How to register, get access and enroll

Self-registration email

Welcome to Canada Life! You now need to finish setting up your savings plan by registering for My Canada Life at Work. It's where you'll manage the savings you have through your work, set financial goals and more.

After you register, check that your contact info, beneficiaries and investment choices, if applicable, are all up to date.

Register now

This unique link expires in 90 days. Please do not forward.

If the link doesn't work, copy and paste this link into your browser:

https://www.canadalife.com

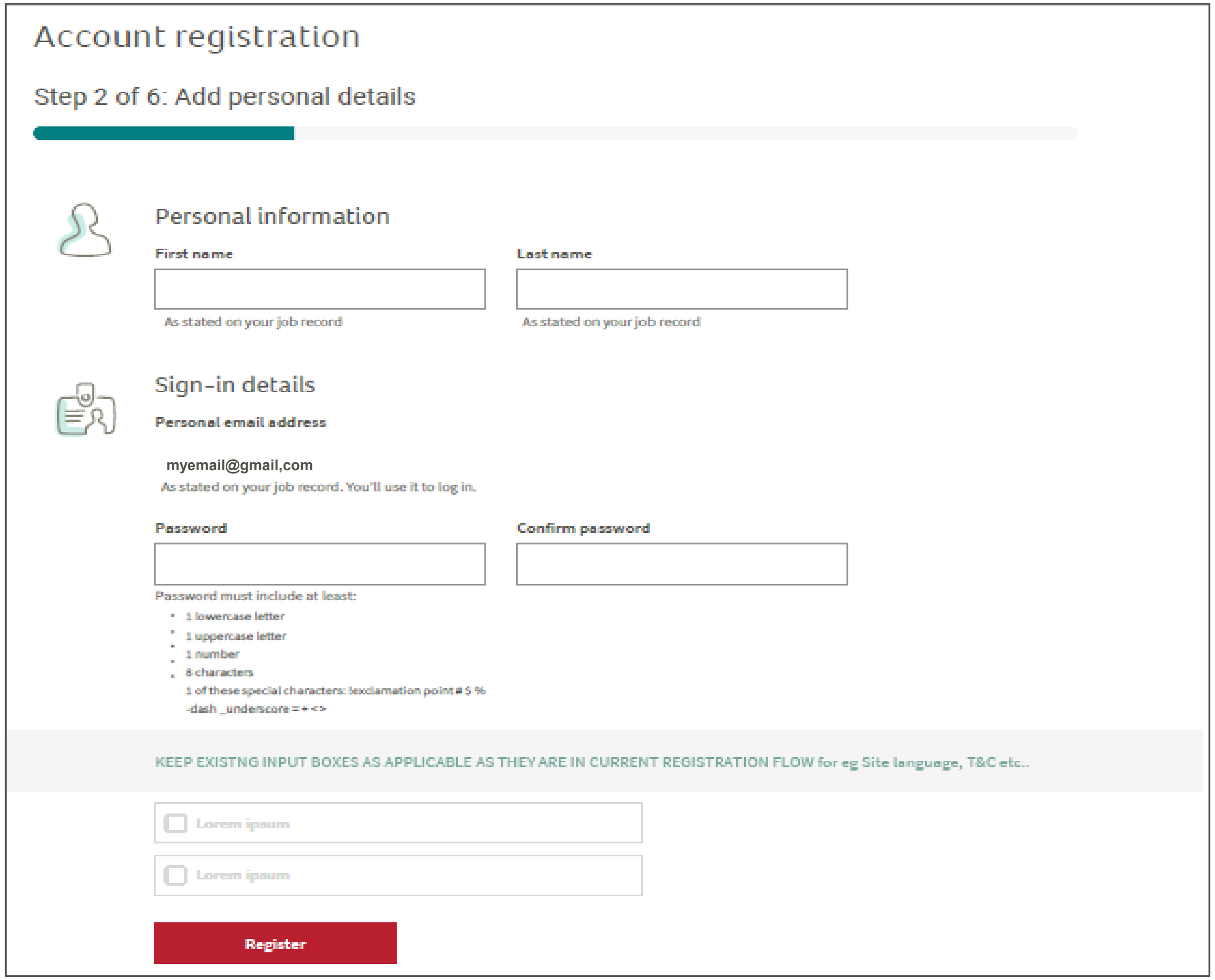
Need help registering? Call us weekdays from 8 a.m. to 8 p.m. ET at 1-888-222-0775.

Have you already registered for My Canada Life at Work? No need to do anything. Sign in ↗ anytime.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Canada Life Group Services

Step 1 – Account Registration



Account registration

Step 2 of 6: Add personal details

Personal information

First name

As stated on your job record

Last name

As stated on your job record

Sign-in details

Personal email address

myemail@gmail,com

As stated on your job record. You'll use it to log in.

Password

Confirm password

Password must include at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 8 characters
- 1 of these special characters: !exclamation point # $ % -dash _underscore = + <>

KEEP EXISTNG INPUT BOXES AS APPLICABLE AS THEY ARE IN CURRENT REGISTRATION FLOW for eg Site language, T&C etc..

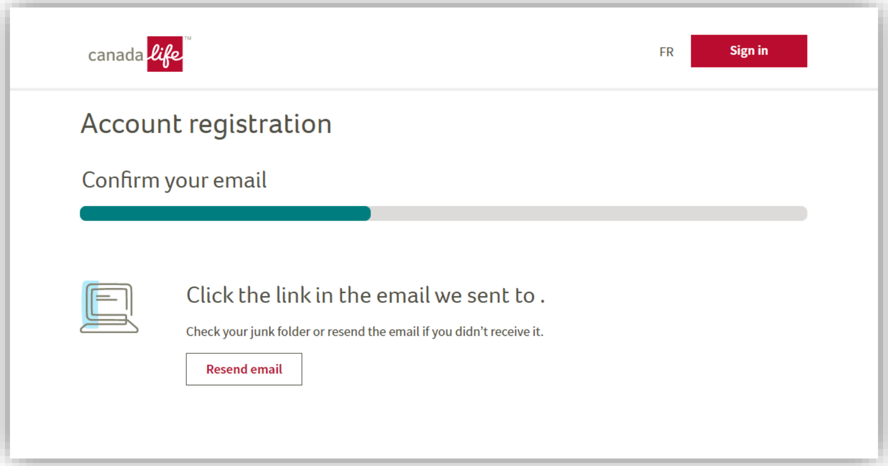
Lorem ipsum

Lorem ipsum

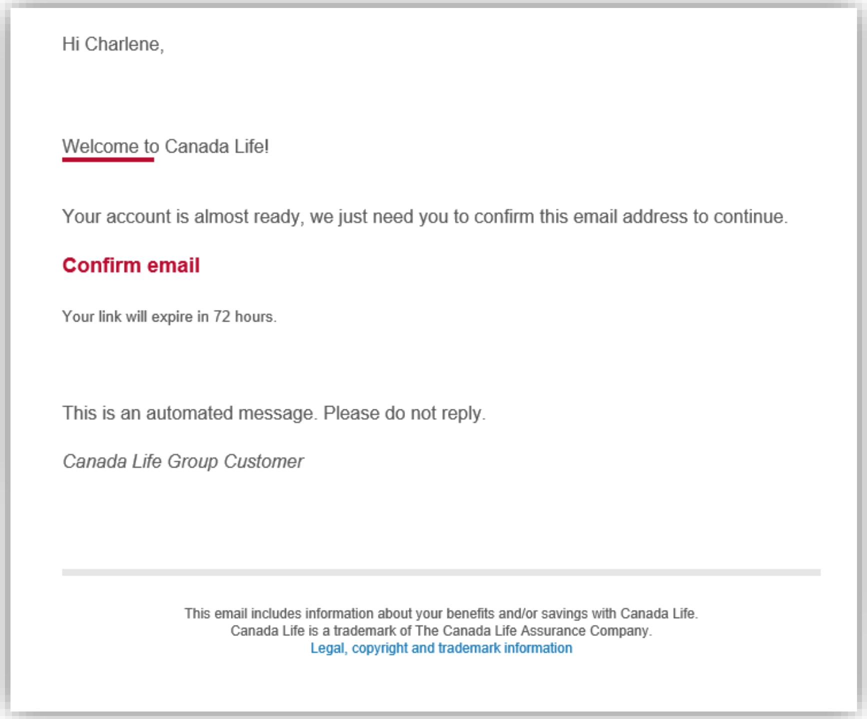
Register

Step 2: Confirm your email address

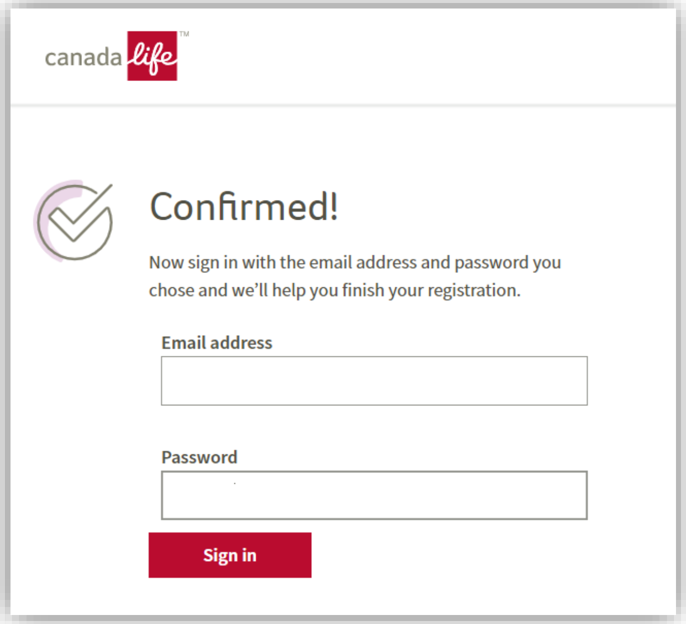
Go your email inbox



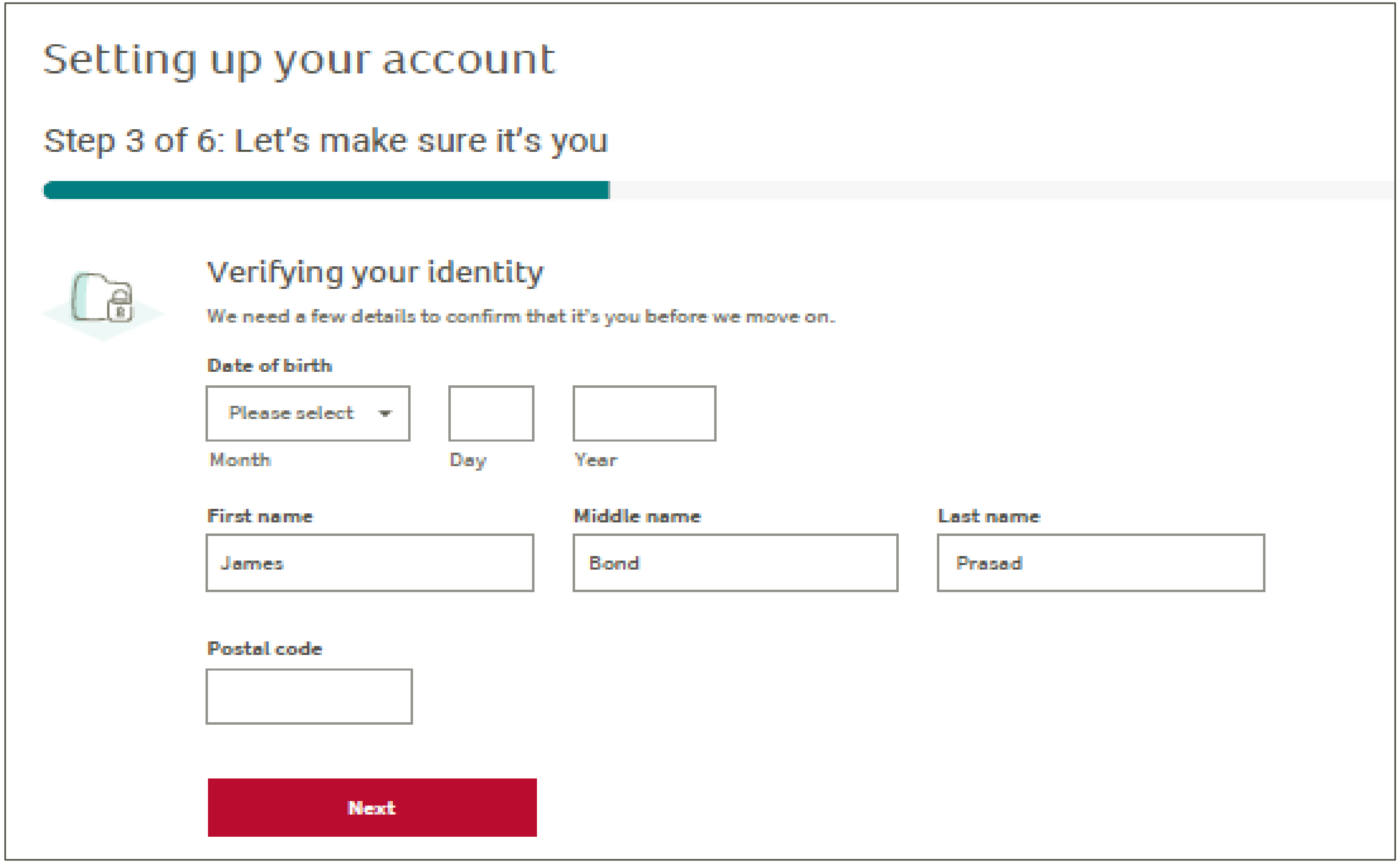
Click the link to confirm



Re-enter your email address and password



Step 3 – Account Linking



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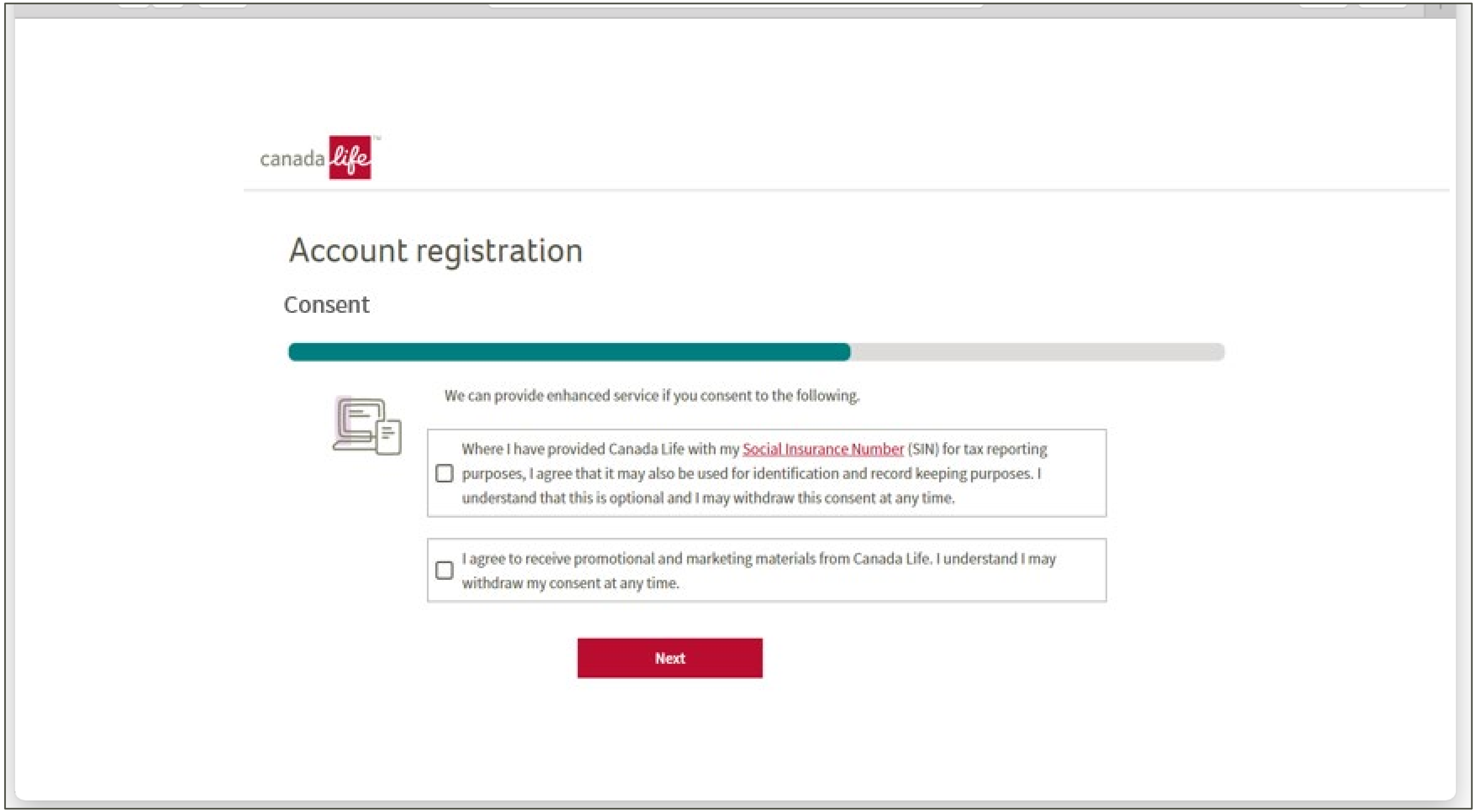
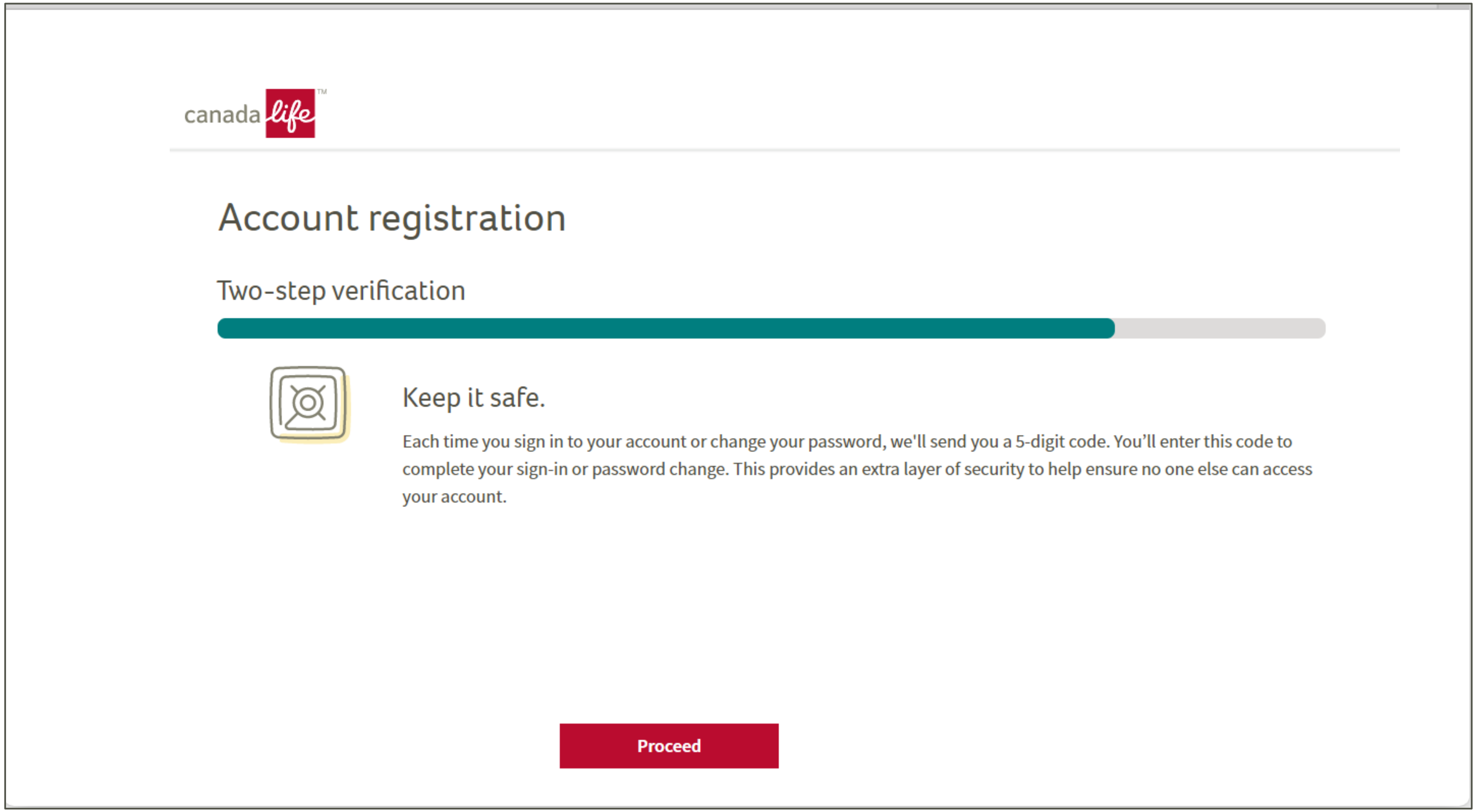
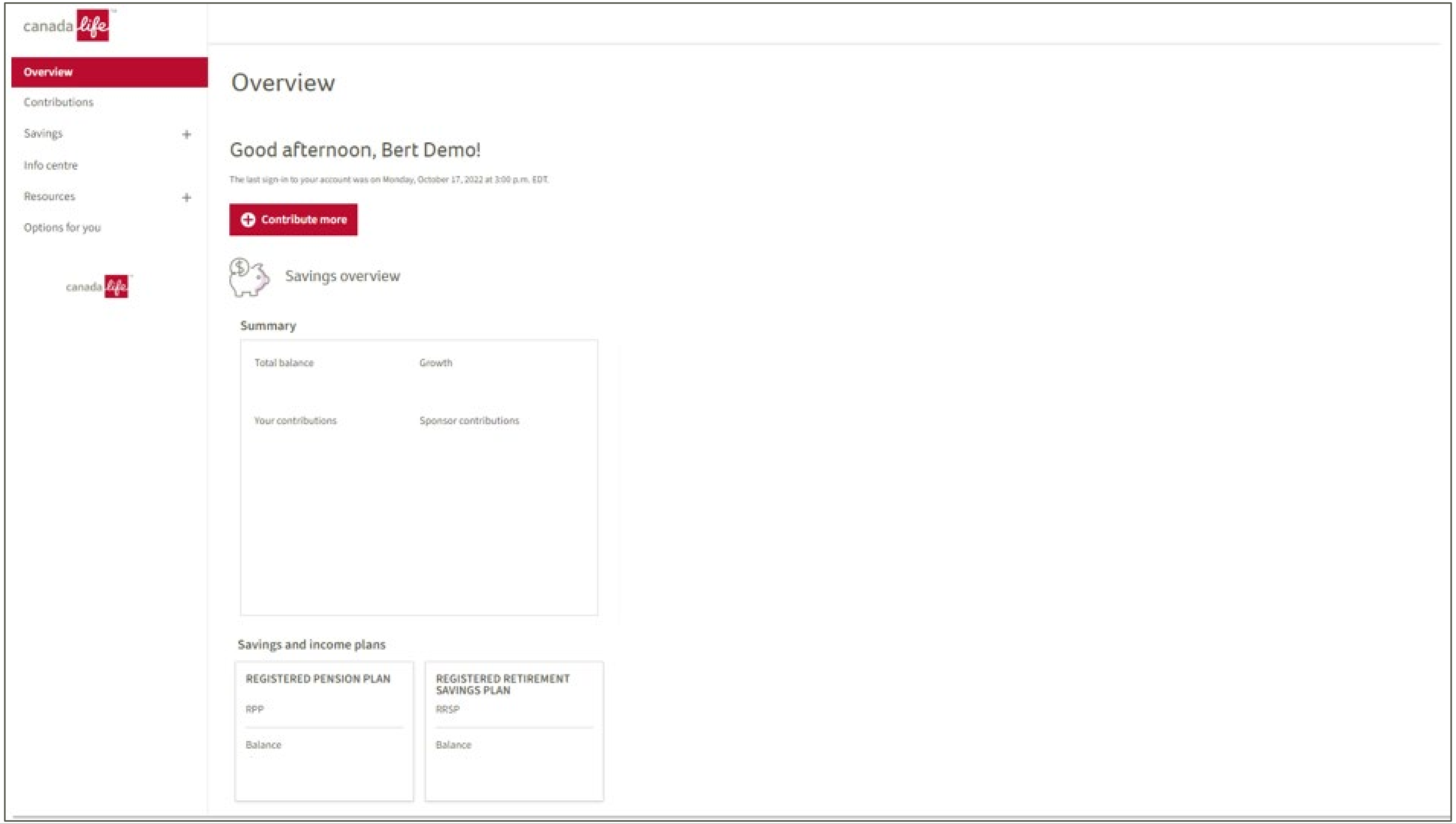
Step 4: Provide consent



Step 5: Set up two-step verification



Done!



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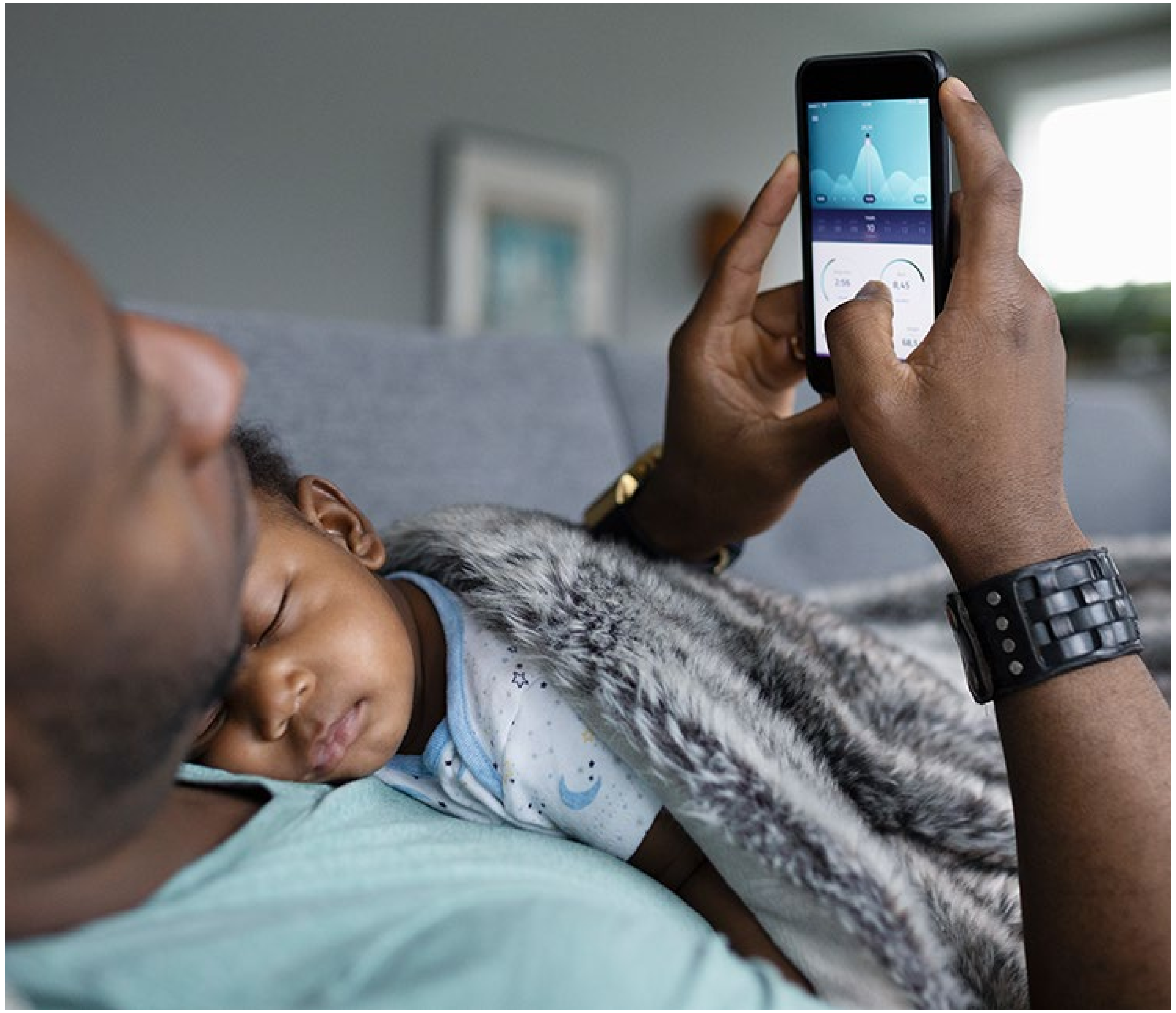
Next Steps



Complete your pension plan and registered retirement savings enrolment:

- Beneficiary
- Payroll deduction amount
- Your Investments

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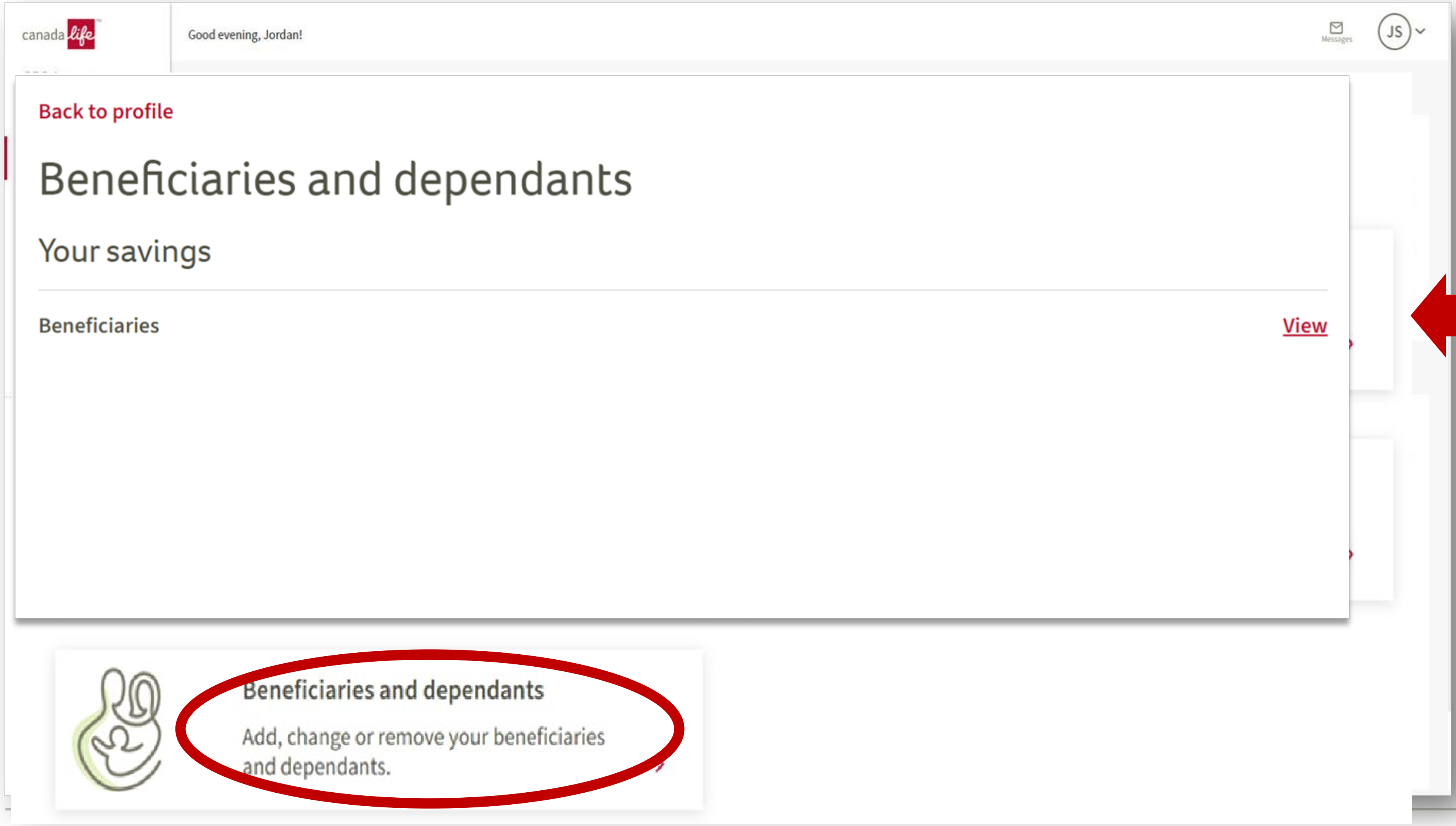
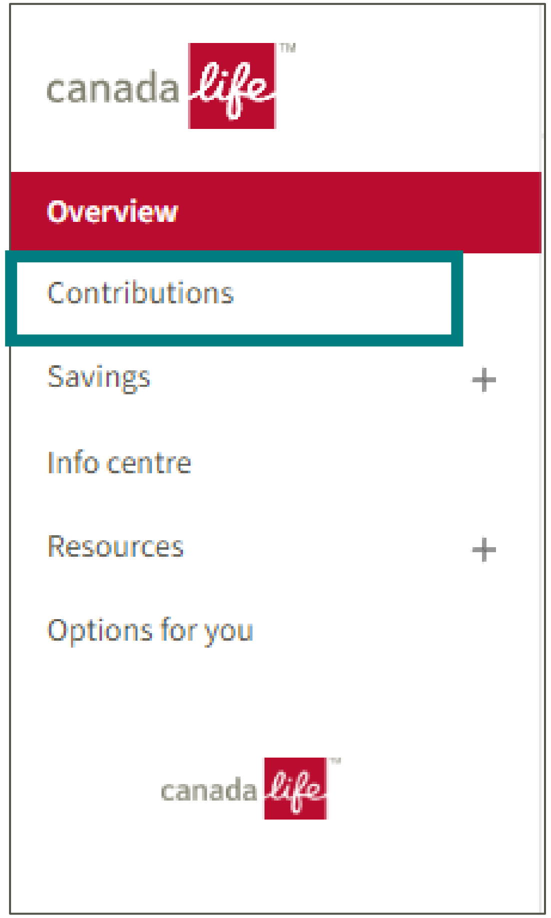
Complete beneficiary designations



Click Initials icon on Overview page

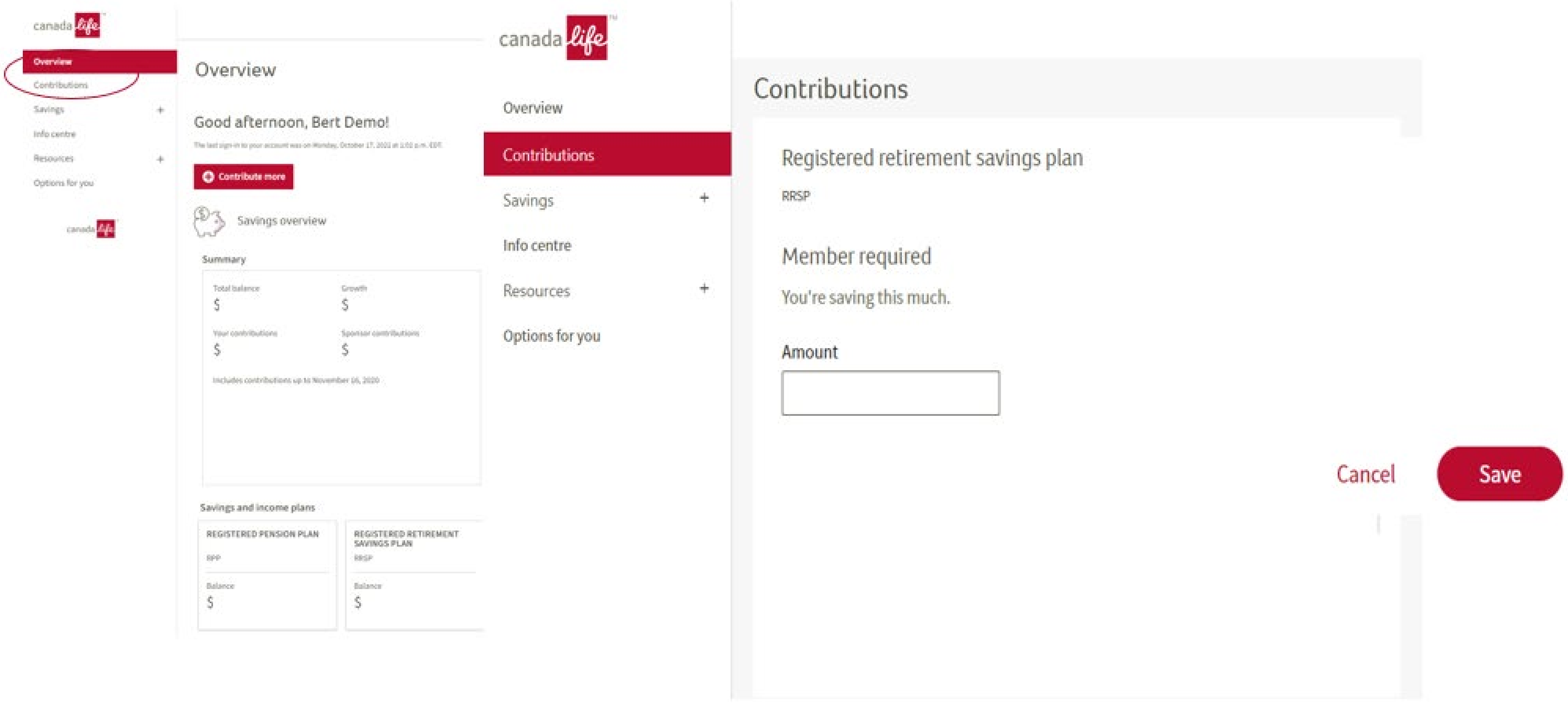
Review and edit

Complete Payroll deductions



Click Contributions on the left side menu

Complete your payroll contributions



Complete your Investment instructions

View your portfolio

Detailed info about your investments

Plan overview
View your plans and beneficiaries

Activity reports
Get reports by plan and date range

Duplicate tax receipts
Get copies of your tax receipts

Change your portfolio

Where to go to make changes to your investments

Investment instructions
View and update instructions for future contributions and transfers

to fund transfer
Move money between funds

Cash withdrawal
Withdraw money from your plans

Maturing investments
Find out when investments reach their maturity date

Automatic investment rebalancing
Specify preferences and frequency

Enrolment express
Sign up for additional plans

Printable forms
Download forms for requests and changes

Investments

Get info on the investments offered in your group plans

Fund reviews
View rates of return

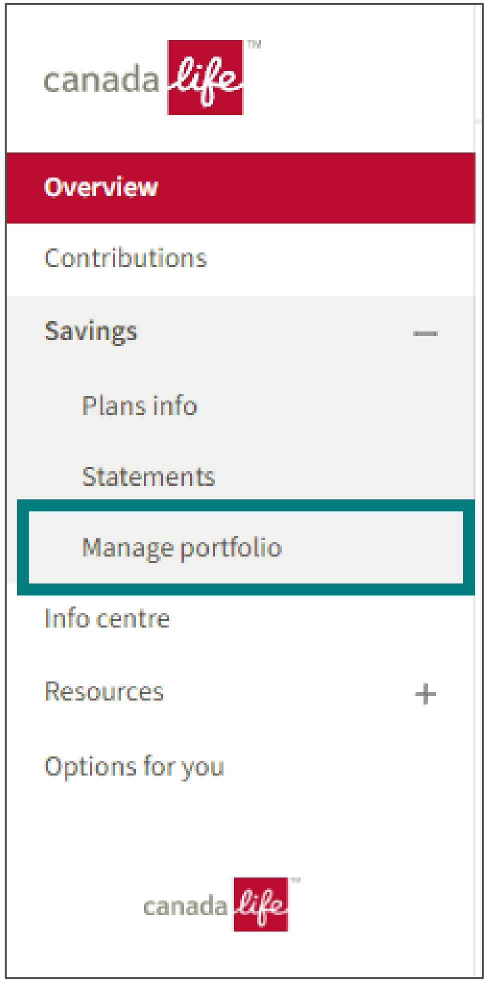
Fund reports
Fund composition and investment manager info

Net unit value and rates
Fund values and rates for guaranteed investments

Investment management fee and expense
Get details for each fund

Want to join other plans?
Non-registered Saving Plan (NRSP)
Tax-free Savings Account (TFSA)

Join other plans



Click Savings on the left-hand menu
Click Manage portfolio

Join other plans

Tools and resources

All links open in a new tab

Upload documents

Upload forms and files here one at a time. Your files will be encrypted to protect your information. Be sure to keep your original documents in case we need them.

Choose document

Max file size: 10 MB

› Accepted file formats

View your portfolio

Detailed info about your investments

Plan overview
View your plans and beneficiaries

Activity reports
Get reports by plan and date range

Tax receipts
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Where to go to make changes to your investments

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Fund to fund transfer
Move money between funds

Automatic investment rebalancing
Specify preferences and frequency

Cash withdrawal
Withdraw money from your plans

Enrolment express
Sign up for additional plans

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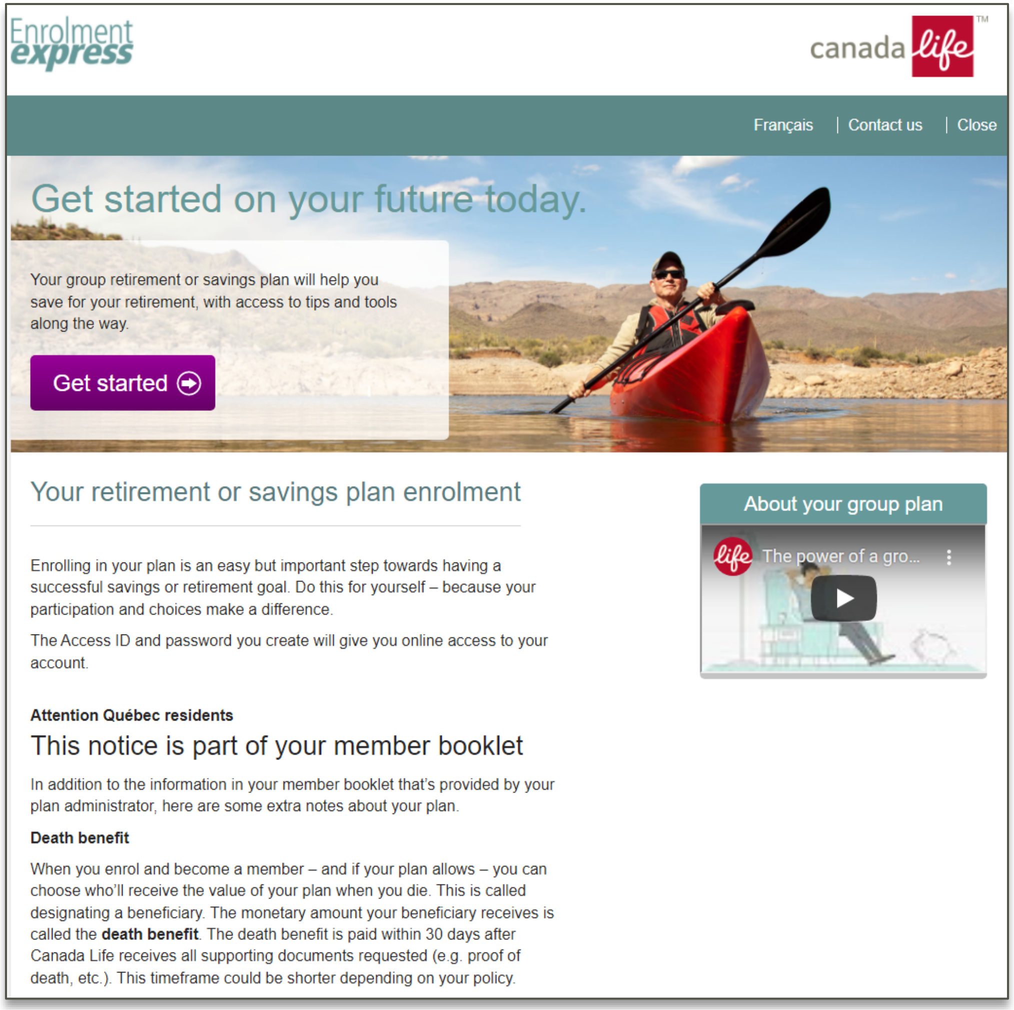
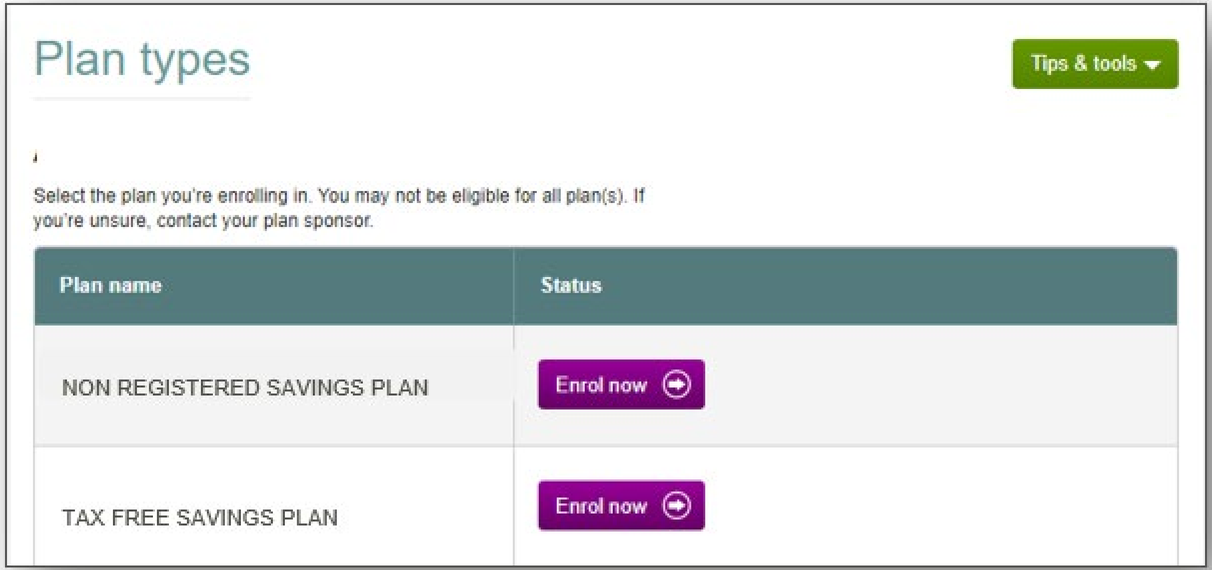
Get started



To enrol click on Get started

Choose your plan



Select a plan to enrol

- Only options that are available to you will be available
- You must go through the enrolment process for each plan type you want to join

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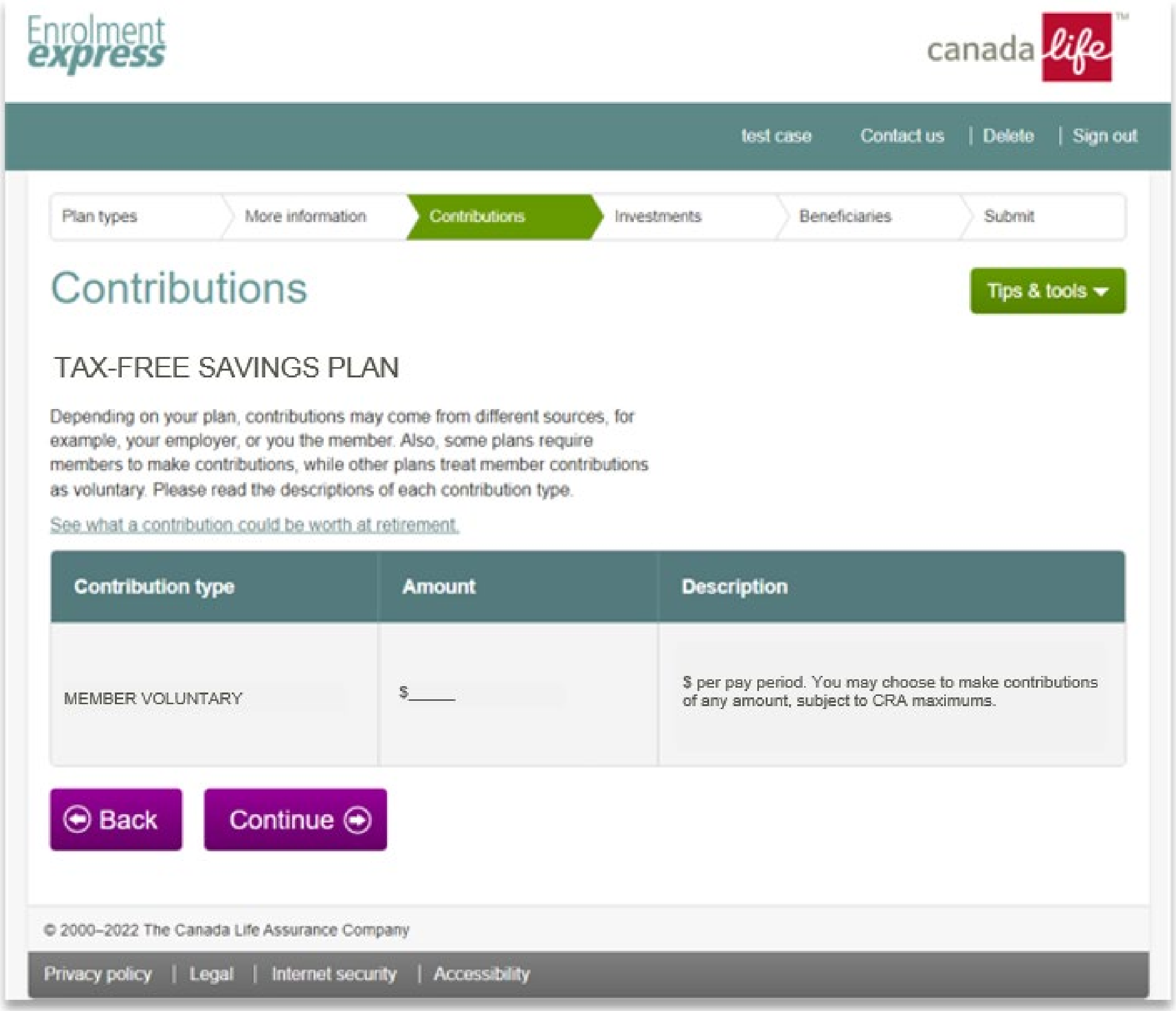
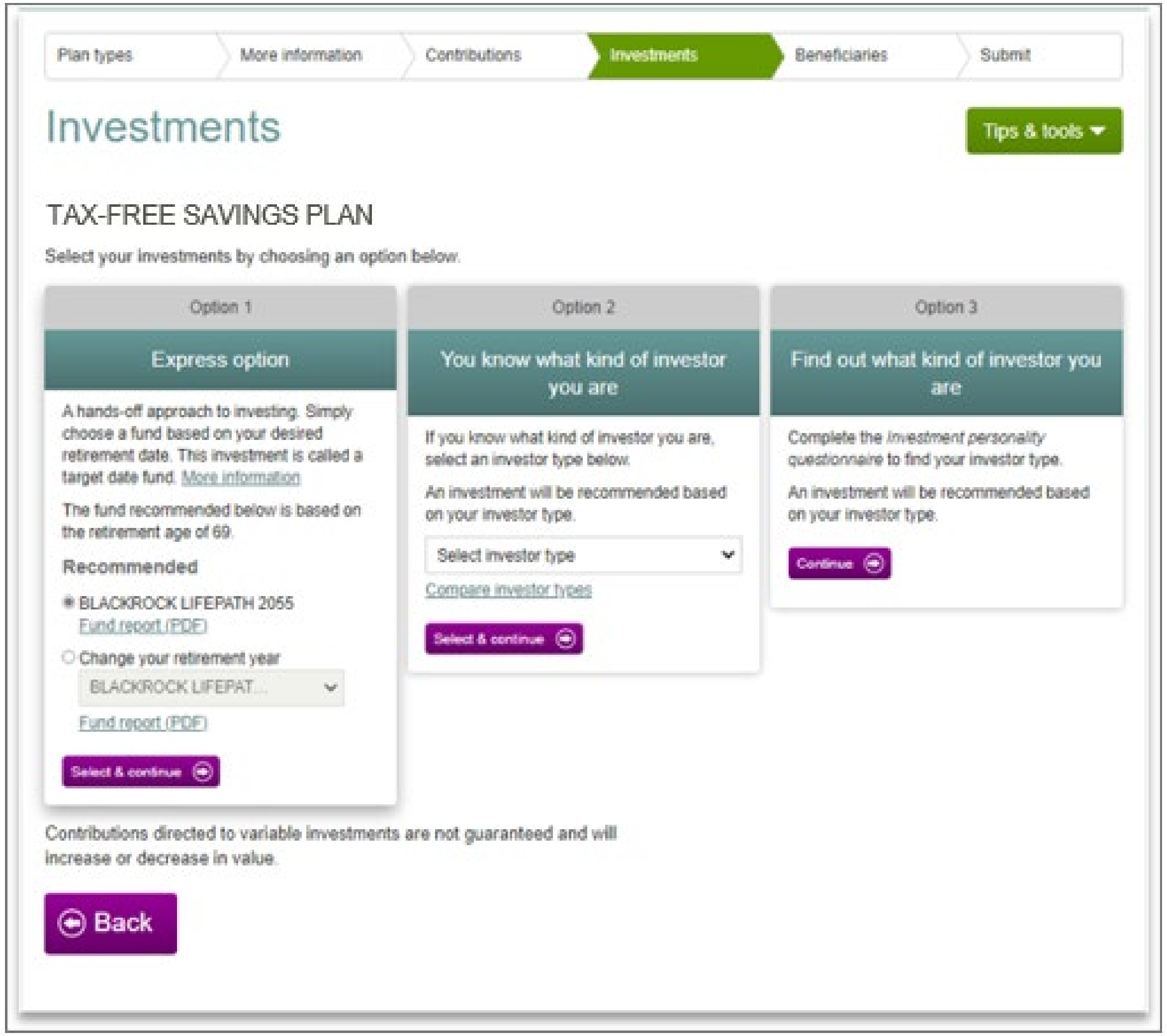
Choose your payroll deductions



Choose your investments

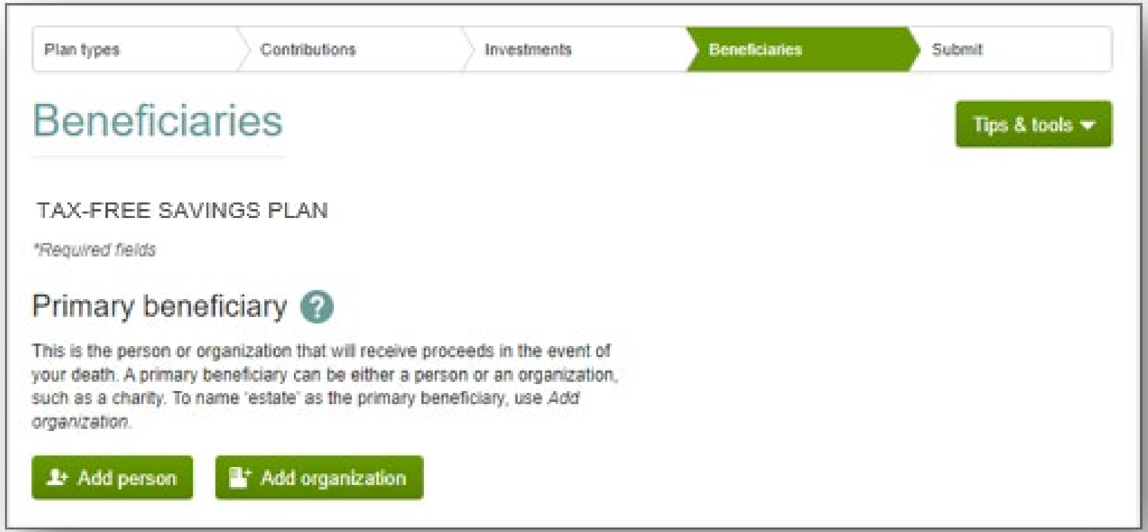


Option 1 – select a target date* fund

Option 2 – choose your investor type to select a target risk* fund

Option 3 – complete the Investment Personality Questionnaire to help you build your own portfolio

Choose your beneficiaries



You must designate a trustee for any beneficiary that is **under** age 18

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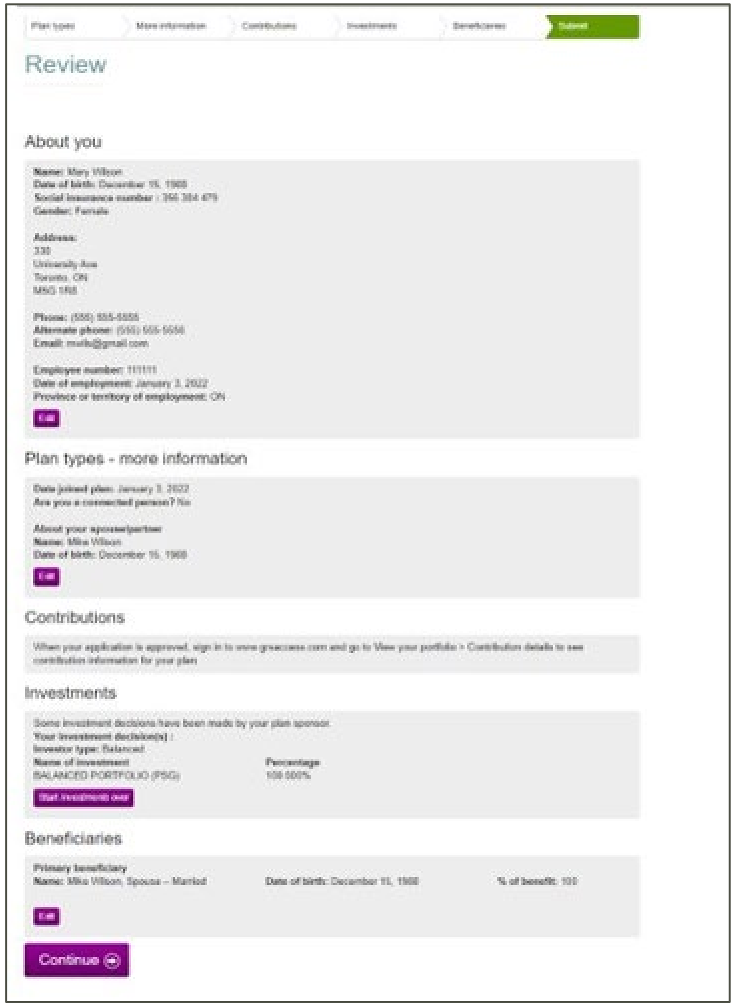
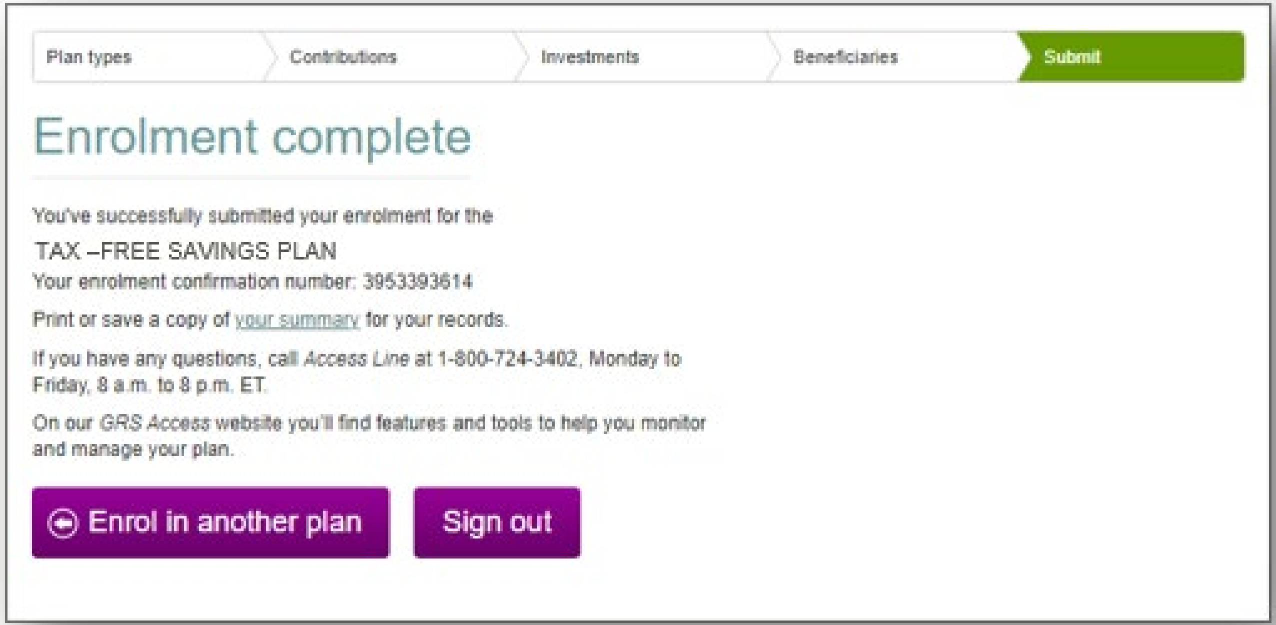
Review and Submit



Confirm that the information is correct

Want to join another plan



Click Enrol in another plan

Need Help

General Account questions

1-800-724-3402

8 a.m. to 8 p.m. ET
Monday-Friday

Registering for the website

1-888-222-0775

8 a.m. to 8 p.m. ET
Monday-Friday

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For life as you know it™

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