理財顧問只需註冊一次帳戶後,該帳戶即可在使用,無須重複註冊。

Consultant only needs to register only once. After registration, no need to register again.

請注意:

◆ 因註冊帳戶需要發送一次性密碼到您公司電郵地址,所以在註冊前,請確保您已能接收公司的電郵

Please note:

Since registering an account requires a one-time password to be sent to your company email address, please make sure you can receive company emails before registering.

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一次性註冊帳戶步驟 Steps for One-time Registration

1. 首先點擊 "Sign In"

First click on "Sign In"

Sun Life Welcome to SunSurf			
<image/>			
© 2012, Sun Life Hong Kong Limited. All rights reserved. For compatibility of this site, please refer to here	SunOffice Browser Mode		
Access to this system is provided by Sun Life Financial solely for authorized business use and may be monitored for technical or regulatory reasons. If you do not consent to this monitoring, do not use this system.			

2. 然後點擊 "First Time Sign In" And then click "First Time Sign In"

and the second	Back 🔅 Sun Life	
and the second sec	You are signing into Sunsurf	
States of the second	Username	
	Username	
	Password	-
and the second se	Password	
aller.	Remember me	
	Sign In	
	Forgot Password First Time Sign In	
S. C. A. Basilia		
	1 4 0 4	
		No. Contraction of the second

3. 輸入顧問編號及公司電郵地址,然後點擊[Submit]

Input Agent Code and Registered Company Email Address, and then click [Submit]

🎸 Sun Life	SunSurf		
_			
Register Your Account			
Please enter the following information so that we may authenticate your account			
User ID	顧問編號		
Email Address	<mark>公司電郵地址</mark> (Input the registered email address)		
Submit			
© 2012, Sun Life Hong Kong Limite	d. All rights reserved.		

4. 一次性密碼(OTP)將會隨即發送至您的公司電郵地址,並於電郵發送後5分鐘內有效

One time password (OTP) will be sent to your registered company email address and will be valid for 5 minutes

香港永明金融:一次性密碼/Sun Life Hong Kong: One-Time PIN	
ES Sun Life HK email <no-reply@sunlife.com></no-reply@sunlife.com>	← Rep
i) If there are problems with how this message is displayed, click here to view it in a web browser.	
5호 Translate message to: English Never translate from: Chinese Traditional	
CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.	
親愛的陳大文:	
您的一次性密碼為:831951	
 請注意:一次性密碼將在此電子郵件發送後的 5分鐘内過期。 如果您沒有申請此密碼,則無需採取進一步行動,並可以安全地忽略此電子 	郵件。
此為自動發送之電子聚件,毋須回覆。 ©版權所有。香港永明全融有限公司〈於百荔達註冊成立之有限責任公司〉。不得轄載。	

5. 輸入電郵內的一次性密碼(OTP) · 然後點擊[Submit]

Input One Time Password from the email and then click [Submit]

炎 Sun Life	SunSurf	
Enter OTP		
Please enter the One-Time Pin (OT	P) sent to your email jo************************************	
Enter OTP Here		
Resend OTP Click resend if you haven't receive an email		
Submit Submit cel		
© 2012, Sun Life Hong Kong Limited. All	l rights reserved.	

6. 若因各種原因未能成功獲取一次性密碼 (例如:一次性密碼5分鐘後已過期),可點擊[Resend OTP],可 獲取新的一次性密碼(OTP)

If you did not receive the OTP email, click on [Resend OTP] to send it again

Sun Life SunSurf
Enter OTP
Please enter the One-Time Pin (OTP) sent to your email jo************************************
Enter OTP Here
Resend OTP slice f you haven't receive an email
Submit Cancel
© 2012, Sun Life Hong Kong Limited. All rights reserved.

7. 提交一次性密碼後, 設定登入密碼, 密碼必須符合所有安全性要求

After entering OTP, you need to set your new password. The password must meet the security requirements

🎸 Sun L	ife SunSurf
Set Your Pass	sword
Set Password ReType Password Submit Cancel	Password must contain the following - Eight (8) to Ten (10) characters - At least one (1) loyercase character(e.g. a-z) - At least one (1) uppercase character(e.g. A-Z) - At least one (1) number (0-9) - At least one (1) special character (e.g. I@#\$%^&*()-) - Three consecutive letters or number is not allowed - Should not be same as Login ID - New password should not be same as the past six password you have used
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8. 成功設定密碼後·若出現以下畫面·即成功註冊帳戶

After setting the password, the account is successfully registered

炎 Sun Life	SunSurf	
Confirmation		
You have successfully set your password		
Proceed to Sign In		
© 2012, Sun Life Hong Kong Limited. All rights reserv	ed.	

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登入 Login SunSurf

成功註冊帳戶後,可登入 SunSurf 如下: After the account is successfully registered, you can login SunSurf as follows:

SunSurf



1) 輸入你的 顧問編號 和 密碼,然後點擊 [Sign In] Enter your Agent Code and Password, then click on [Sign In]

as and	Back 🔅 Sun Life	2
Se at	You are signing into Sunsurf Username	
	z99999 顧問編號	
and a second sec	Password	
	Remember me	
	Sign In	
	Forgot Password First Time Sign In	

2) 如果以下的畫面出現,點擊[傳送驗證碼]後,一次性驗證碼將會隨即發送至您的公司電 郵地址,並於電郵發送後5分鐘內有效

If the following screen appears, after clicking [Send Verification Code], the one-time password will be sent to your company email address immediately and will be valid within 5 minutes after the email is sent



3) 輸入電郵內的一次性驗證碼,然後點擊 [驗證] 便能登入 Enter the one-time password from the email and click [Verify] to log in



請注意:

在首次登入時,您必須使用一次性驗證碼進行驗證。如果您在同一台電腦、流動裝置和瀏覽器等再 次登入,可能無需進行一次性驗證碼驗證。

Please note:

When logging in for the first time, you must verify using a one-time password. If you log in again from the same computer, mobile device, browser, etc., you may not need to perform a one-time password verification

忘記密碼 Forgot Password

1. 點擊 [Forgot Password] Click [Forgot Password]

Π

CAN BE CONTRACT	Back 😻 Sun Life	
and the second s	You are signing into Sunsurf	
States - States - States	Username	
and the second se	Username	
and the second s	Password	-
and the second s	Password 💿	
and the second s	Remember me	
	Sign In	
	Forgot Password First Time Sign In	
		K - Charles South States

2. 輸入顧問編號及公司電郵地址·然後點擊[下一步]

Input Agent	Code and Registered	Company Email	Address, and	I then click [Submit]
-------------	---------------------	---------------	--------------	-----------------------

炎 Sun Lif	e SunSurf
Forgot Passwo	rd
Please enter the following info	rmation so that we may authenticate your account
User ID	
Submit	

1

3. 輸入電郵內的一次性密碼(OTP) · 然後點擊[Submit]

Input One Time Password from the email and then click [Submit]

😵 Sun Life Sun Surf
Enter OTP Please enter the One-Time Pin (OTP) sent to your email jo************************************
Enter OTP Here Resend OTP Click resend if you haven't receive an email
Sui, Cancel
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4. 提交一次性密碼後,設定登入密碼,密碼必須符合所有安全性要求

Г

After entering OTP, you need to set your new password. The password must meet the security requirements

🎸 Sun Life	2 SunSurf		
Set Your Password			
Hi , Let's set your SSO account Password			
Set Password			
ReType Password			
	Password must contain the following - Eight (8) to Ten (10) characters - At least one (1) lowercase character(e.g. a-z) - At least one (1) number (0-9) - At least one (1) special character (e.g. 1@#\$%^&"(-) - At least one (1) special character (e.g. 1@#\$%^&"(-) - Three consecutive letters or number is not allowed - Should not be same as Login ID - New password should not be same as the past six password you have used		
Submit Cancel			
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5. 成功設定密碼後·若出現以下畫面·即成功更改密碼

After setting the new password, the password is successfully reset

炎 Sun Life	SunSurf	
Confirmation		
Proceed to Sign In		
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