



## 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 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: BROOKHAVEN.)

#### 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."

#### 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).

Note: Employees without internet access can report an absence anytime using our Interactive Voice Response (IVR) system. Call (888) 969-2472 and answer questions using your phone's keypad or by voice response. You can also reach us at 888-408-7300.



### 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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