

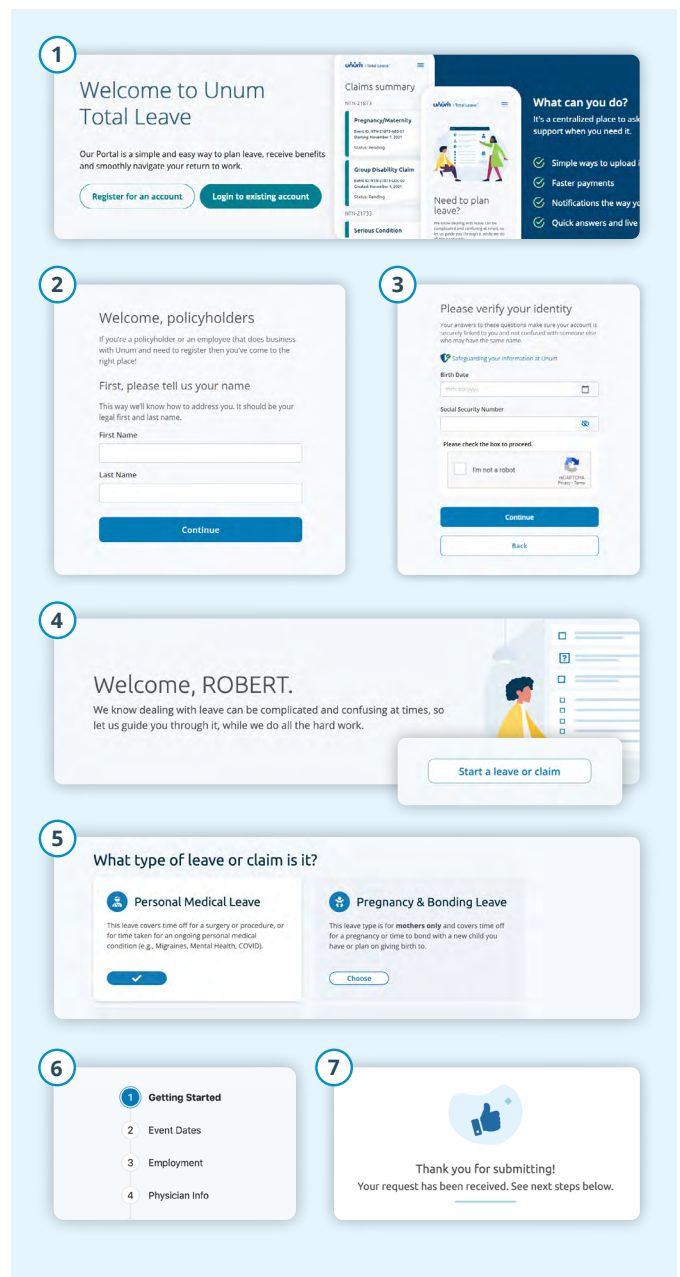
Filing a leave of absence on Unum Total Leave

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 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," then 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.



How to file a claim if you have a non-traditional work arrangement

Guidance for international workers, business owners and equity partners

If you're living outside the United States, an owner, or a self-employed/non-employee equity partner of your business, you'll need to file your claim on MyUnum for members instead of Unum Total Leave. We've outlined the process to make it as clear and simple as possible. Here's what you need to do to file your claim on MyUnum.

Online

You can file a claim online by registering for an online account via unum.com/claims or by downloading the MyUnum for Members app.

Our secure web services and mobile apps allow you to:

- Submit your claim or leave.
- Upload documents — medical records, claim forms, authorization forms — by using a smartphone camera.
- View status updates, payment info and requests for additional information on your open claims.
- View recent letters and documents online.
- Go paperless and opt in to receiving text messages and alerts virtually.



Go mobile with the MyUnum for Members app

Managing or filing your disability claim or leave is just a touch away. Available for Apple and Android devices.



Need to talk with someone?

Call Unum at **1-866-868-6737** to file your claim. Please let the contact center representative know that you fall in one of the following categories:

- You are living outside the United States
- You are an owner
- You are a self-employed/non-employee equity partner of your business



**Better benefits
at work.™**

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