



Report your absence online

You can use our company's self-service benefits website (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?

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 XX or more consecutive days due to an illness, injury or other authorized reason.

1. Log in to MyLincolnPortal.com.

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

2. Select **Report a New Claim 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 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.**



Use MyLincolnPortal.com anytime to:



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