



File your employee's disability statement online 24/7

AN EASY, SECURE WAY TO ENSURE PROMPT SERVICE FOR EMPLOYEES

Unum offers a safe and simple way for you to submit your employer statement for an employee's disability claim online. Our Web services are easy to use, with 24-hour access — allowing you to support the claim process at your convenience. It's paper-free, eliminates delays and confusion, and provides prompt service to both you and your employees.



SECURE & EASY ACCESS:

- Short and simple time-saving process
- Convenient access 24 hours a day, 7 days a week, 365 days a year
- Website security to safeguard personal data

TO GET STARTED, FOLLOW THESE DIRECTIONS:

1. Go to www.unum.com/claims
2. Returning users, please log in with your user ID and password.
3. First-time users, please register an account to provide your disability employer statement, upload documents or review the status of a claim.
4. Once logged in, click on Claims Management located in the Claims tab.
5. Now you will see your online summary page.

From this page you can:

- Provide your statement for a claim that an employee has initiated.
- Start a claim on behalf of an employee by filing your statement.
- Upload information to support an employee's claim — for example, payroll documents or job descriptions.



If you have questions or concerns, please contact Ask Unum at 1-800-ASK-UNUM or 1-800-275-8686.



If your plan includes Claim & Leave InSightSM, you have access to our Web-based reporting system, which provides up-to-the-minute information on employee claims and leaves. This versatile tool provides:

- Real-time views of new claims and leaves, changes in status
- Unique benchmarking insights to compare your program results with similar organizations
- Key drivers and emerging trends so you can take action



**Better benefits
at work.TM**

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MK-3472-1 FOR EMPLOYERS (06-21)