

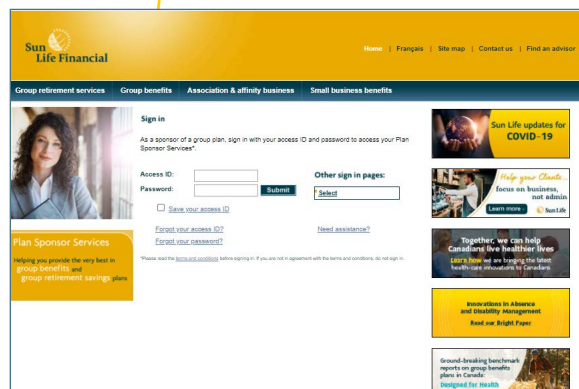
# Entering member contributions through the Plan Sponsor Services website is easy, safe and accurate!



## STEP 1

### Sign in to the Plan Sponsor Services website

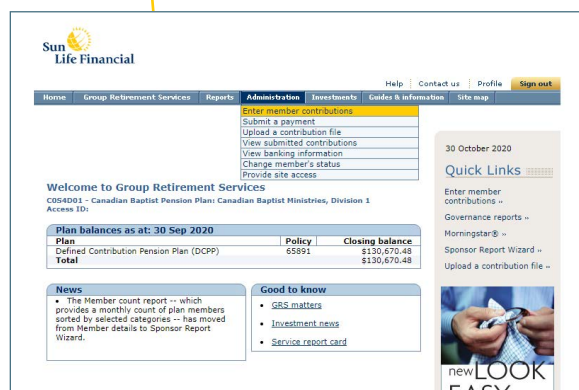
- Sign in to the site at [www.sunlife.ca/sponsor](http://www.sunlife.ca/sponsor) using your access ID and password. If you don't have one, please email [GRSLC@sunlife.com](mailto:GRSLC@sunlife.com).
- Select Group Retirement Services.
- Select **Enter member contributions** from the **Administration** dropdown menu.



## STEP 2

### Select contribution set

- On the **Welcome** screen, from the administration menu, select **Enter a new set of contributions**.
- Select the payroll division (if applicable) and choose whether to sort your list of members by **Member Name** or **Member Number**.



## STEP 3

Select if you would like to enter, edit, view or print a contribution set

- From the drop-down lists, select a payroll division and how you would like the member lists sorted.
- Select the set of member contributions to enter or edit, and click **Continue**.
- If you would like to enter a new contribution set, select **Blank Set** from the dropdown menu in Step 3.

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CBS4D/01 - Canadian Baptist Pension Plan: Canadian Baptist Ministries, Division 1 Id :

### Enter member contributions

Select Contribution Set [More information](#)

Input contributions directly into company plans. If you require help at any time, click on **More information**.

**Step 1:** Choose one of the following.

- Enter a new set of contributions
- Edit the draft set of contributions
- View a historical set of contributions
- Create a printable document for a contribution set.

**Step 2:** Select the payroll division (if applicable), and the way you wish to sort your list of members.

Select a Payroll Division:

Sort List of Members By:

**Step 3:** Select the set of member contributions to enter or edit, then click **Continue**.

Contribution Period	Set Status	Confirmation #	Total \$
Contribution Period	Set Status	Confirmation #	Total \$
blank.set			

[Continue](#)

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Contribution Period	Set Status	Confirmation #	Total \$
Contribution Period	Set Status	Confirmation #	Total \$
blank.set			

## STEP 4

Enter contribution information

- Enter your **contribution period**

**NOTE:** Contributions for each month must be submitted separately; please do not combine months.

- To edit a worksheet, locate the member's name by using **Previous Page** or **Next Page**.
- **View Subtotals** provides a summary and contribution dollars subtotal for review.
- You can **Add New Member** and spousal information.
- Select **Save & Exit** to save the worksheet to draft, select **Save & Confirm** to review the worksheet summary and submit the contributions, or select **Cancel** to exit without saving.

CBS4D/01 - Canadian Baptist Pension Plan: Canadian Baptist Ministries, Division 1 Id :

### Enter member contributions

New/Edit worksheet [More information](#)

Please be aware that clicking **Previous Page**, **Next Page**, or using the Member Index will save the values on this page. For Help on this Function, please click on **More information**.

What is the contribution period? Start:  Oct 2020 End:  Oct 2020

Viewing: 1 to 10 of 22

Member name	Member number	asdf	Total
BBTEST, LTTEST	444484	0.00	0.00
BTES, XLTES F	1829	0.00	0.00
CTES, ESTEST	444446	0.00	0.00
DJTSTO, HTES	444485	0.00	0.00
DMTESTDMT, ZTES	444448	0.00	0.00
GTE, HTES	444487	0.00	0.00
GTES, WSTESTWS	444442	0.00	0.00
JTTESTJG, GTES	444450	0.00	0.00
KPTES, CVTES	444449	0.00	0.00
LTES, WQTESTW	444447	0.00	0.00
<b>Page Total</b>		0.00	0.00

BBTEST, L - LTES, W [Next page](#)

Member Name   
Member Number

[Add new member](#) [View subtotals](#) [Save & exit](#) [Save & confirm](#) [Cancel](#)

## STEP 5

### New/edit worksheet summary

- Either return to continue to **Update worksheet**, **Submit** the set of contributions for payment, or **Exit** the worksheet to return to the **Contributions Submission** main page.

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C054D /01 - Canadian Baptist Pension Plan: Canadian Baptist Ministries, Division 1 Id :

### Enter member contributions

New/Edit Worksheet Summary [More information](#)

Contribution Period: 02 Nov 2020 - 11 Nov 2020  
Client/Program: C054D01  
Number Of Members: 22

	asdf	Total
Total	30.00	30.00

Note:

- **Exit** will save the contributions set in DRAFT mode, and return you to the Select Contribution Set Screen
- **Submit** will save the contributions set in DRAFT mode, and proceed to the Payments section.
- If you wish to transact at a later time, this can be done through the Payments function under Service Centre

[Update worksheet](#) [Submit](#) [Exit](#)

## STEP 6

### Transmit a pre-authorized withdrawal

- Select **Submit** to send a payment. Banking information can be set up through the Add/change banking option in the Administration drop down, if available for your plan. Otherwise, please contact us to set up or change your banking information.

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C054D /01 - Canadian Baptist Pension Plan: Canadian Baptist Ministries, Division 1 Id :

### Cheque

[More information](#)

Payment for: Member Contributions  
Client/Program: C054D01  
Contribution Period: 02 Nov 2020 - 11 Nov 2020  
Total: 30.00  
Cheque Amount: 30.00

Select **Submit** to complete the request, or **Cancel** to exit without saving.

[Submit](#) [Cancel](#)

You are on a Sun Life Financial website.  
Please refer to the [legal](#), [privacy](#) and [security](#) pages for information on the use of this site.  
Any changes you make on this site may affect information about your particular plan offered by Sun Life Assurance Company of Canada.

## STEP 7

### Confirm your payment

- The **Confirmation page** will confirm your payment has been submitted. Please print a copy of the page for your records.
- Payments submitted before 4:00 p.m. ET will be processed the same business day.
- Payments submitted after 4:00 p.m. ET will be processed the next business day.
- Contributions submitted before 4:00 p.m. ET will be based on the closing values of that day.
- Select **Exit** to return to the **Enter member contributions** page.

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C054D /01 - Canadian Baptist Pension Plan: Canadian Baptist Ministries, Division 1 Id :

### Submit a payment

Confirmation [More information](#)

**Thank you.** Your payment has been submitted. Please print a copy of this confirmation for your records.

**Note to Internal Staff:** Please double check this confirmation against the e-mail copy that was sent to the unit. The e-mail will indicate any submission failures that may have happened after the confirmation.

Payment For: Member Contributions  
Client/Program: C054D01  
Contribution Period: 02 Nov 2020 - 11 Nov 2020  
Total: 30.00  
Amount from Cheque: 30.00  
Confirmation Number: 2C0902440911 on 02 Nov 2020 09:09:44 EST  
Effective: 02 Nov 2020

[Exit](#)

## You're done!



### We're here to help

Call Sun Life's Sponsor Care Centre at **1-800-387-7262**, any business day from 8:30 a.m. to 4:30 p.m. ET, or contact your Sun Life Group Retirement Services representative at **GRSLC@sunlife.com**.