



File your employee's disability statement online 24/7



An easy, secure way to ensure prompt service for employees

Unum offers a safe and simple way for you to submit your employer statement for an employee's disability claim online. Our web services are easy to use, with 24-hour access — allowing you to support the claim process at your convenience. It's paper-free, eliminates delays and provides prompt service to both you and your employees.

Secure and easy access:

- Short and simple time-saving process
- Convenient access 24 hours a day, 7 days a week, 365 days a year
- Website security to safeguard personal data

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.
4. Once logged in, click on Claims Management located in the Claims tab.
5. Now you will see your online summary page.

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



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



If your plan includes Unum Insights, 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 that you can take action



**Better benefits
at work.™**

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