



Filing a supplemental benefit claim on Unum Total Leave



Accident Insurance



Critical Illness Insurance



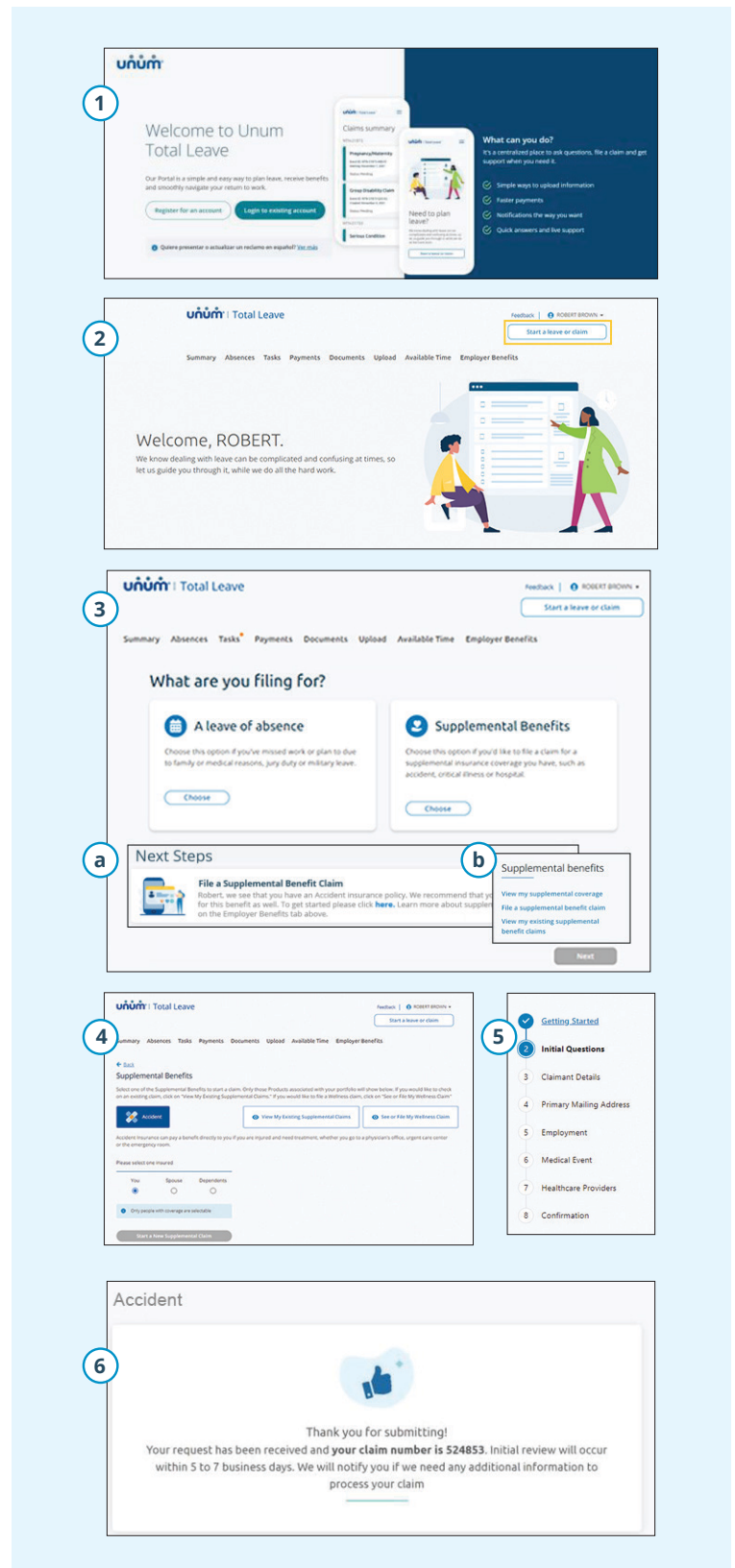
Hospital Insurance

Quick, easy, stress-free claims

Unum Total Leave is designed to provide you with an easy and convenient way to submit your supplemental benefits claims. The portal will walk you through each step of filing, so you don't have to worry about complicated paperwork.

Follow the steps below to get started:

1. Go to <https://portal.unum.com> on your web browser.
2. Once logged in, click on the "Start a leave or claim" button.
- 3a. Select "Supplemental benefits."
- 3b. If you've submitted a leave or disability claim and have supplemental benefits coverage, you will be prompted in the Next Steps section to file your claim. You can also click "File a Supplemental Benefit Claim" from the home page.
4. You will be able to select which supplemental benefit you'd like to file a claim for.
5. Follow the on-screen questions for your claim. A convenient tracker shows you where you are in the submission process.
6. Once you complete all the steps, you'll see a confirmation message and be provided with any applicable next steps.



Better benefits
at work.™

unum.com

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FOR EMPLOYEES

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