

# Guide to reporting disability leave of absence

Follow these simple instructions to submit your claim\*

#### **Online**

#### Fastest and recommended method:



Scan the QR code or go to **guardianlife.com** and select "Log in" to start the claims submission process.

Or, if you have a Guardian Anytime account, please <u>log in to Guardian</u>
<u>Anytime</u> to file your claim.

#### **Phone**

You can also call our Claims Service Center to submit your claim at 800-268-2525, Monday-Friday, 8:00 am - 8:00 pm ET.

## **Required information**

#### **Personal**

- Name and address
- Phone number and email address
- **⊘** Birthday
- Bank routing and account number for direct deposit

### Medical

- Physician's name
- Phone number

Learn more about disability insurance by visiting our <u>disability claims resource center</u> at guardianlife.com/forms/group/short-term-disability.

If you are unable to find what you need, call a Guardian Service Representative at 800-268-2525 between Monday and Friday, 8:00 am to 8:00 pm ET.

The Guardian Life Insurance Company of America

guardianlife.com

New York, NY

- \*These instructions do not apply for family medical leave (FML) claims which are submitted through a different process.
- \*\* Member ID is your unique ID which can be your tax ID, employee ID from your employer or, if applicable, can be found on your Guardian Dental or Vision ID card.

Guardian will never ask you to provide sensitive personal information, including SSN/DOB, nor login via QR codes.

Guardian® is a registered trademark of The Guardian Life Insurance Company of America. © Copyright 2024 The Guardian Life Insurance Company of America.