



## Report your absence online

You can use our company's self-service benefits website ([www.MyLincolnPortal.com](http://www.MyLincolnPortal.com)) as a one-stop, fast and easy way to securely report your claim or absence to Lincoln Financial Group.

### When do I report an absence?

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For short-term disability claims, you may report your claim up to 30 days in advance of a planned absence or as soon as you are aware that you will be absent for 14 or more consecutive days due to an illness, injury or other authorized reason.

For absences that relate to caring for a family member with a serious health condition; to care for a newborn, foster or adopted child; for a military leave; or for your own serious health condition: You may report a leave when you will be out of work for more than 3 consecutive days or on an intermittent basis. Your employer's leave policy will determine whether you may take leave to care for a newborn, foster or adopted child on an intermittent basis.

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#### 1. Log in to [MyLincolnPortal.com](http://MyLincolnPortal.com).

(NOTE: First-time users will need to register using our company code: INFRAMARK.)

#### 2. Select **Report a New Claim or Leave** and answer a few questions.

- a. About you: You'll need your employee identification number or other ID as required by your employer.
- b. About your absence: Include the reason for your absence, dates of absence, and if applicable, physician diagnosis information.

#### 3. Click **"Submit."**

For disability claims, you'll be asked to download, sign and submit a medical authorization form to send to your doctor.

#### 4. **Keep record of your claim or leave number.**

Reporting your claim online provides the added convenience of printing a report that includes your claim number and a summary of your claim details.

#### 5. **You can check the status of your claim online at [MyLincolnPortal.com](http://MyLincolnPortal.com).**



### Use MyLincolnPortal.com anytime to:

- Check the status of your claim or leave
- Access contact information for your case manager or absence specialist
- Check FMLA absence balances, so you don't exceed your leave duration
- Access claims forms



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