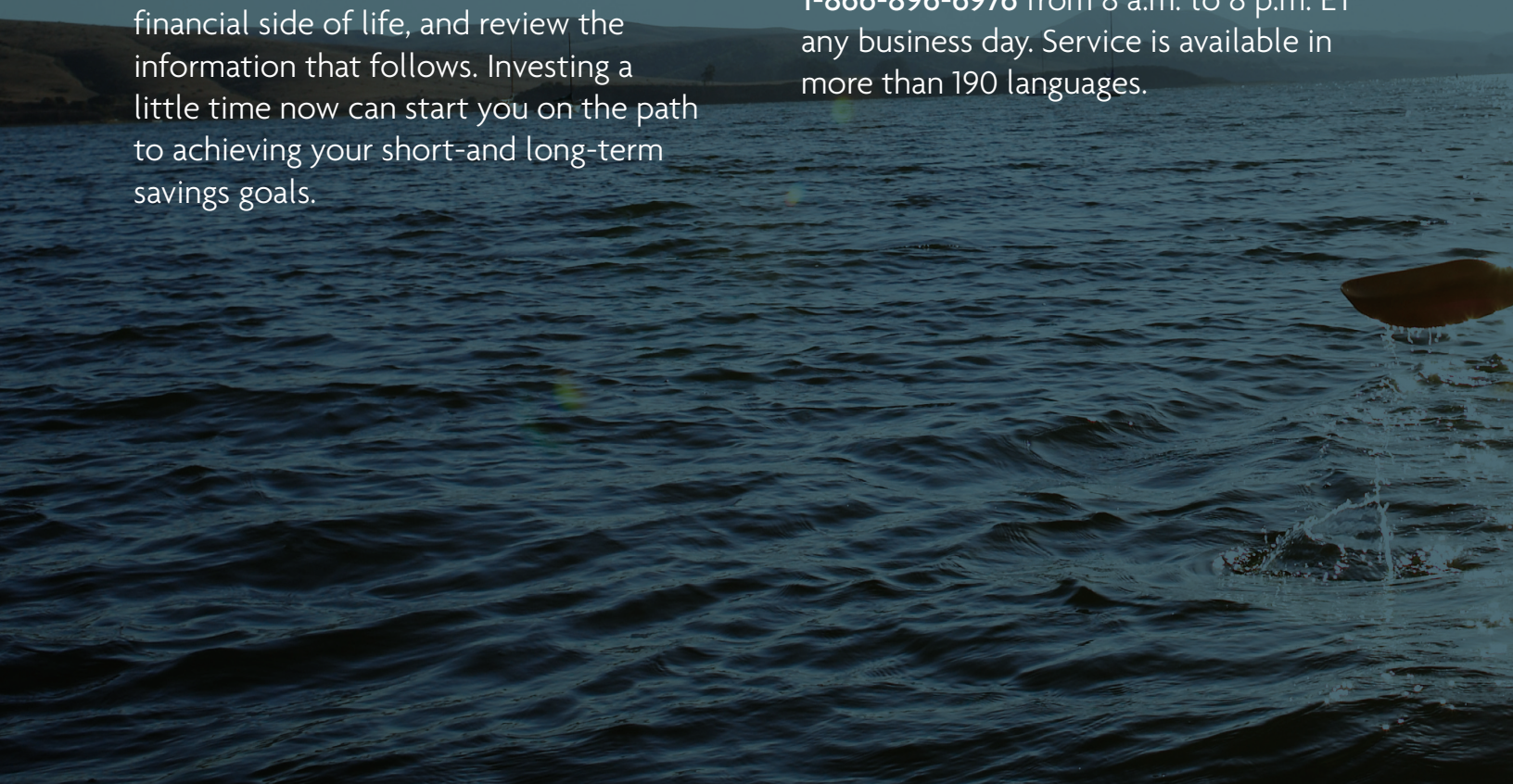
Millions of Canadians participate in workplace retirement and savings plans. Now, it's your turn because it's your money and your future.

Saving at work makes it even easier to attain your goals whether you are just starting your career, midway through it or close to retirement.

This guide has everything you need – practical information to help you save and enrol in the **Workday Canada Retirement Savings Plan** – with lots of additional information at [mysunlife.ca](http://mysunlife.ca).

So take some time to focus on the financial side of life, and review the information that follows. Investing a little time now can start you on the path to achieving your short- and long-term savings goals.

Remember – being part of the Sun Life Financial community has its advantages. From making the most of your workplace plan to helping you plan for your financial future, **my money @ work** and Sun Life Financial are here for you. All you have to do is take advantage of everything your plan at work offers. For answers to your plan questions, call one of Sun Life Financial's Customer Care Centre representatives at **1-866-896-6976** from 8 a.m. to 8 p.m. ET any business day. Service is available in more than 190 languages.





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# my money @ work

**There is no better way to save for your future than through your plan @ work. It makes saving and investing easy.**

## Why save now?



Your future wealth and lifestyle depend on the savings you make today:

- when you save through a registered plan, the benefit of tax-free earnings growth (called compounding) over time is significant; and
- nothing can grow your money like time – saving now rather than saving later can significantly increase the amount of money you have for your future.

Make saving money for your future a priority. Your plan at work is the best place to start.

### ? DID YOU KNOW?

Saving two dollars a day – one less coffee – can add up to \$4,200 in five years. (This assumes a 5.75 per cent annual rate of return.)



## Bill

26, computer analyst, engaged

Retirement is so far away that it's hard for me to see. There are so many other things going on right now that seem much more important: I'm getting married this year and my fiancée and I are looking for our first home. And there's that student loan that I'm trying to pay off... one more year should do it!

My dad keeps telling me that now is the time to start saving – that if I can put aside even \$100 a month, it's going to really help because I've got a long way to go before retiring.

At first I thought even that would be hard to do – my budget is pretty tight. But having it come right off my pay is definitely the easiest way to get it done.

Now I sound like my dad. He says, "You won't even miss it." And as much as I hate to admit it, he's right.

**If Bill invested \$100 per month through his workplace plan with an average return of 5.75 per cent, he would have \$175,443 by the time he is 65 years old.**



# My plan

## **Defined Contribution Pension Plan (DCPP)**

In a DCPP, an amount of money, usually based on your earnings, is credited to an account in your name. It may just be your employer contributing, or it may be both you and your employer.

Contributions are invested and earn investment income over time. In most cases, contributions and investment earnings are locked-in either immediately or after a period of time as defined by the applicable pension legislation. This means you usually can't access the money until you reach retirement age.

## **Registered Retirement Savings Plan (RRSP)**

An RRSP is a plan to which you contribute (and in some cases your employer contributes) that helps you save for retirement. All contributions made to your RRSP are tax-deductible and all investment earnings are tax-sheltered.

## My plan features

### Eligibility

You are eligible to join the **Workday Canada Retirement Savings Plan** immediately.

### How contributions are made

There are a number of ways in which contributions can be made to the **Workday Canada Retirement Savings Plan**:

- payroll deductions;
- employer matching contributions;
- lump sum contributions you make; and
- asset transfers from other financial institutions.

### Matching contributions

Free money!

If you invest in the **Workday Canada Retirement Savings Plan**, you get extra money because your employer will match your contributions. This is an important advantage – who else gives you extra money to save for your future retirement? By maximizing your contributions (or contributing at least enough to attract your employer's maximum contribution), you won't leave money on the table!

### Contributions

You can contribute up to 15 per cent of your base salary to either RRSP or DCPP. Workday will match 50 per cent of the first 6 per cent of compensation you defer, up to a maximum of \$3,000 per calendar year. These matching contributions will be directed to the DCPP.

### Vesting

Vesting refers to your ownership of employer contributions in your plan account. Contributions to the **Workday Canada Retirement Savings Plan** are vested immediately, meaning you keep these contributions if you leave.

### Withdrawing your money

**RRSP** - Withdrawals from the plan are permitted only from additional voluntary contributions you make to the RRSP (amount you defer above the first 6 per cent of compensation).

### Leaving the plan



If you leave your employer before retirement, you have a number of options in terms of what you can do with your savings. These options will be explained to you in detail at the time you leave but, for a quick overview, here's what you can do with your savings if you leave the plan:

- keep your plan assets with Sun Life Financial by transferring them to the Group Choices Plan – a group plan specifically for employees when they leave their employer;
- transfer your account balance to individual accounts that you own;
- transfer your account balance to a new employer's plan (if your new employer allows the transfer);
- use your account balance to receive income payable for your lifetime from an insurance company; or
- in some cases, take some or all of your account balance in cash (which may be taxable to you).





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## DID YOU KNOW?

**Registered savings plans (other than Tax-Free Savings Accounts) must be used to provide an income by the end of the year you turn 71.** You eventually need to move from retirement savings to retirement income, and there are two common ways that you can generate retirement income from your savings:

1. You can transfer the assets from a Registered Retirement Savings Plan (RRSP) directly to a Registered Retirement Income Fund (RRIF). A RRIF is a continuation of your RRSP that allows you to receive income payments. You must withdraw a minimum amount annually based on your age. If required and/or permitted by applicable pension legislation, money from your locked-in pension plan (a Defined Contribution Pension Plan, for example) can be transferred to a Life Income Fund (LIF), Locked-in Retirement Income Fund (LRIF), Prescribed Retirement Income Fund (PRIF) or Restricted Life Income Fund (RLIF). These work much like RRIFs but there are a few more restrictions designed to ensure the money lasts your lifetime.
2. You can use your account balance, or a portion of your account balance, to receive income payable for your lifetime, or for a specific period, from an insurance company.

You will learn more about these options when the time comes!

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## What's in it for me?

### Convenience

**Easy to contribute:** Payroll deductions make saving easy and ensure that you pay yourself first. You'll be amazed by how much you can save just by making regular contributions.

**Easy to access:** You have 24-hour access to your account through [mysunlife.ca](https://mysunlife.ca) or by phone at 1-866-896-6976. You can also call Sun Life Financial's Customer Care Centre at this number any business day from 8 a.m. to 8 p.m. ET.

### More money

**Instant tax savings:** If you're contributing to a registered plan (other than a Tax-Free Savings Account) by payroll deduction, your contributions are invested on a before-tax basis – so every cent gets directed to your savings. You won't need to wait until the spring to receive your tax deduction – it happens immediately on each pay.

**No fees to transfer between investments:** You can transfer money between investments at any time. There is no charge for transfers unless you make a transfer into a fund followed by a transfer out of the same fund within 30 calendar days (called short-term trading).

**Your plan is designed to give you a competitive advantage in saving for your future – so make the most of what it has to offer!**



### DID YOU KNOW?

**Living longer – more money.** On average, a man who retires at age 65 today can expect to live until age 83. A woman can expect to live until age 86. And that's just the average. Many people are spending 20 to 30 years in retirement. With these expectations for a long retirement, you need to save money now to live and enjoy your later years.



# my investments

**Choosing the investments in your plan @ work is an important decision. In a few easy steps, you're on your way.**



While saving your money is the first step, investing your savings is important to making your money grow. Invested money earns interest and dividend income, and can generate capital growth, like the growth in the value of a home. These earnings are needed to keep your savings a step ahead of inflation and to ensure you have enough money for your future.



## Beth

42, customer service representative, divorced

Life has taken some interesting turns, and I must admit, I'm in a place far different than I would have imagined 10 years ago. But that's okay – my two kids are healthy and I've got a great new job with good benefits.

I do feel like I'm playing "catch-up" when it comes to saving for the future. I've had so many things on my plate during the last several years that I really haven't had time to think about setting money aside. That's why I take advantage of everything that's offered through my plan at work. Investing in the plan through work is a bit like buying wholesale or shopping at the big box stores.

I have to admit, retirement seems like a luxury that I'm not going to be able to afford for a while. But I feel really empowered by the fact that a small part of every pay goes toward building a future that my kids and I can look forward to.

It's never too late to start, but time is your greatest asset when saving for the future. With a 4.25 per cent annual rate of return (5.75 per cent annual rate of return minus 1.5 per cent fund management fee), a 25-year-old who saves \$1,200 a year for 40 years will have \$126,129, and a 45-year-old who saves \$3,000 a year over 20 years will have \$95,584.



## Choose your investment approach

Under your plan with Sun Life Financial, you have a variety of investments to choose from, with two distinct investment approaches: **built FOR me** and **built BY me**. To help decide what investment approach is best for you, use the following chart as a guide. Based on what is important to you, the suggested investment approach is check marked.

CHOOSE WHAT IS IMPORTANT TO YOU FROM THE FOLLOWING STATEMENTS	BUILT FOR ME	BUILT BY ME
My priority is ease of decision-making.	✓	
I am looking for an approach that is 100 per cent maintenance-free.	✓	
I don't want to manage the investments in my account or I don't feel I have the expertise to manage my own investments.	✓	
I am interested in selecting my own funds.		✓
I will take the time to read the fund pages online and understand the risks involved.		✓
I want an approach that fits with my personal risk profile and I will manage the investments in my account as necessary.		✓

## Built FOR me

### Target date funds

Let's explore the hands-off investment option called **target date**.

Target date funds have asset mixes that adjust automatically (reduce exposure to equities) as you get closer to your target date. All you have to do is pick the date closest to when you will need your money, then choose the target date fund closest to this date. You do not need to complete the **Investment risk profiler**.

You can invest in one of the **Fidelity ClearPath® Target Date Series of Funds** under your plan at work. Fidelity ClearPath® Target Date Series of Funds invest primarily in other Fidelity mutual funds that include a mix of money market, fixed-income and equity securities. The asset mix of each target date fund automatically shifts towards more conservative investments as the target maturity date of the fund approaches. Following maturity, each fund's asset mix will remain the same. Five years after these funds reach their target maturity date, the assets are automatically transferred to the Fidelity ClearPath Portfolio.

Fidelity ClearPath® Institutional 2020 Segregated Fund  
 Fidelity ClearPath® Institutional 2025 Segregated Fund  
 Fidelity ClearPath® Institutional 2030 Segregated Fund  
 Fidelity ClearPath® Institutional 2035 Segregated Fund  
 Fidelity ClearPath® Institutional 2040 Segregated Fund  
 Fidelity ClearPath® Institutional 2045 Segregated Fund  
 Fidelity ClearPath® Institutional 2050 Segregated Fund  
 Fidelity ClearPath® Institutional 2055 Segregated Fund  
 Fidelity ClearPath® Institutional Income Segregated Fund





## Investment options – built FOR me

FUND CLASS	FUND NAME
Target date	Fidelity ClearPath® Institutional 2020 Segregated Fund Fidelity ClearPath® Institutional 2025 Segregated Fund Fidelity ClearPath® Institutional 2030 Segregated Fund Fidelity ClearPath® Institutional 2035 Segregated Fund Fidelity ClearPath® Institutional 2040 Segregated Fund Fidelity ClearPath® Institutional 2045 Segregated Fund Fidelity ClearPath® Institutional 2050 Segregated Fund Fidelity ClearPath® Institutional 2055 Segregated Fund Fidelity ClearPath® Institutional Income Segregated Fund

### ? DID YOU KNOW?

When you choose a **built FOR me** investment, the fund manager takes care of the diversification for you. That means you can invest 100 per cent of your assets in one of these funds.

## Built BY me

Your plan lets you build your own portfolio with funds from a variety of investment fund asset classes.

### YOU SHOULD CONSIDER BUILDING YOUR OWN PORTFOLIO IF YOU:

- are comfortable choosing your own investment funds;
- are able to actively manage your portfolio; and
- will monitor and make any needed changes to your portfolio to ensure it continues to reflect your investment goals.

### TO BUILD YOUR OWN PORTFOLIO, YOU WILL NEED TO:

1. review the investment fund asset classes;
2. complete the **Investment risk profiler** on page 16;
3. choose and invest in a mix of funds to match the target percentage for each asset class, based on your risk profile/score;
4. review your portfolio regularly, ideally at least once a year, and make any adjustments needed to maintain your target asset mix percentages; and
5. review your risk tolerance at least once each year – or when a major life event occurs. If your risk tolerance has changed, you will need to adjust your mix of funds.

## Fund classes



As part of the plan, your employer has chosen a variety of investment funds from the following fund asset classes:

**Money market funds:** These invest primarily in short-term investments – under one year – which are issued mostly by the government or high-quality businesses. They are considered liquid investments and earn a low rate of return (compared to other riskier fund classes over long periods).

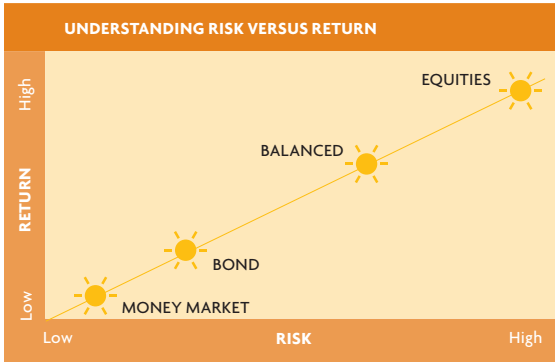
**Bond (fixed income) funds:** These invest in bonds issued by governments and corporations. While they have the potential to earn higher returns than money market funds, they are also generally riskier when interest rates change. Bond fund values go down as interest rates go up, and vice versa.

**Equity funds:** These invest mainly in stocks. When you buy a stock, you are buying an equity ownership share in a company. Equities tend to be more volatile than other types of investment funds, but have historically provided the best returns. Equity funds will often specialize in different parts of the world, different geographic areas or different economic sectors, or use a particular investment strategy, all of which affect their risk level.

**? DID YOU KNOW?**

The investment funds in your plan at work are segregated funds. The money invested in segregated funds is held by an insurance company for investment either by the insurance company or by a professional fund manager. Your workplace savings are held in a separate account and are “segregated” from Sun Life Financial’s other assets. The value of your segregated fund assets and their rates of return are not guaranteed.

**Risk vs. return**



To help you balance your exposure to risk, you can choose from a range of investments, also known as diversification (or not putting all your eggs in one basket). By diversifying, you offset poor performance in some funds with better performance in other funds.





## Investment options –built BY me

You can create your own portfolio from the list of funds below, and by selecting a mix of investment funds that match your investment risk profile.

FUND CLASS	FUND NAME
Money market	Sun Life Financial Money Market Segregated Fund
Bond (fixed income)	BlackRock Universe Bond Index Segregated Fund PH&N Bond Segregated Fund TDAM Canadian Core Plus Bond Segregated Fund
Canadian equity	Beutel Goodman Fundamental Canadian Equity Segregated Fund BlackRock S&P/TSX Composite Index Segregated Fund Franklin Bissett Canadian Equity Segregated Fund TDAM Low Volatility Canadian Equity Segregated Fund
Foreign equity	BlackRock EAFE Equity Index Segregated Fund BlackRock US Equity Index Segregated Fund (Registered) Fiera Global Equity Segregated Fund Fiera International Equity Segregated Fund Fiera US Equity Segregated Fund Lazard Global Listed Infrastructure Segregated Fund MFS Low Volatility Global Equity Segregated Fund Sun Life MFS Global Value Segregated Fund
Real Estate	Invesco Global Real Estate Segregated Fund

## Understanding my responsibilities

You're responsible for making investment decisions for the **Workday Canada Retirement Savings Plan**. We've provided tools and information to help you make these decisions. You should decide if seeking investment or tax advice from a qualified individual makes sense.



After you enrol, you can get detailed information about all of your investment options through **Morningstar®**, a leading provider of investment news and analysis. Simply sign in to [mysunlife.ca](https://mysunlife.ca) using your sign-in/access ID and password, select **my financial centre > Accounts > Investment performance**.

## View your funds online!

You can also view all your investment options online through [mysunlife.ca](http://mysunlife.ca). You have access to detailed information about each fund through **Morningstar®**, a leading provider of investment news and analysis. You can find information like:

- the overall fund performance;
- historical rates of return;
- fund manager descriptions;
- the risk level and fund asset class; and
- the underlying makeup of each fund.

To view your up-to-date funds online, select **my financial centre**, and choose **Investment performance** from the **Accounts** drop-down menu.

Next, select:

- **Rates of Return and Unit Values** to see the performance of funds available in your plan; or
- **Fund Report** to access tools and information about your funds.

You can view the fees you pay by selecting **Account fees** from the **Accounts** drop-down menu.

And once you register for your own personal sign-in/access ID and password, you will also have access to a wealth of tools to help you plan and manage your retirement.

WHAT	DETAILS	WHERE ON MY FINANCIAL CENTRE
Learn about retirement planning and investments	View everyday financial planning videos whenever you want. Topics include things like approaches to investing and setting financial goals.	<b>Resource centre › my learning centre</b>
Determine your tolerance for investment risk	The <b>Asset allocation tool</b> (also known as the <b>Investment risk profiler</b> ) will help determine your tolerance for investment risk.	<b>Resource Centre › my money tools › Continue</b>
Envision your retirement	The <b>Retirement planner</b> helps you create a retirement goal and track your progress towards it.	<b>Resource Centre › my money tools › Retirement planner</b>
View your statements online	You can review all of your statements from the past seven years online.	<b>Accounts › Statements</b>
View RRSP receipts/ Print tax slips	These can be used to complete your tax return when filing electronically.	<b>Requests › Tax slips &amp; RRSP info</b>
Various financial calculators to help answer common financial questions	You have access to a: <ul style="list-style-type: none"> <li>• Withdrawal calculator</li> <li>• Capital gains vs. RRSP tax comparison calculator</li> <li>• Mortgage vs. savings calculator</li> <li>• RRSP loan calculator</li> <li>• Tax calculator for non-residents</li> <li>• Old Age Security (OAS) claw back calculator</li> <li>• Annuity premium calculator</li> <li>• Registered Retirement Income Fund (RRIF) calculator</li> </ul>	<b>Resource centre › my money tools › tools</b>

# Investment risk profiler

A quiz that matches your personality to your money.

While growing your money is important, it's equally important that you're able to sleep at night. This tool will help you determine your tolerance for investment risk, and, in turn, help you select the investment options that are right for you. Answer each of the following questions, keeping your objective in mind.

1. Which statement best describes your comfort level with fluctuations in the value of your investments?
  - a. I'd be very upset if my investments dropped in value over any period of time. **1 point**
  - b. I'm willing to accept a lower, more predictable rate of return as long as fluctuations in the value of my investments are small. **10 points**
  - c. I'm willing to accept some fluctuations in the value of my investments as I'm seeking a higher rate of return. **20 points**
  - d. I want the highest rate of return possible, and understand the value of my investments can fluctuate significantly. **30 points**
2. How long will you leave this money invested before you'll need a significant portion of it for your stated objective?
  - a. Less than five years. **1 point**
  - b. Five to 10 years. **10 points**
  - c. Eleven to 20 years. **20 points**
  - d. More than 20 years. **30 points**
3. How likely is it that you'll need access to a large portion of this money earlier than expected? (For example, taking early retirement.)\*
  - a. Very likely. **1 point**
  - b. Somewhat likely. **10 points**
  - c. Unlikely. **20 points**
  - d. I won't need access to any of the money in this plan early. **30 points**
4. Which of the following patterns of returns would you be most comfortable with? Assume an initial amount of \$5,000 invested for 10 years.
  - a. Your investment grows without losses to \$8,100. However, in one of the years the value of your portfolio does not increase. **1 point**
  - b. Your investment grows to \$10,100 in year 10, but slightly declines in value in two of the years. **10 points**
  - c. Your investment grows to \$12,400, but significantly declines in value in three of the years and was worth only \$3,500 after the first year. **20 points**

\* Early retirement is defined by pension legislation and can vary by jurisdiction.

5. With the four results below, how would you invest \$10,000?
  - a. A guaranteed return of \$500. **1 point**
  - b. The potential of earning \$800 but the risk of earning only \$300. **10 points**
  - c. The potential of earning \$1,200 but the risk of earning nothing. **20 points**
  - d. The potential of earning \$2,500 but the risk of losing \$1,000. **30 points**
6. If your investment dropped in value by 20 per cent in one month, how would you react?
  - a. I'd cash in my investment immediately. **1 point**
  - b. I'd make no changes until the value recovers and then re-evaluate. **10 points**
  - c. I'd do nothing. I understand my investments will fluctuate from day to day, but believe they will grow over the long term. **20 points**
  - d. I'd invest more while the prices are low. **30 points**
7. How would you describe your investing personality?
  - a. I don't like risk and can only tolerate moderate losses. **1 point**
  - b. I'm willing to take some risk and can tolerate one year of poor returns. **10 points**
  - c. I can tolerate more than one year of poor returns. **20 points**
8. Which of the following statements best describes your investment knowledge?
  - a. I'm a novice investor. **1 point**
  - b. I have some knowledge. **10 points**
  - c. I have good working knowledge. **20 points**
  - d. I consider myself an investment pro. **30 points**

Add up your points for your total score.

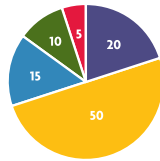
My total score is





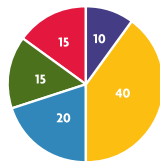
## Your risk profile

Match your total score from the Investment risk profiler to one of the risk profiles below.



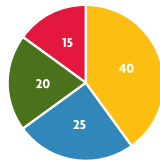
### A score of 35 points or less — Conservative

You have a need for a predictable flow of income or have a relatively short investment horizon. Your tolerance for volatility is low and your primary goal is capital preservation.



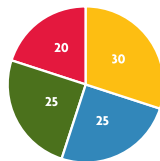
### A score of 36 to 85 points — Moderate

You seek a regular flow of income and stability, while generating some capital growth over time. Your tolerance for volatility is moderate and your primary goal is capital preservation with some income.



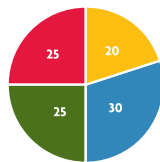
### A score of 86 to 145 points — Balanced

You're looking for long-term capital growth and a stream of regular income. You're seeking relatively stable returns, but will accept some volatility. You understand that you can't achieve capital growth without some element of risk.



### A score of 146 to 190 points — Growth

You can tolerate relatively high volatility. You realize that, over time, equity markets usually outperform other investments. However, you're not comfortable having all your investments in equities. You're looking for long-term capital growth with some income.



### A score of 191 points or over — Aggressive

You can tolerate volatility and significant fluctuations in the value of your investment because you realize that, historically, equities perform better than other types of investments. You're looking for long-term capital growth and are less concerned with shorter-term volatility.

- Cash equivalents ■
- Bonds (fixed income) ■
- Canadian equity ■
- U.S. equity ■
- International equity ■



Once you enrol, you can access the Investment risk profiler on [mysunlife.ca](https://mysunlife.ca). Simply sign in using your sign-in/access ID and password then select **my financial centre > Resource Centre > my money tools > Continue.**

# enrol now – it's easy

Now that you understand the key features and benefits of your plan @ work and you're familiar with your investment options, it's time to enrol. Get started on your financial future today.

## We're with you

Whether you're just starting your career, building a family, getting back on track or planning your retirement, **my money @ work** and Sun Life Financial are with you for the long term. We can show you how to take advantage of everything your plan has to offer and help you plan for tomorrow. From time to time, we'll reach out to you to make sure your savings plan is on track. And when new plans and services become available, you'll be the first to know.

For questions, call 1-866-896-6976 to access Sun Life Financial's automated telephone system 24-hours-a-day, seven-days-a-week or talk to one of our Customer Care Centre representatives any business day from 8 a.m. to 8 p.m. ET. Service is available in more than 190 languages.



**Carol**

55, account manager, married

I'm so close to retirement that I think about it all the time – I'm trying to understand what it will mean for me – I guess you can say I'm a bit obsessed!

When I retire, I'm planning to spend more time with my family, and lend a hand to our two daughters by helping to look after our grandchildren. I'm really looking forward to spending more time with them and helping my daughters – they're both so busy these days.

My husband and I have always been smart about our money, and now it's paying off. We both have workplace plans and we both take full advantage of every savings opportunity we're offered. The lower management fees really add up over time.

A one per cent difference in your management fees sounds small, but lower fees mean more of your money is working for you by adding thousands of dollars to your nest egg over the years. Take the time to learn all the advantages of your workplace plan.



## Take action!

### Who's your retirement plan beneficiary?



Before you enrol, you need to register for a sign-in/access ID and password. To do so you need an account number, which you'll find in the welcome letter you receive from Sun Life Financial, and your date of birth.

- Go to [mysunlife.ca](https://mysunlife.ca);
- select **Register**; and
- follow the instructions provided.

To retrieve your sign-in/access ID and/or password, go to [mysunlife.ca](https://mysunlife.ca) and select the appropriate links under **Sign-in help**.

Once you have your sign-in/access ID and password, you are ready to complete your enrolment online.

- sign in to [mysunlife.ca](https://mysunlife.ca);
- select **my financial centre** from **my financial future** on the **Home** page;
- select **Enrol** from the **Requests** drop-down menu;
- select **Let's get started!**; and
- follow the enrolment flow.

Congratulations! You are now enrolled in your plan at work. And you can manage your account(s) online or by phone.

Designating a beneficiary ensures that your plan assets are distributed according to your wishes in the event of your death.

Designate a beneficiary for your retirement and savings plans, or review and update your beneficiary information, quickly and simply.

No more paper forms to print, sign and submit! Simply sign in to [mysunlife.ca](https://mysunlife.ca) using your sign-in/access ID and password, then go to **my financial centre**, click on **Quick Links**, and select **Beneficiary info**.

**Take action today and be sure this important information is up to date!**



Your plan balances, investment information, financial tools – and everything else related to your plan including this guide – are all online at [mysunlife.ca](https://mysunlife.ca). Your sign-in/access ID and password are your tickets to a world of information.



more information



# Why saving now matters



**Whatever your unique plans are for the future, you need money to make it all happen.**

That's where your workplace plan comes in – and why saving at work is one of the best investments in your future that you'll ever make.

Whether you're just starting your career, midway through, or approaching retirement, saving money for your future should always have a place on your financial priority list. Here's why:

1. your future wealth and lifestyle depend on the savings you make today, as you'll rely on these savings for income in retirement;
2. nothing can grow your money like time — so saving now rather than saving later can significantly increase the amount of money you have in the future; and
3. while retirement may or may not be on your mind, it's important to understand government options as you build your financial plan.

In most cases, government retirement plans and benefits alone won't be enough to fund your retirement. If you qualify for maximum Canada/Quebec Pension Plan benefits and maximum Old Age Security benefits, these will provide about \$18,000 in combined payments to you each year at age 65. And that's assuming you qualify for maximum benefits.

While this is an excellent base of guaranteed income, most people need more – and it's up to you to make up the difference.

**Save now. You need money for your future.** And there's no better way to bridge the gap between what you have and what you need than with the workplace plan.

# Life's brighter online

**mysunlife.ca** has everything you need to manage your workplace retirement and savings plan accounts – 24/7.

With simple navigation, quick access to financial information and tools, and a fun, interactive learning program, you can contribute, invest, track your savings and plan for your financial future better than ever.

Here's a quick overview of some of the key features worth exploring.

**Sun Life Financial**

Home | Group Retirement Services | Accounts | Requests | Resource Centre | Quick Links | Help | Contact us | Secure messages | Profile | Feedback | Sign out

### my financial centre

**My account: 3495BBAT19 - 01**  
As of: 18 Nov 2013

Account Type	Balance	Common actions:
Non-Registered Savings Plan (NREG)	\$2,398.22	<ul style="list-style-type: none"><li>View my balance details</li><li>Change my payroll contribution</li><li>Change my investments</li></ul>
Registered Retirement Savings Plan (RRSP)	\$2,300.21	<ul style="list-style-type: none"><li>View my balance details</li><li>Change my payroll contribution</li><li>Change my investments</li></ul>
Pooled Registered Pension Plan (PRPP)	\$2,200.20	<ul style="list-style-type: none"><li>View my balance details</li><li>Change my payroll contribution</li><li>Change my investments</li></ul>

**My account total: \$6,898.63**

**Need help saving money?**  
Try our new savings tools.

**My retirement plan:**  
As of 19 Nov 2013

Planned retirement year:	2045
Retirement lifestyle goal:	\$47,250 per year
Lifestyle goal comparison:	
Required assets to support retirement lifestyle:	\$1,445,021

**MONEY UP**  
Learn more. Earn more.

**AmisBonEau**  
View all Missions

**You're at Level:**  
1 2 3 4 5 6  
Get in the game and start playing!

## Sign in – and more

The sign in page to **mysunlife.ca** is a resource centre in itself. You'll find engaging articles and helpful resources on topics that members have told us are most important to them – from money, to family, to wellness. You can:

- read helpful tips and information from Brighter Life articles and existing plan member material under the headings: Wellness, Family, Money, Working life, Retirement, Plans and coverage, and Resources and support;
- access self-serve tools and resources that help you take action; and
- rate articles and participate in online poll questions.

As the entry point for most Group Retirement Services and Group Benefits plan members, it also provides you with options to register your account online and retrieve misplaced or forgotten sign-in/access IDs or passwords.

## my financial centre

After signing in, your Personal Portfolio home page shows balances for all of your accounts with Sun Life Financial, and if you're a Group Benefits plan member, at a glance information about your benefits. It's also the gateway to **my financial centre** – a hub that brings together your key account and planning data all in one place. Just click on the **my financial centre** link or any account link to get there.



## Manage your investments

## Make the most of your savings

### Here's what you'll find:

#### money UP! Learn more. Earn more.

**my financial centre** provides a direct link to **money UP!**, our fun, game-inspired approach to retirement education. **money UP!** challenges you to learn about your retirement and savings plan using your own competitive spirit to complete related missions. It not only increases your financial knowledge – it helps you complete important retirement and investment planning steps along the way.

You'll also have some fun competing against your colleagues to move up the leader board!

#### Accounts

Your top three products by assets are displayed on the **my financial centre** home page, with links to the three most common actions for each product. So almost everything you need is just a quick click away.

#### My retirement plan

If you've used the **Retirement planner** to create a retirement plan, you'll see a snapshot of your retirement savings goal and your progress in achieving it displayed on the right side of the screen. You can update your plan at any time by clicking on **Go to my retirement plan**. If you haven't started a retirement plan, just click on the button to begin – it's ready when you are!

#### My action plan

My action plan highlights your top action items at any given time – anything from enrolling in a product, to reviewing your statements, to revisiting your asset allocation.

#### Suggested tools and information

Financial planning tools are also easily accessible – with your top tools always displayed below the **My account** section. For a full list of tools, just select **my money tools** from the **Resource Centre** drop-down menu.

If any action or information you want isn't listed as a link in **my financial centre**, you can access it directly from the drop-down menus on the top navigation bar. Here are just a few of the other things you can do:

- **Build your portfolio** – The **Asset allocation tool** creates a personal investment profile for you – suggesting how much of your savings you should invest in each asset class. Select **my money tools** from the **Resource Centre** drop-down menu, and then **Continue** to complete the questionnaire.
- **Change your investments** – Want to make a change to your fund mix, or how your future contributions are invested? Select **Change investments** from the **Requests** drop-down menu, then follow the instructions to complete your change.
- **Get fund information and returns** – You can get investment performance and detailed information on all the funds in your plan. Select **Investment performance** from the **Accounts** drop-down menu, and then select: **Rates of Return & Unit Values** to see the performance of funds available in your plan; and **Fund Report** to access tools and information about your funds.
- **Determine your “personal” rate of return** – It's easy to get the rate of return that your own investments have collectively achieved. Just select **Personal rates of return** from the **Accounts** drop-down menu.

Sign in to [mysunlife.ca](https://mysunlife.ca) today and find out how easy it is to save for your future.

## More flexibility

**Keep the same investments:** When you insure your assets with **my money for life**, you'll be able to keep most, if not all, of your existing group plan investment options. The only asset mix requirement is that the investment instructions you provide must include at least 40 per cent in fixed income investments.

**Leave a legacy if market value remains:** Any remaining market value of the assets covered by **my money for life** at the time of your death or your spouse's death – if you elected the spousal income option and your spouse survives you – will be paid to your or your spouse's named beneficiary or estate at that time, subject to any requirements under applicable legislation.

**Keep your guarantee – even if you leave:** To maintain the **my money for life** guarantee when you transfer your assets out of your current group plan, you must transfer your **my money for life** assets to a Sun Life Financial arrangement for former group plan members: the Group Choices Plan, if you are in the savings phase; or the Sun Life Financial Group Retirement Income Plan, if you are eligible to start receiving your annual income guarantee payments. Fund management fees and fund options in these arrangements may vary from those in your current group plan.

Note: To maintain **my money for life** coverage, you may need to submit a spousal waiver when you transfer **my money for life** assets to the Sun Life Financial Group Retirement Income Plan.

**Top up to registered retirement income minimum:** Once retired, if you hold your **my money for life** assets in a Registered Retirement Income Fund (RRIF), Life Income Fund (LIF), Locked-in Retirement Income Fund (LRIF), Prescribed Retirement Income Fund (PRIF) or Restricted Life Income Fund (RLIF), and the minimum amount you're required to withdraw is greater than the annual income guarantee under **my money for life**, you'll be able to withdraw this higher amount – without any decrease to your Benefit Base.

**Pay for the amount that's guaranteed:** The monthly insurance fee for **my money for life** is transparent and is charged separately from fund management fees. The insurance fee varies by asset class and is based on your Benefit Base, not the market value of your investments.

**Early retirement option:** You can start receiving annual income guarantee payments as early as age 60.

**Spousal income option:** The spousal income option ensures that, on your death, your annual income guarantee payments continue to your spouse for your spouse's lifetime.

Feature sheets and the Up Close: **my money for life** document contains full details about these options.

Visit [mysunlife.ca/mymoneyforlife](https://mysunlife.ca/mymoneyforlife), our interactive **my money for life** website. You'll find tools on this site that can help you assess your retirement income risks and explain how **my money for life** can help you manage those risks.

You can also call Sun Life Financial's Customer Care Centre any business day from 8 a.m. to 8 p.m. ET, if you have specific questions or wish to add **my money for life** to your registered group plan savings.







## Privacy

Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and telling you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit [sunlife.ca/privacy](https://sunlife.ca/privacy).

### More choice means better communication

Sun Life Financial is committed to providing you with the information you need to stay informed and get the most out of your plan. We're also committed to using electronic channels for more communications so that together, we'll reduce the amount of paper we use, making us even greener!

We have introduced new contact preferences to allow you to specify how you would like to receive information from us. These changes support our ability to comply with new anti-spam legislation (Bill C-28), which impacts all electronic communications.

We have also updated our Privacy Policy to describe the choice you have about receiving information regarding other products and services from Sun Life Financial. Please visit [sunlife.ca/privacy](https://sunlife.ca/privacy) to view our Privacy Policy.

If you wish to change your preferences regarding the information you receive from us, you can let us know by visiting the Contact Preferences page under the Profile section of the [mysunlife.ca](https://mysunlife.ca) web site or by calling the Sun Life Financial Customer Care Centre.

## Tax implications

There are no tax implications when assets are transferred in the registered portion of your retirement savings plan. However, trading/transfer activity in the non-registered portion of your plan will result in a capital gain or loss. If the investments in a fund grow in value, the unit price of the fund will rise. If you redeem your units at this higher price, a capital gain is realized. If you redeem your units at a lower price, a capital loss is realized. Capital gains or losses can also be reported to you if the fund has realized gains or losses due to trading in the fund and its underlying investments.

Unrealized capital gains/losses can also arise from fund gains or losses based on trading by the fund manager. Capital gains must be reported in the year the trading/transfer activity was completed. You can use any capital losses to offset capital gains realized from other sources during the year, offset capital gains that you have reported in the past three years or reduce future capital gains.

## Disclaimer

This material is intended as a general guideline for information purposes, and is current as of the date indicated on the last page. Market conditions and other factors change over time, and this will affect either positively or negatively one or more asset classes. The investment assumptions we've used are based upon historical investment returns, and past returns may not reflect future investment performance. In order to identify an asset allocation model, which is appropriate for your individual circumstances, you should consult a qualified financial planner who is familiar with your personal financial circumstances and understands your tolerance for risk.

The term "fund" as used in this document is meant to imply segregated funds, mutual funds or asset allocation models/portfolios that may be available in your plan.

Even though we use the term "my money" throughout this guide, contributions and returns invested in guaranteed or segregated funds while under a group annuity policy with Sun Life Assurance Company of Canada (Sun Life Financial) are the property of Sun Life Financial.

Contact Sun Life Financial's Customer Care Centre any business day from 8 a.m. to 8 p.m. ET if you have any questions about your plan at work.

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Contact Sun Life Financial's Customer Care Centre at **1-866-896-6976** any business day from 8 a.m. to 8 p.m. ET. if you have any questions about your **plan at work**.  
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Life's brighter under the sun

