

File your disability claim statement online 24/7



An easy, secure way to ensure prompt service for employees

Unum offers a secure and easy way for you to submit your employer statement for an employee's disability claim online. Our Web services are simple to use, with 24-hour access — allowing you to support the claim process at your convenience. It's one more way we provide prompt service to you and your employees.

Secure & easy access:

- Short and simple process that saves time
- Convenient access, day or night
- Website security to safeguard personal data



Committed to you

Our online claims service is part of our commitment to help make the process easier for you.

To get started, follow these directions:

1 Go to www.unum.com/claims

2 Returning users, please log in with your user ID and password.

3 First-time users, please register an account to provide your disability employer statement, upload documents or review the status of a claim

Employers >

- Connect to online billing
- Update employee salary adjustments, terminations, and more
- Find group policy and employee certification booklets

4 Once logged in, click on **Claims Management** located in the Claims tab

Claim submission

Our secure site helps eliminate delays and confusion. Here are a few main features:

File your statement

paper-free, 24 hours a day,
7 days a week.

Upload

documents from your computer.

If your plan includes Claim & Leave InSightSM, you have access to our Web-based reporting system, which provides up-to-the-minute information on employee claims and leaves. This versatile tool provides:

- Real-time views of new claims and leaves, changes in status
- Unique benchmarking insights to compare your program results with similar organizations
- Key drivers and emerging trends so you can take action

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Now you will see your online summary page

The screenshot shows the Unum Claims Management web interface. At the top, there is a navigation bar with the Unum logo and 'Claims' menu. Below that, there are tabs for 'Claim & Leave InSight', 'Claims Management', 'Tax Reports', and 'Upload History'. The main content area is titled 'Claims for Foxboro Company' and includes a search bar with fields for 'Policy-division' (0850008-001), 'SSN' (000-00-0000), and 'Employee Name' (Last name, first name). Below the search bar, there are two sections: 'Employees with claims that require your attention' and 'Employees with open or recently closed claims'. The first section contains a table with columns for Name, SSN, Policy-division, and Action Required. The second section contains a message: 'Your group has over 30 records. Please search for a specific person.' At the bottom, there is a section titled 'Can't find your Employee?' with a 'File Employer Statement' button.

From this page you can:

- Provide your statement for a claim that an employee has initiated
- Start a claim on behalf of an employee by filing your statement
- Upload information to support an employee's claim — for example, payroll documents or job descriptions

MORE

**If you have questions or concerns, please contact
Ask Unum at 1-800-ASK-UNUM or 1-800-275-8686.**