Accessing the Benefits Member Site

Alberta Municipalities
Strength In Members

Welcome to the Benefits Member Site! Our system allows you to gain access and view information about your benefits with ease.

Member Site Access Registration

You should have received an email with a registration link. This link is valid for 48 hours, after which time the link will expire. If you are unable to register within that time frame, you can go to benefits.abmunis.ca and select the Need an activation code? option to be sent a new link.
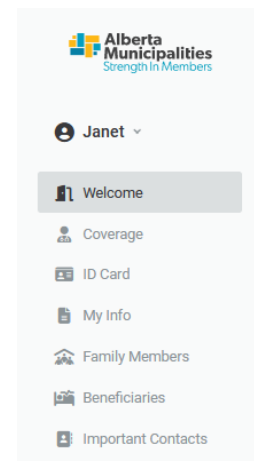
When you click on the registration link, a registration screen will open. You will be asked to enter your certificate number, personal information and a login email address and password.

Once that's complete – you're ready to go!

Your Benefits Information

Once logged in to the Member Site, you will have access to the following:
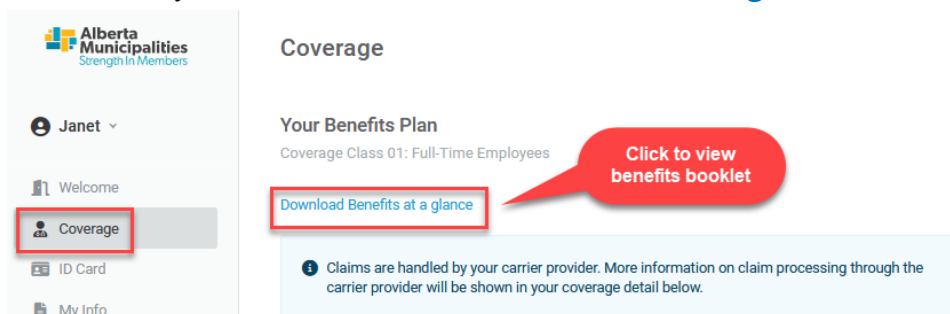
- Benefits Coverage details
- ID Card
- Personal information
- Family Members
- Beneficiaries
- Contact details for Benefits Providers

The following highlights specific sections of the site that you might be interested in.

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- Welcome
- Coverage
- ID Card
- My Info
- Family Members
- Beneficiaries
- Important Contacts

Benefits Coverage

Select Coverage from the left-hand menu to see an overview of the benefits you are covered for. To view a booklet with details for all your benefits, click on Download Benefits at a glance.

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Coverage

Your Benefits Plan
Coverage Class 01: Full-Time Employees

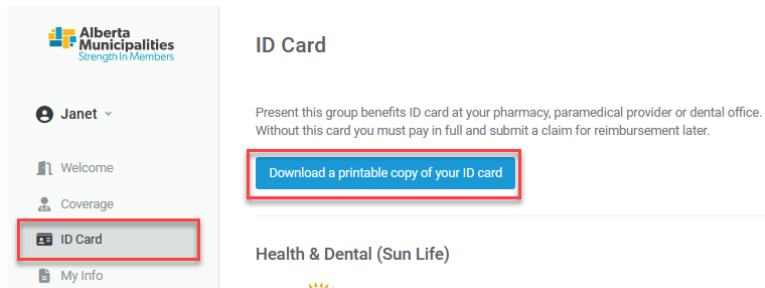Download Benefits at a glance

Click to view benefits booklet

ℹ Claims are handled by your carrier provider. More information on claim processing through the carrier provider will be shown in your coverage detail below.
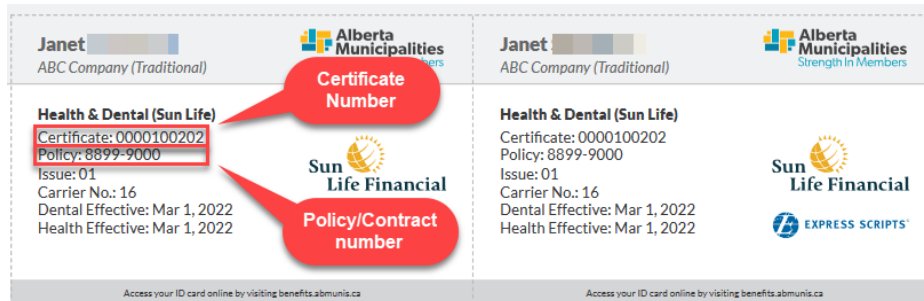
ID Card

In this section, you can download a printable copy of your benefits ID card. Simply select ID Card from the left-hand menu and the click on the button to download your ID card.

On the ID card you can find your certificate number and policy/contract number.

Personal Information

Selecting My Info from the left-hand menu allows you to view the personal information and address you have on file. From here you can also update your language preference and address information.

Family Members

Selecting Family Members from the left-hand menu allows you to view the information on file for your spouse or dependent children. You can add new family members to your coverage, update details about existing family members, or remove existing family members in this section.

Beneficiaries

If you have any benefits (such as life insurance) that require beneficiaries, selection Beneficiaries from the left-hand menu will allow you to view the beneficiaries on file. In this section, you can also make changes to your existing beneficiaries.

Please note: If you make changes to your beneficiaries, you will be prompted to electronically sign the beneficiary change form from within the Member Site. You will also be sent an email with a link to the beneficiary form in case you do not sign it while in the Member Site. *The e-signature is required for the change to be considered valid.*

Accessing the Benefits Member Site

Single Sign-in to Sun Life

Through the Member Site, you can directly access the Sun Life website to view further information about your Sun Life benefits or to submit claims. Select **Coverage** from the left-hand menu, then click on the link to **Login to Sun Life with your Effortless Admin account**. Clicking on the link will take you to the Sun Life website.

The first time you access the Sun Life website, you will need to login, and you will be required to confirm your identity with your date of birth and certificate number. Your certificate number can be found on the ID card. If you haven't been set up with a login for this site, use the **Register** button.

After this, anytime you access the Sun Life website through the Member Site, you will be taken directly into the website without having to log in.

If you have any questions or concerns, please reach out to your Plan Administrator.