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## When Do I Report a Claim?

**Your own serious illness, disability, or maternity leave:** You may report a claim up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury.

**Your family member's serious illness, military leave, or your own intermittent leave:** You may report a claim for a family member suffering a serious illness or to care for a newborn, foster or adopted child.

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1. Contact your supervisor to report your absence.
2. Print this document, sign and date the Authorization to Release Information section below, and leave with your physician or medical care provider at your next visit.

Note: Lincoln Financial Group requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.

3. Report your claim via [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com). First time users must register using Company Code **RogerWilliams**.

Please have the following information available when you report your claim:

- Your physician or medical care provider's name, address, fax and telephone numbers