

How to Submit Your Evidence of Insurability (EOI) Application

Online or manually

Option 1: Submit Your Application Online

Use the Sun Life Benefits portal:

 **Go to:** <https://login.sunlifeconnect.com/commonlogin/#/login/10>

1. Click for the “Evidence of Insurability” form - you will need MCIU policy #932638
2. Follow the prompts to:
 - Enter SSN
 - Enter your personal details
 - Answer medical history questions for yourself and any dependents
3. Review and submit the application.

 This process takes about 10–15 minutes.

Option 2: Get Started with Your HR Benefits Department

- Contact your HR Benefits representative and request an EOI with the employer sections completed. HR Benefits will complete and email the form to you. You will need to add your SSN to section 2 before submitting, the form cannot be emailed to you with the SSN:
 - Section 2: Your personal and policy info
 - Section 3: The coverage amounts you are applying for
- HR will give you the completed EOI Instruction Page and direct you to the online portal.