



## Report your absence online

at [MyLincolnPortal.com](https://MyLincolnPortal.com)

**MyLincolnPortal.com is a one-stop, fast and easy way to securely report your claim or absence to Lincoln Financial Group.**

**Use MyLincolnPortal.com anytime to:**

### How do I report an absence?

**1. Log on to MyLincolnPortal.com**

First-time users will need to register using company code: .

**2. Click “Report a New Claim” and answer a few questions:**

- **About you:** You’ll need your employee identification number or other ID as required by your employer.
- **About your absence:** Include the reason for your absence, dates of absence, and if applicable, diagnosis and physician information.

**3. Click “Submit.”**

For disability claims, you’ll be asked to download, sign and submit a medical authorization form to send to your doctor.

**4. Keep a record of your claim number.**

Reporting your absence online provides the added convenience of printing a report that includes your claim number and a summary of your claim details.

**5. Check the status of your claim online at MyLincolnPortal.com.**

