Filing a leave of absence on Unum Total Leave

Quick, easy, stress-free claims

Unum Total Leave is designed to provide you with the support you need during your time away from work. The online claim portal will walk you through each step of filing, so you don't and 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. a. If filing your first claim, click "Register for an account," then provide your information for verification.

b. If you have an account, click "Login to existing account," enter your User ID and Password and click "Log In."

3. Provide your birth date and Social Security Number to verify your identity. If you sign up for two-step verification, a one-time passcode will be sent to your mobile phone each time after you log in.

4. Once logged in, click on the "Start a leave or claim" button.

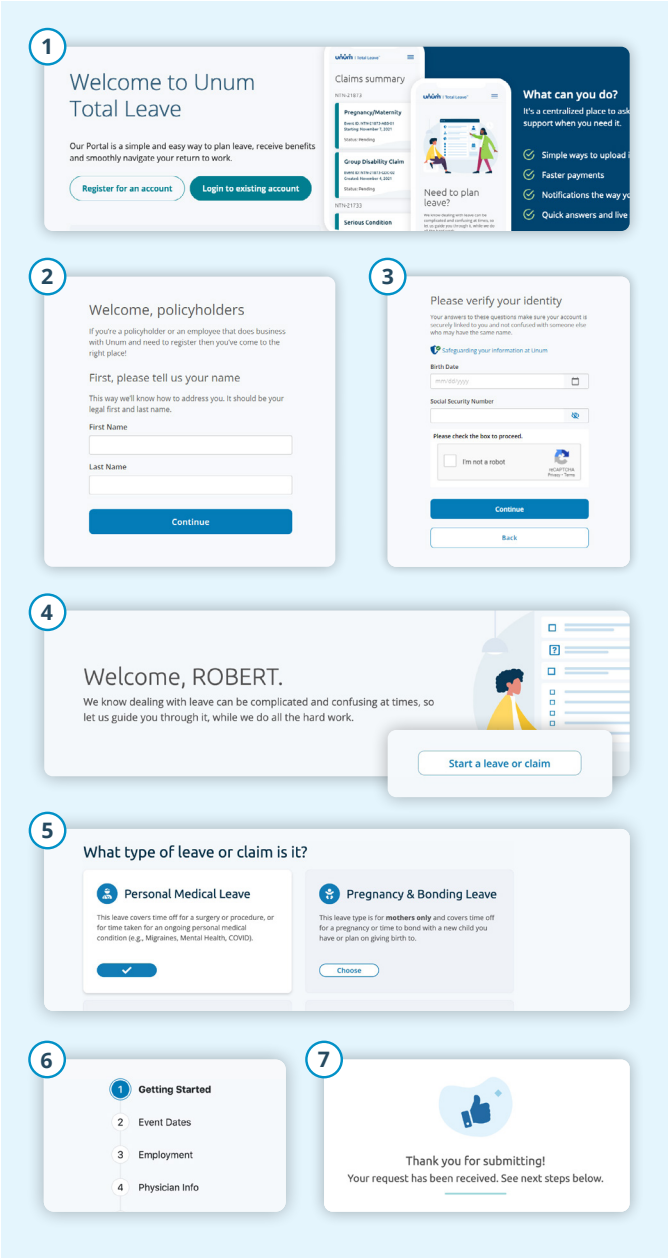
5. Choose the type of leave or claim you need, and click the Next button to proceed.

6. Follow the on-screen questions for your leave or claim.

7. Once you complete all the steps, you'll see a confirmation message and be provided with next steps.

NEED TO TALK WITH SOMEONE?

Use **live chat** on the summary page under "get support" to connect with someone now, or use the **schedule a callback** feature to talk at a time that works for you. You can also call us at **866-868-6737**.



Better benefits at work.™

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