



Report your absence online

To report your absence quickly and securely online, visit LincolnFinancial.com and follow these five steps:

1

Log in to LincolnFinancial.com

First-time users must register using company code: **loanDepot**

2

Select Report a New Claim or Leave and answer a few questions about yourself and your absence

You'll need to provide your employee identification number or another ID required by your employer, the dates of your absence, and, your diagnosis and physician information, if applicable.

3

Choose Submit.

If you're filing a disability claim, you'll need to download, sign, and submit a medical authorization form to send to your doctor.

4

Keep a record of your claim or leave number

Print your personal report, which includes your claim or leave number and a summary of the claim details.

5

Check the status of your claim or leave request online at LincolnFinancial.com

You can also opt into text messaging at LincolnFinancial.com to receive notifications about your absence, such as the receipt, approval, and extension of an absence, benefit payment information, and the closure or extension of a claim due to return to work.

Report your absence by phone

You can also submit your claim or leave by calling Lincoln at 866-821-9007 to speak with a representative.