

## Portability and Conversion notification services

It makes sense to want to continue your benefits that protect you and your family when your job or career changes. Fortunately, your insurance has a portability or conversion option that allows you to do just that when you leave your job.

### How do I know if I am eligible to convert or port my coverage?

We'll discuss the eligibility requirements with you when you call. You can also refer to your group insurance certificate or talk with your benefits administrator for specifics about your insurance coverage.

### Here's how it works:

<b>Step 1</b>	Your employer will notify us of your termination of employment. We will send you a letter with your coverage options.
<b>Step 2</b>	If you're interested in continuing your coverage, call our Member Services at 800-247-6875 for a quote and the application form.
<b>Step 3</b>	Return the application along with a check to us.
<b>Step 4</b>	We will notify you of your application status.



**If you have any questions, please call us at 800-247-6875, Monday through Friday, 8 a.m. to 8 p.m., ET.**

Portability is not available in all states.

If you elect to decrease your coverage, you may not increase coverage in the future.

Your portable group life plan provides life and AD&D insurance only. It does not include Waiver of Premium or Accelerated Death Benefits and does not allow you to apply for an increase in coverage once you have made your election.

In New York, if you do not receive notice within 15 days of your termination you will have 45 days from the date of notice to respond. If you receive notice 90 days or later than your date of termination, portability will not be available. In all other states, please refer to your certificate for specifics.

Group life insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 93P-LH, 98P-ADD, 07-SL REV 7-12, 07P-LH-PT/07C-LH-PT, 01P-ADD-PT/01C-ADD-PT, GP-A, GC-A, 12-GP-01, 15-GP-01, 12-DI-C-01, 16-DI-C-01, 13-SD-C-01, 13-SDPort-C-01, 12-AC-C-01, 12-ACPort-C-01, 16-AC-C-01, 16-ACPort-C-01, 13-ADD-C-01, 13-ADDPort-C-01, 15-ADD-C-01, 12-GPPort-P-01, 12-STDPort-C-01, 16-SD-C-01, 16-SDPort-C-01, 16-CAN-C-01, 16-CANPort-C-01, 15-LF-C-01, 15-LFPort-C-01, 16-DEN-C-01, 16-VIS-C-01, TDBPOLICY-2006, and TDI-POLICY. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 15-GP-01, 13-GP-LF-01, 13-LF-C-01, 13-GP-LH-01, 13-ADD-C-01, 12-DI-C-01, 16-DI-C-01, 13-LTD-C-01, 13-STDC-01, 06P-NY-DBL, 07-NYSL REV 7-12, GC-A, GP-A, 12-GP-SD-01, 13-SD-C-01, 13-SDPort-C-01, 12-GP-01, 12-AC-C-01, 12-ACPort-C-01, 12-GPPort-01, 13-LFPort-C-01, 13-ADDPort-C-01, 15-LF-GP-01, 15-SD-GP-01, and 12-STDPort-C-01. Product offerings may not be available in all states and may vary depending on state laws and regulations.

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