

Which website for my benefits?



Choosing or changing your coverage

[AECOMBenefitsOnline.com](https://www.aecombenefitsonline.com)

- Enrol each year during the Open Enrolment window
- Make changes within 31 days of a life event
- As a new hire, enrol within 31 days of receiving your new hire email
- Change optional insurance coverage at any time during the year
- Name or change a beneficiary at any time during the year
- Indicate if you will be coordinating benefits with a spouse's plan

Need help by phone?

Call the **AECOM Benefits Service Centre** at 833.411.5520, Monday to Friday, 8 a.m. to 8 p.m., Eastern Time.



Using your benefits every day

mysunlife.ca/aecom

- Submit online claims and track payments at mysunlife.ca/aecom or sunlife.ca/mobile
- Choose payment by direct deposit at mysunlife.ca
- Coordinate payments between two benefits plans:
If you and your spouse both have direct pay drug coverage, use Sun Life's coordination of benefits (COB) feature to coordinate prescription drug reimbursements online. For details, see page 6 & 7 of the Benefits Manual
- Print a drug card or use your smartphone as your coverage card
- Check how much coverage you have left for benefits with limits or maximums
- Check how much remains in your Health/Personal Spending Account (HSA/PSA)
- Apply for prescription drug pre-authorization
- Check if you've met the \$1,000 deductible in Module A
- Keep track of your Retirement and Savings Plan and monitor your investments

Need help by phone?

Call the **Sun Life Customer Care Centre** at 866.896.6976, Monday to Friday, 8 a.m. to 8 p.m., Eastern Time.



Need forms? Print paper forms for claims and medical evidence of insurability at [AECOMBenefitsOnline.com](https://www.aecombenefitsonline.com) or from your Quick View page on mysunlife.ca/aecom. Print beneficiary forms at [AECOMBenefitsOnline.com](https://www.aecombenefitsonline.com)