

## 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 provides a simple online tool that helps guide you through the process.

It lets you access your benefits, file a leave request or disability claim, and helps you manage it all the way through your return to work. Best of all, it's always at your fingertips, 24/7.

### Progress at your fingertips

**Your benefits are just a click away. Our secure site helps eliminate delays and confusion while you're managing your claim or leave.**

**Here are just a few main features:**

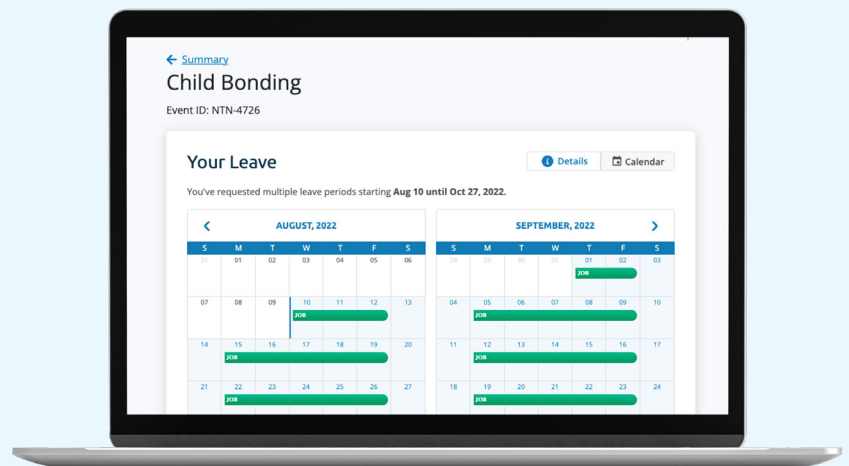
- Review status and view documents.
- Update key dates and information.
- Report intermittent absence time.
- File a Family and Medical Leave Act (FMLA) claim.
- Plan for your return-to-work.

**Request your leave 30 days before you expect to be on leave, if you can. It's easy to get started:**

1. Go to <https://portal.unum.com>.
2. Returning users log in with their user ID and password.
3. First-time users will need to register for a new account.

**Secure and easy access to:**

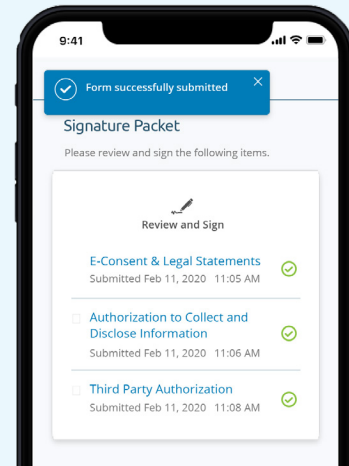
- A helpful chat feature to connect with an expert
- Filing and managing your requests
- Uploading your important documents



## A paperless approach

### 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 anytime, anywhere, and easily sign documents using e-signatures.



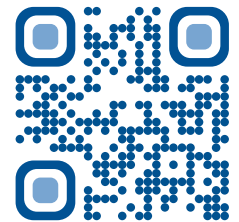
## Reasons for you to request leave

- 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 spouse, child or parent 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:** select a date/time that works for your schedule, and we'll call you.

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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