



# Easily file and manage your FMLA leave online, any time

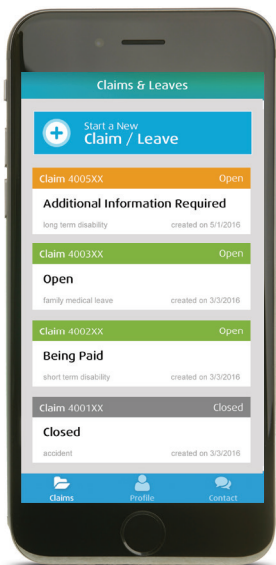
## Secure & easy access:

- Short and simple process that saves time
- Convenient access, day or night
- Website security to safeguard your personal data

## Committed to you

We understand that you may need extra assistance with your FMLA leave. Our online service is part of our commitment to making the process easier for you.

› **Managing your FMLA leave is just a touch away. Go mobile with the Unum Customer App.**



Unum provides you with a simple, secure way to manage your FMLA (Family and Medical Leave Act) leave online. Whether you need to file for the first time or update an intermittent leave, our Web service is easy and intuitive. It also allows you to view updates, correspondence, documentation and more. This online option is available at your fingertips, 24/7.

## It's easy to file an FMLA leave or record intermittent leave.

To get started:

1 Go to [www.unum.com/claims](http://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 file a new FMLA leave, submit intermittent time, or view correspondence.

## Monitor your progress

Our secure site helps eliminate delays and confusion. Here are a few main features:

## File your FMLA leave

paper-free, 24 hours a day,  
7 days a week

## Upload documents

from your personal computer

## Review leave status

and correspondence

## Verify or edit

personal payment information

## Get updates 24/7

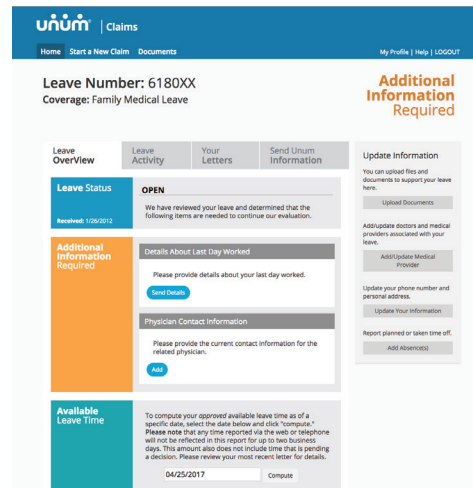
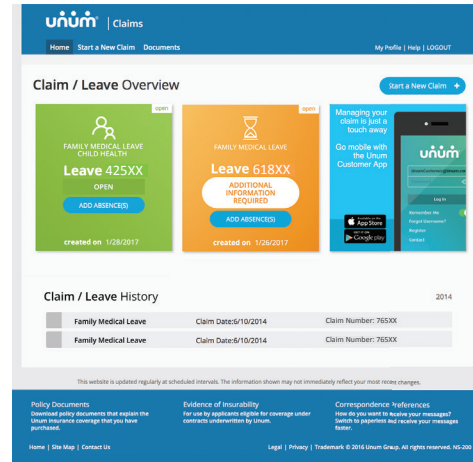
with mobile Web access that's  
optimized for smartphones

## Record intermittent leave

right when you take it, using our  
mobile app

## Online updates make managing FMLA easier

- Change your contact information if you move
- Add or update the doctors and medical providers associated with your leave
- Opt-out of leave-related mail if you would rather view correspondence online
- Quickly upload documents from your personal computer or mobile device
- Check your available leave time any time online



## What events qualify for FMLA leave?

Under the FMLA, eligible employees can take up to 12 workweeks of unpaid leave during a 12-month period for:

- Medical leave due to the employee's own serious health condition
- Birth, adoption or foster care placement of a child
- Care of that employee's parent, spouse or child with a serious health condition
- Any qualifying exigency for a spouse, child or parent of a service member who is on covered active duty — or notified of an impending call or order to covered active duty — as a member of the reserve or regular components of the Armed Forces
- Military caregiver responsibilities



**Have additional questions?  
Please call us at:**

\* You must start your claim on the website or over the phone. Then you can use the mobile app to manage your claim. The Unum Customer App is available for Apple and Android devices.

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