

# MySunLifeGIFs

USER GUIDE

ADVISOR USE ONLY

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# User Guide for MySunLifeGIFs

**MySunLifeGIFs** is an industry-leading online tool that can help you efficiently monitor and manage **Sun Life Guaranteed Investment Funds (GIFs)** Client portfolios. This reference guide highlights the key functions and benefits of MySunLifeGIFs to help you maximize your user experience with this tool.

## Key features at a glance:

- Search Client information by name, fund, or contract
- Search for settled or unsettled transactions
- Toggle between different rep codes
- Generate reports according to your needs and export to portable document format (PDF) and comma separated value (CSV)
- View and print duplicate statements, confirmations, and tax slips
- View contract details, including owner, annuitant, and beneficiary information
- View recently searched items and save favourites
- View real time pending trade details
- View sales and servicing commissions
- Arrange column data in ascending or descending order, according to your preference
- View fund information, including current and historic unit values
- View the approximate deferred sales charge (DSC) for a fund if redeemed
- View guarantee series and guarantee levels
- View systematic plans and banking information



# Advisor view

## Assets, reports and features

When viewing information at an advisor or book of business level, headings on screen will appear in orange. Fund details (in the left navigation under “Book of business”) appear in dark blue.

The screenshot shows the Sun Life Global Investments Advisor view. The left navigation menu has 'Contract' (dark blue), 'Book of Business' (orange), and 'Fund' (dark blue). The main content area is titled 'Book of business' and shows 'C M 3379 - 3212'. Below this is a 'Contracts and assets' section with search filters. The table below shows the following data:

CLIENT	CONTRACT NUMBER	DISTRIBUTOR CONTRACT NUMBER	CONTRACT TYPE	FUND	SALES CHARGE OPTION
MLTESTMLT EST.	<a href="#">1800002296</a>	AA110700	NON-REGISTERED	SLFSI355 ⓘ	Low load
MLTESTMLT EST.	<a href="#">1800002393</a>	AA111047	NON-REGISTERED	SLFAG131 ⓘ	Front end load
MLTESTMLT EST.	<a href="#">1800002946</a>	AA111807	NON-REGISTERED	SLFSE153 ⓘ	Front end load
MLTESTMLT EST.	<a href="#">1800002385</a>	AA111021	NON-REGISTERED	SLFAG253 ⓘ	Back end load
MLTESTMLT EST.	<a href="#">1800002920</a>	AA111732	NON-REGISTERED	SLFAG253 ⓘ	Back end load

- For future convenience, your most recently searched contract numbers appear here.
- In this field, you can easily search for a Client’s contract by their name or contract number.

Client assets can be displayed by fund or contract. You can also search across all contracts. Under “by Contract,” you can see the market value and adjusted cost base for each contract.

If you have more than one rep code, you can select the one you want to view details under. The page refreshes with your selected rep code information.



# Advisor view

The screenshot displays the 'Advisor view' interface. At the top, there is a 'Book of business' dropdown menu set to 'C M 3379 - 3212'. Below this is the 'Contracts and assets' section, which includes a search bar and a table of contract details. To the right is the 'Advisor profile' section, and below that is the 'Reports' section with several links.

**Book of business:** C M 3379 - 3212

**Contracts and assets:**

by Fund/Sales charge option | by Contract | Search

All funds | All sales charg... | CAD

All contracts | All types | All designations

Market value from [ ] to [ ] Apply

CLIENT	CONTRACT NUMBER	DISTRIBUTOR CONTRACT NUMBER	CONTRACT TYPE	FUND	SALES CHARGE OPTION
MLTESTMLT EST.	<a href="#">1800002296</a>	AA110700	NON-REGISTERED	SLFSI355 ⓘ	Low load
MLTESTMLT EST.	<a href="#">1800002393</a>	AA111047	NON-REGISTERED	SLFAG131 ⓘ	Front end load
MLTESTMLT EST.	<a href="#">1800002946</a>	AA111807	NON-REGISTERED	SLFSE153 ⓘ	Front end load
MLTESTMLT EST.	<a href="#">1800002385</a>	AA111021	NON-REGISTERED	SLFAG253 ⓘ	Back end load
MLTESTMLT EST.	<a href="#">1800002920</a>	AA111732	NON-REGISTERED	SLFAG253 ⓘ	Back end load

1 - 5 of 36 items

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**Advisor profile:**

3379 - 0062 Other rep codes (2)

Distributor: Sun Life Financial Distributors

Branch: Sun Life Financial Distributors

Advisor: HRTEST KRTESTK (0062)

Address: 910-330 ST MARY AVE WINNIPEG MB R3C 3Z5

Business Fax: (204)555-2914 x2223

Business Email: (204)555-2915

Email: N/A

**Reports:**

- [Transaction history](#)
- [Servicing commissions](#)
- [Realized capital gains and/or losses](#)
- [Unrealized gain/loss report](#)
- [Free units, matured and DSC](#)
- [Assets under management](#)

- View module-specific details
- Download to a CSV file
- Download to a PDF file
- Collapse the module
- Expand the module

Generate these reports for all your Clients at once, including DSC, free and matured units, and gains and losses.

You can sign off here.



# Advisor view

## Transactions

You're able to search for settled or unsettled transactions across all contracts.

**Transactions and pending trades**

Pending trades (0) Transactions

YTD, Purchase Hide filter

YTD from 01/01/2015 to 10/04/2015

All funds  Purchase  All sales charg...

CONTRACT NUMBER	DISTRIBUTOR CONTRACT NUMBER	TRANSACTION TYPE	FUND	SALES CHARGE OPTION	TRADE DATE
1800005465	AA112897	Purchase	SLFAG210	Back end load	18/02/2015

You can search for transactions by fund code or date range. Once we receive your trade, it will appear as pending.

## Compensation

**Compensation**

Sales commissions Servicing commissions

Date range from 01/03/2015 to 03/04/2015

All funds  All sales charg...  CAD

Total commissions for 01/03/2015 - 03/04/2015 : **\$228.00** CAD

FROM DATE	TO DATE	FUND	SALES CHARGE OPTION	SALES	SALES COMMISSIONS
23/02/2015	01/03/2015	SLFAG210	Back end load	\$4,560.00	\$228.00

In this section, you can see the sales and servicing commissions (trailers) that are paid. You can search for them by date range, fund, or sales charge option.

Column data can be arranged in ascending or descending order according to your preference.



# Client/Contract view

## Holdings, tools and reports

When viewing information at a Client or contract level, headings on screen will appear in light blue.

The screenshot displays the Sun Life Global Investments interface. At the top, the Sun Life logo and 'Global Investments' are visible. The main header area is dark blue with the text 'Contract' and a right-pointing arrow. Below this, the contract details are shown: 'HTTESTH ALTESTAL (1800000510, 85611295)' and 'Estate • Registered Retirement Savings Plan (RRSP) • \$99,906.07 CAD'. A search bar is present above a list of contract numbers: 1800000510, 1800006895, 1800004647, 1800002385, and 1800001486. Below the search bar is the 'Advisor' section with a search bar and the number '0060'. The 'Fund' section is highlighted with an orange arrow pointing to the 'Fund' heading in the left sidebar. The main content area features a 'Fund holdings' section with a table of fund data. The table has columns for 'FUND', 'SALES CHARGE OPTION', 'UNITS', 'MARKET VALUE', 'ACB', and 'DSC'. Two funds are listed: SLFSE453 (FRONT END LOAD) and SLFSE253 (BACK END LOAD). Below the table, there is a disclaimer about the rate of return information and another disclaimer about the adjusted cost base (ACB). At the bottom of the main content area is a 'Transactions, pending trades and events' section. On the right side, there is a 'Tools' sidebar with various options like 'Free u', 'Histori', 'Hypoth', 'Matur', 'Gain lo', 'Ad-hoc', and 'Histori'. Below the 'Tools' sidebar are buttons for 'Serie', 'State', 'Cont', 'Advis', and 'Syste'.

FUND	SALES CHARGE OPTION	UNITS	MARKET VALUE	ACB	DSC
SLFSE453 ⓘ	FRONT END LOAD	10,000.000	\$99,000.00	\$100,000.00	<a href="#">N/A</a>
SLFSE253 ⓘ	BACK END LOAD	94.924	\$906.07	\$935.00	<a href="#">\$46.28</a>

Fund information can be found here, including current and historic unit values.

Easily view fund holdings at a contract level.



# Client/Contract view

Contract ID: L (1800000510, 85611295)  
 Retirement Savings Plan (RRSP) • \$99,906.07 CAD

CHARGE	UNITS	MARKET VALUE	ACB	DSC
FRONT END LOAD	10,000.000	\$99,000.00	\$100,000.00	N/A
BACK END LOAD	94.924	\$906.07	\$935.00	\$46.28

**Tools and reports**

- Free units
- Historical values
- Hypothetical redemption calculator
- Maturing units
- Gain loss
- Ad-hoc statement
- Historical Events

**Series and guarantees**

**Statements and slips**

**Contract details**

**Advisor profile**

**Systematic plans**

**Bank accounts**

**trades and events**

By expanding this section, at a contract level, you can view a one-year personal rate of return as of the previous month-end. You can also view unrealized gains and/or losses.

Contract level tools and reports are available to you here.

You're able to view the approximate DSC for a fund if it's redeemed.





# Client/Contract view

## Statements, slips and details

**Sun Life Global Investments**

**Contract** HTTESTH ALTESTAL (1800000510, 85611295)  
Estate • Registered Retirement Savings Plan (RRSP) • \$101,906.07 CAD

**Fund holdings**

**Transactions, pending trades and events**

Pending trades (0) **Transactions** Past events Upcoming events

YTD Show filter

CONTRACT NUMBER	DISTRIBUTOR CONTRACT NUMBER	TRANSACTION TYPE	FUND	SALES CHARGE OPTION	TRADE DATE
1800000510	85611295	PURCHASE	SLP5E453	FRONT END LOAD	26/01/2015

**Contract details**

Overview	Parties	Addresses
Owner(s)	HTTESTH ALTESTAL	
Contract number	1800000510	
Distributor cont.	85611295	
Type	Individual	
Intermediary co...	N/A	
Designation	Client	
Contract type	Registered Retirement Savings Plan (RRSP)	
Tax jurisdiction	Ontario	
Contract status	Active	
Joint type	N/A	
Signature	N/A	

Just as you can view transactions and pending trades for all your Clients at once, you can also view them at a contract level.

View important contract information, including the owner, annuitant, and beneficiary details, as well as the tax type.

Conveniently generate ad hoc reports and view and print duplicate statements, confirmations and tax slips.



# Client/Contract view

## Series and guarantees

In Series and guarantees, you can view contract details for each specific guarantee series within a contract.

Series and guarantees	
Annuitant	HTTESTH ALTESTAL (age 56)
<b>Estate</b>	
Maturity guarantee	31/12/2029
Value at maturity	\$75,701.25
Death benefit guarantee	\$100,935.00
Anniversary Date	N/A
Contract date	20/10/2014
Province of Sale	ONTARIO
Status	Active

## Systematic plans

You can view all systematic plans applicable to a contract, including pre-authorized chequing (PAC) plans and systematic withdrawal plans (SWPs).

Systematic plans	
Type	PAC
Amount	\$500.99 every Tuesday
From bank account	
Bank	123
Transit	12345
Bank account n...	1234567
To fund(s)	
100% \$500.99 SLFAG323	
First date	06/03/2015
Last date	31/03/2015
Next date	07/04/2015
Stop date	N/A

Bank accounts	
Note: This contract also uses bank accounts for systematic plans.	
Type	EFT redemption
Bank	Bank of Montreal
Transit	00035
Bank acc...	3543288
Type	EFT purchase
Bank	Bank of Montreal
Transit	00035
Bank acc...	3543288

## Banking information

Here, you can see a list of all bank accounts associated with a given contract. For example BMO 0035 3543288 is set up to be used for electronic fund transfers (EFTs) to the bank account.



## About Sun Life Global Investments

Sun Life Global Investments offers Canadians a diverse lineup of mutual funds, portfolio solutions and guaranteed investments, empowering them to pursue their financial goals at every life stage. We bring together the strength of one of Canada's most trusted names in financial services with some of the best asset managers from around the world to deliver a truly global investment platform. For more information, please visit [sunlifeglobalinvestments.com](https://sunlifeglobalinvestments.com) or follow us on Twitter @SLGI\_Canada.



For more information, contact your Wealth Sales Team or:

Visit [sunlifeglobalinvestments.com](https://sunlifeglobalinvestments.com) | Call **1-844-753-4437**

Email [supportwealth@sunlife.com](mailto:supportwealth@sunlife.com)

### ADVISOR USE ONLY

Any amount that is allocated to a segregated fund is invested at the risk of the contract owner and may increase or decrease in value.

Sun Life Global Investments is a trade name of SLGI Asset Management Inc., Sun Life Assurance Company of Canada and Sun Life Financial Trust Inc. Sun Life Assurance Company of Canada is the issuer of guaranteed insurance contracts, including Accumulation Annuities (Insurance GICs), Payout Annuities, and Individual Variable Insurance Contracts (Sun Life GIFs).

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