unum® | Total Leave

# Leave and short term disability available online, anytime



Understanding your options and taking advantage of your leave and short term disability benefits just got a whole lot easier. Unum Total Leave guides you through the process, step by step.

Whether you're preparing for time away or planning your return, the process is simple and guided every step of the way. You'll have the confidence of knowing what to do next and the tools to do it — with access whenever you need them.

## Submit your request 30 days before you expect to be on leave, if you can. Here's how to get started:

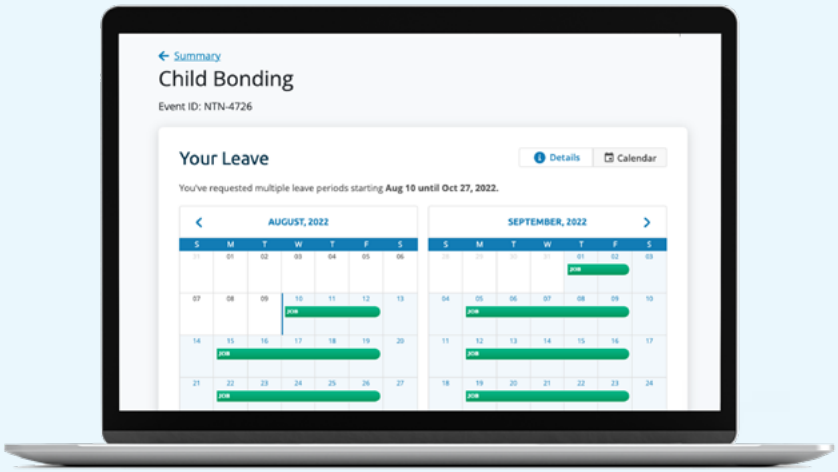
1. Go to https://portal.unum.com.
2. Returning users log in with their user ID and password. First-time users will need to register for a new account.
3. You will be asked to verify your identity. If you sign up for two-step verification, a one-time passcode will be sent to your mobile phone.
4. Once logged in, simply click the "Start a leave or claim" button on the homepage.

## Transparency at every step

**Leave shouldn't be confusing. Our self-service portal has everything you need to manage your time away in one place.**

### In just a few clicks, you can:

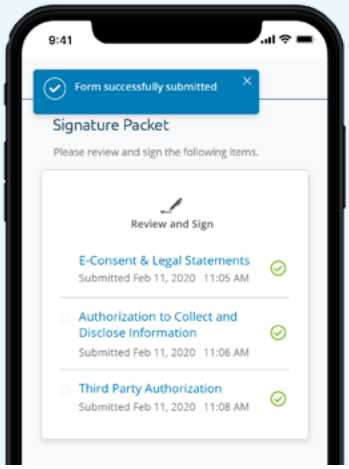
- File a leave request and disability claim
- Check status and complete tasks
- View and upload documents
- Sign up for fast digital payments
- Plan for your return to work



## Skip the pen. Sign with a click.

**Submitting and signing documents has never been easier**

You can securely upload any documentation that's required for your leave or short term disability benefits from your desktop or smartphone and easily sign documents using e-signatures.




## Reasons for you to request leave

- Your health care provider has determined you are unable to work due to illness, injury or pregnancy
- You will be out of work due to a planned procedure or surgery
- You need to care for a family member who has a serious health condition
- You need to care for a child due to birth, adoption or foster care placement
- You need to care for your family member who is undergoing medical treatment, is in outpatient status or is on the temporary disability retired list for an injury incurred while on active duty in the armed forces
- Your spouse, son, daughter or parent is on covered active duty in the armed forces
- You need another type of leave covered by state leave laws



## Need help?

**Support is built right into the portal:**

ACCESS THE PORTAL

- **Live chat:** Connect with a leave expert that can provide fast and easy on-screen guidance.
- **Schedule a callback:** Let us call you by selecting a date and time that works for your schedule.

If additional assistance is needed, you can call us at 866-868-6737.

*Leave specialists are available 8 a.m. to 8 p.m. ET, Monday – Friday.*

Better benefits at work.™

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