How to capture a detailed Sun Life statement through your online account:

**Sign in** to your Sun Life account

Click on the **Home** tab

Scroll down to the bottom of the screen and click on **All Claims** – this takes you to Recent Claims & Estimates

Under **Recent Claims & Estimates**, there are two tabs – Completed Claims and In Progress

Under the **Completed Claims** tab, you will see a specific claim or a list of claims by date

Select the **Date of Statement** required by clicking the appropriate box or boxes down the left of the screen – a check mark will appear for those selected

Click **Download & print**, then click **continue**

**Save** claim statement – the saved file can be included with your request

This process will provide necessary Sun Life claim details and also confirm at the bottom of the statement when the annual maximum is reached.