Lincoln Financial Group®



How to report your absence online

Looking to file a short-term disability claim? You may report your claim up to 30 days in advance of a planned absence or as soon as you're aware that you'll be absent for any number of consecutive days due to an illness, injury, or other authorized reason.

Lincoln makes the process as fast and easy as possible. You can report your claim through our self-service benefits website, LincolnFinancial.com.

Our secure five-step process:

1. Log in to **LincolnFinancial.com.**
   First-time users will need to register.

2. Select **Start a claim** and answer a few questions.
   - **About you**: You'll need your employee identification number or other ID, as required by your employer.
   - **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 have your treating physician complete the Attending Physician Statement. You'll also be asked to download, sign and submit a medical authorization form to send to your case manager.

4. Keep record of your claim number that you will receive via email.

5. Check the status of your claim online at **LincolnFinancial.com.**

Another way to report your absence

You can also speak with a Lincoln representative at **866-783-2255** to submit a claim.

What to expect next:

Follow-up information
If you're already absent from work, you'll be contacted by phone or written correspondence within five business days. If filing your claim in advance, you'll be contacted once your absence begins. Your claims specialist will answer questions about your claim and gather additional information that may be needed.

Claim decision
A claim decision will be made once all required information is received and reviewed. Based on communication preferences you set on LincolnFinancial.com, we'll contact you by phone, letter, or email.

Ongoing communication
Your claims specialist will stay connected with you until you return to work and can assist you with additional support you may need.

Return-to-work date extension
If you can't return to work as scheduled and need to request an extension to your absence, you can do so by contacting your claims specialist and providing the supporting documentation. You must also notify your supervisor.

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