



You're In Charge®

GROUP BENEFITS

ABSENCE MANAGEMENT EMPLOYEE PORTAL

NAVIGATION GUIDE

October 2015

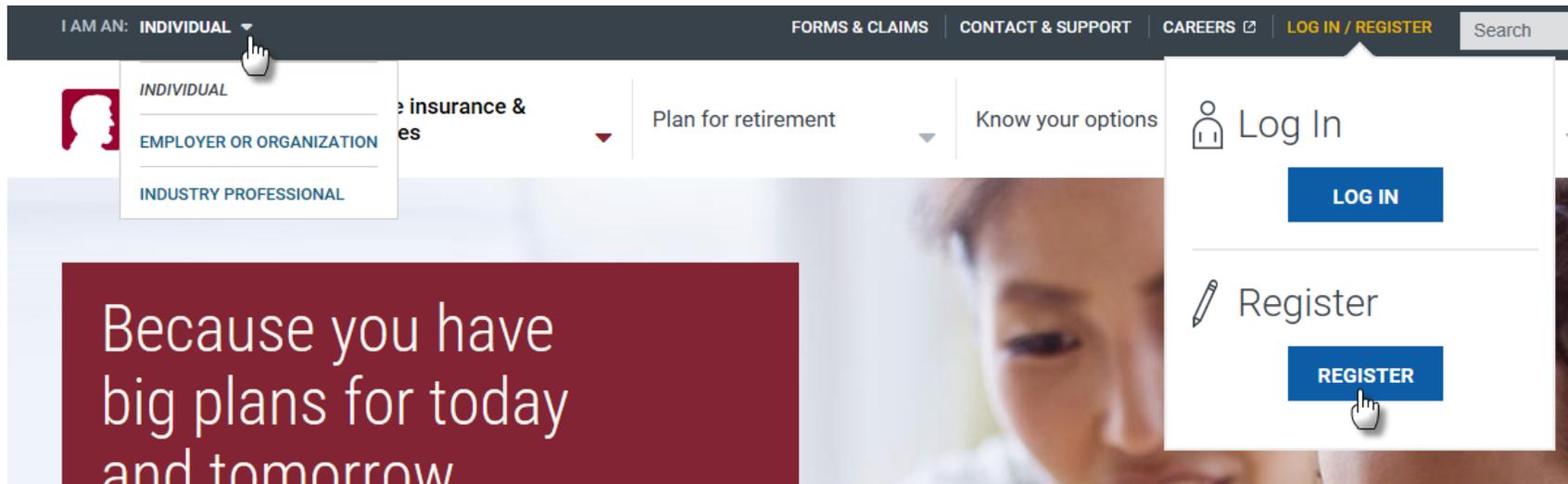
ABSENCE MANAGEMENT MOBILE APPLICATION

- **Available 24/7 for employees and designated employer contacts to access a number of self-service functions, including:**
 - Reporting a new absence claim
 - Checking the status of an existing absence claim
 - Adding intermittent time
 - Entering a return to work date
- **Smartphone/Tablet is not required—content is available via the desktop and mobile browser as well**
- **Security-controlled access for employer contacts to employee claim data, as defined by the eligibility file**

REGISTRATION

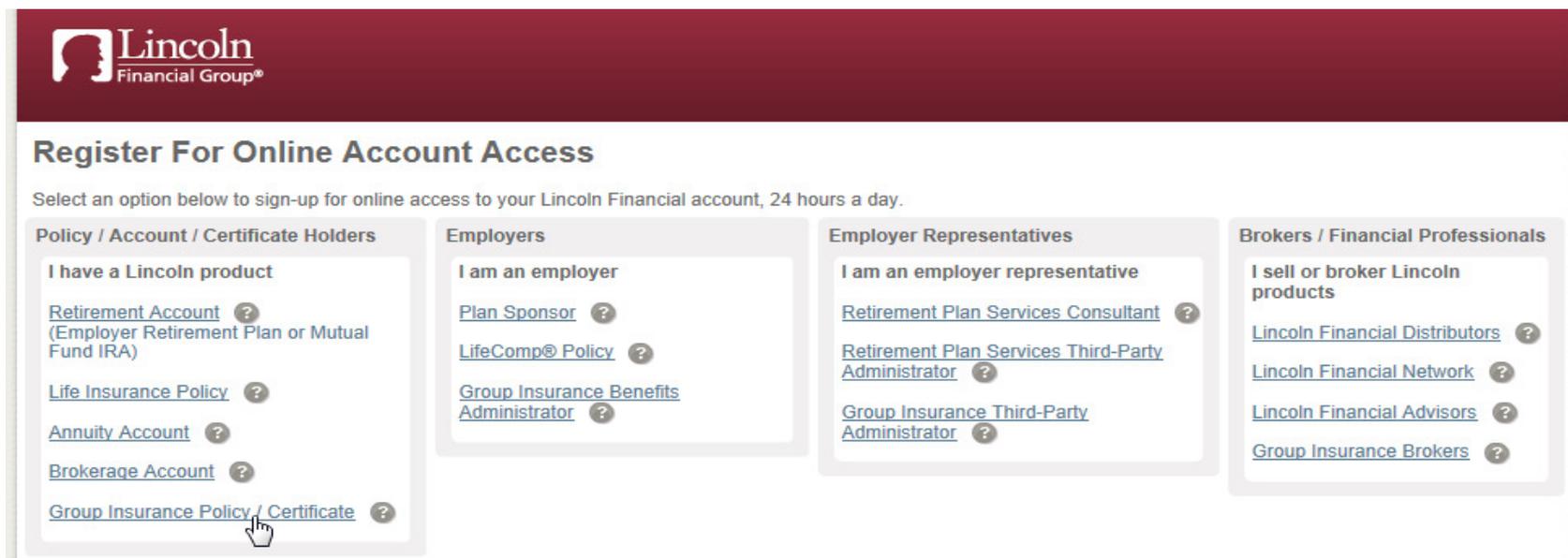
REGISTER AT LINCOLNFINANCIAL.COM

- To access the mobile application, the user must first register at LincolnFinancial.com
- Click on 'Log In/Register' to begin the process



REGISTRATION - CONTINUED

- Click on 'Group Insurance Policy/Certificate'
- Complete the registration process, which includes creating your account name and password, setting your login and security information, and reviewing a Protected Health Information (PHI) notification



The screenshot shows the Lincoln Financial Group registration page. At the top left is the Lincoln Financial Group logo. Below it is the heading "Register For Online Account Access" and a sub-heading "Select an option below to sign-up for online access to your Lincoln Financial account, 24 hours a day." The page is divided into four main categories, each with a list of options and a question mark icon:

- Policy / Account / Certificate Holders**
 - I have a Lincoln product
 - [Retirement Account](#) (Employer Retirement Plan or Mutual Fund IRA) ?
 - [Life Insurance Policy](#) ?
 - [Annuity Account](#) ?
 - [Brokerage Account](#) ?
 - [Group Insurance Policy / Certificate](#) ?
- Employers**
 - I am an employer
 - [Plan Sponsor](#) ?
 - [LifeComp® Policy](#) ?
 - [Group Insurance Benefits Administrator](#) ?
- Employer Representatives**
 - I am an employer representative
 - [Retirement Plan Services Consultant](#) ?
 - [Retirement Plan Services Third-Party Administrator](#) ?
 - [Group Insurance Third-Party Administrator](#) ?
- Brokers / Financial Professionals**
 - I sell or broker Lincoln products
 - [Lincoln Financial Distributors](#) ?
 - [Lincoln Financial Network](#) ?
 - [Lincoln Financial Advisors](#) ?
 - [Group Insurance Brokers](#) ?

DOWNLOAD THE MOBILE APPLICATION

ACCESSING THE MOBILE APPLICATION

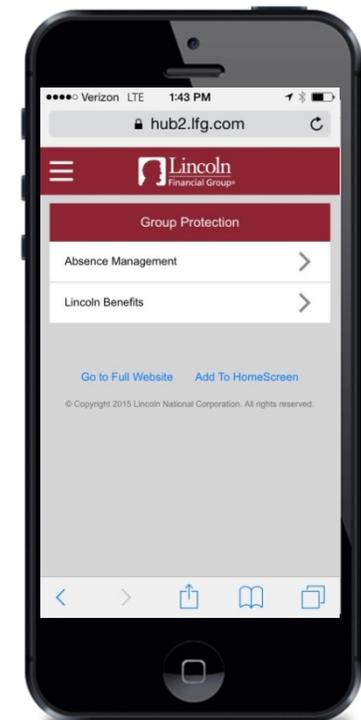
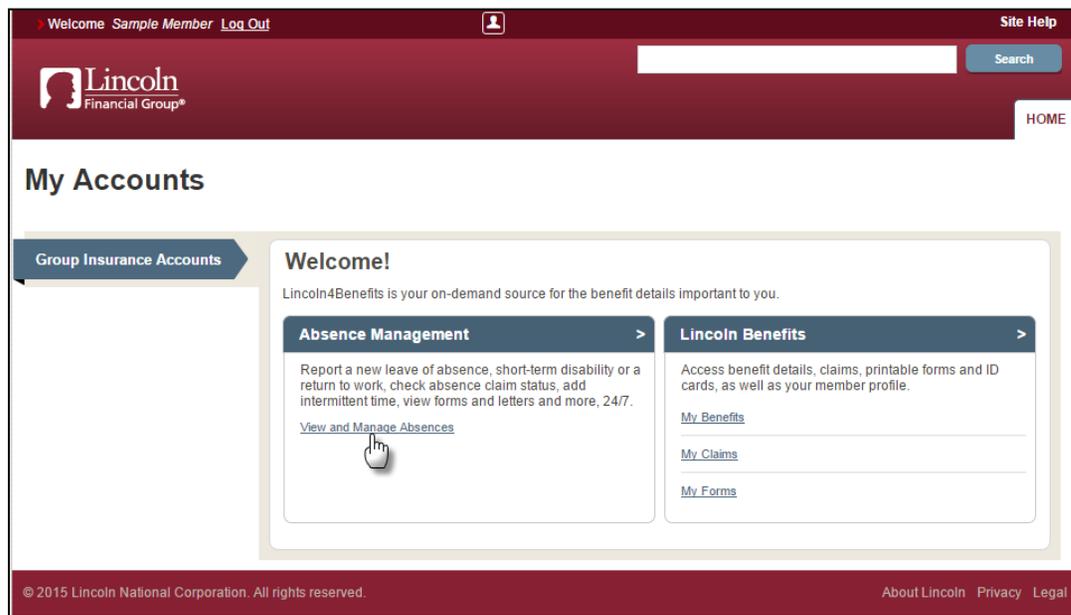
- Go to the App Store or Google play
- Search for Lincoln Financial Group
- Locate Lincoln Financial Mobile
 - It will also say Lincoln Financial Group below the title
 - You will see the silhouette of Abraham Lincoln with the words My Accounts below the image



ACCESSING AND USING THE WEB OR MOBILE APPLICATION

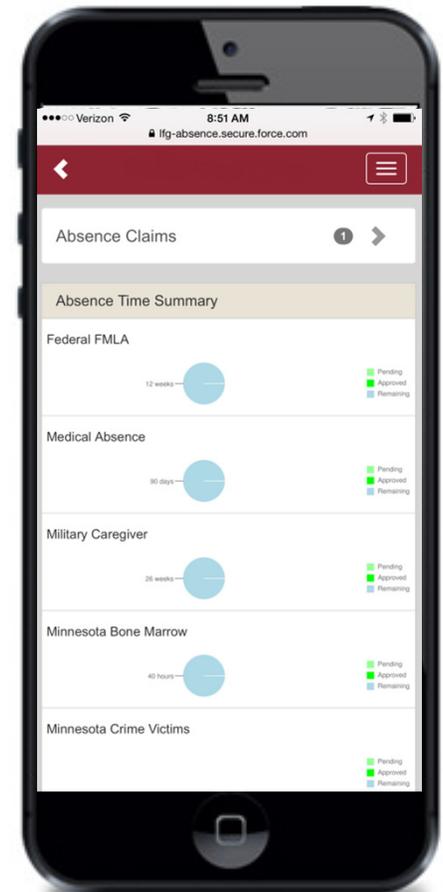
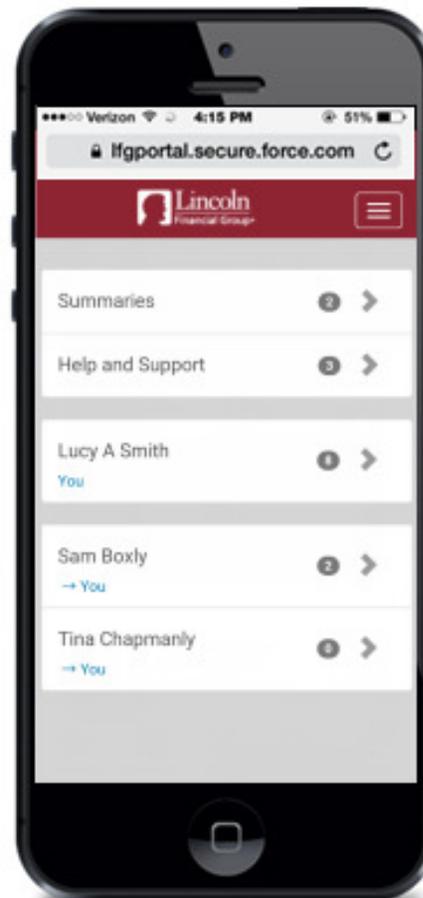
ACCESSING THE MOBILE APPLICATION

- Once registration is complete, employees and designated employer contacts can access the mobile portal any time by going to www.LincolnFinancial.com or via the Mobile app on their smartphone.
- Log in and select View and Manage Absences or Absence Management



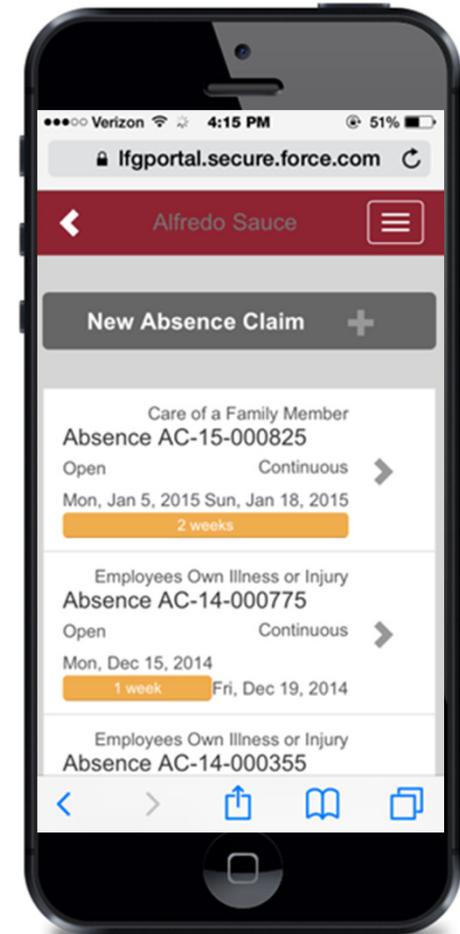
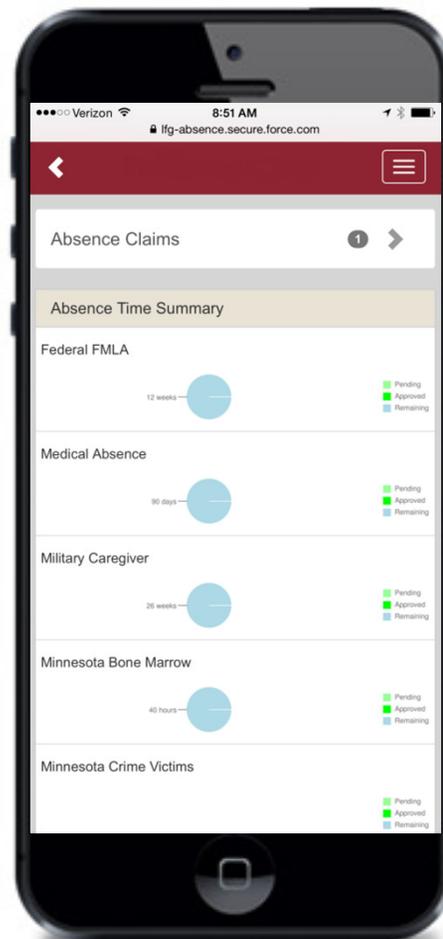
ACCESSING ABSENCE SUMMARIES AND CLAIM INFORMATION

- **To view absence summaries and claim information, select an employee's name**
 - An employee/manager can view his or her own claims
 - Manager access to view employee claims is security controlled by the eligibility file
- **The next page allows the user to select and view absence claims**
- **It also displays each available absence type**
 - Absence types are color coded to show pending, approved, and remaining time



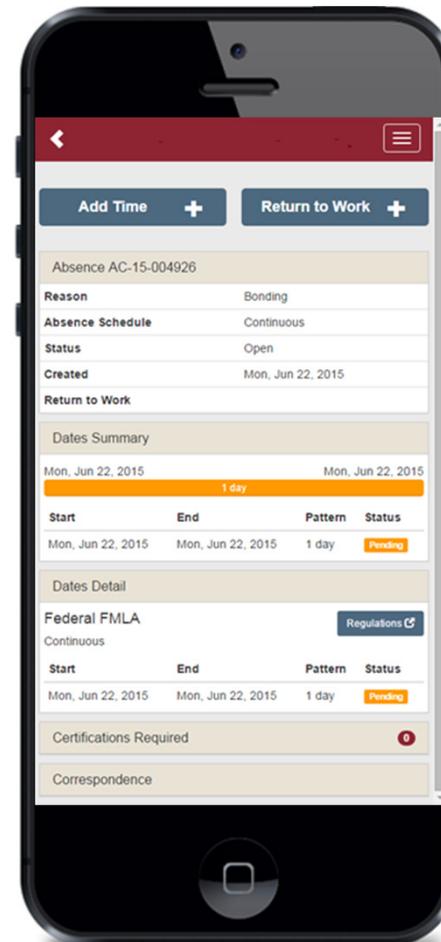
VIEWING AND INITIATING CLAIMS

- **To view and initiate absence claims, select 'Absence Claims'**
 - By selecting 'New Absence Claim', the user can initiate a new absence request
 - To view claim detail, select the corresponding absence claim number



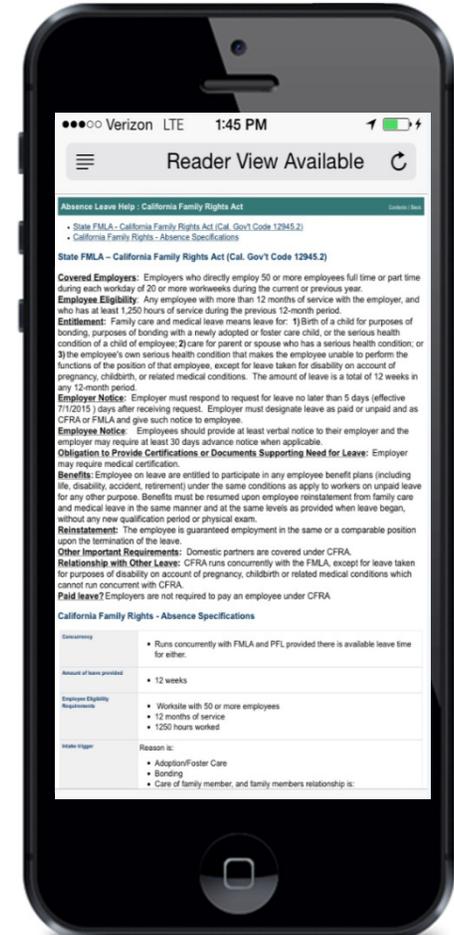
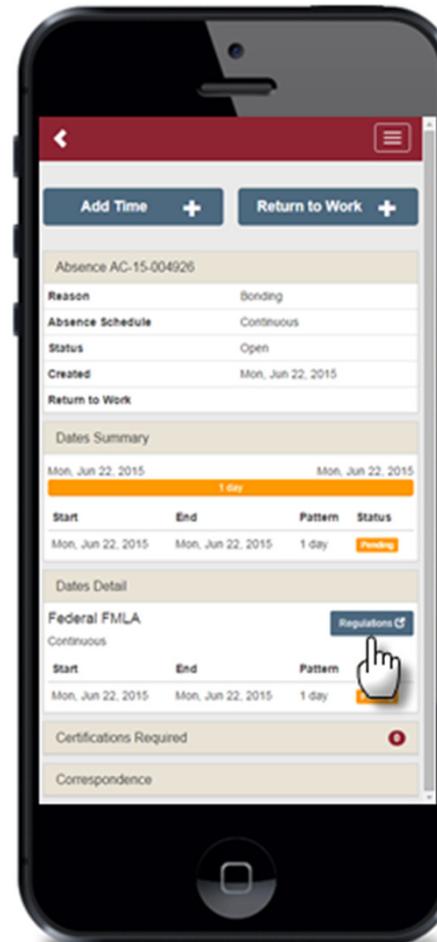
CLAIM DETAIL

- After selecting the specific claim, detailed information including absence reason, absence schedule and status is presented
- This view also allows users to add intermittent time or report a return to work by clicking the corresponding button
- If a certification has been received, this will display in the Certification Required section
- *Coming Soon – the ability to view correspondence*

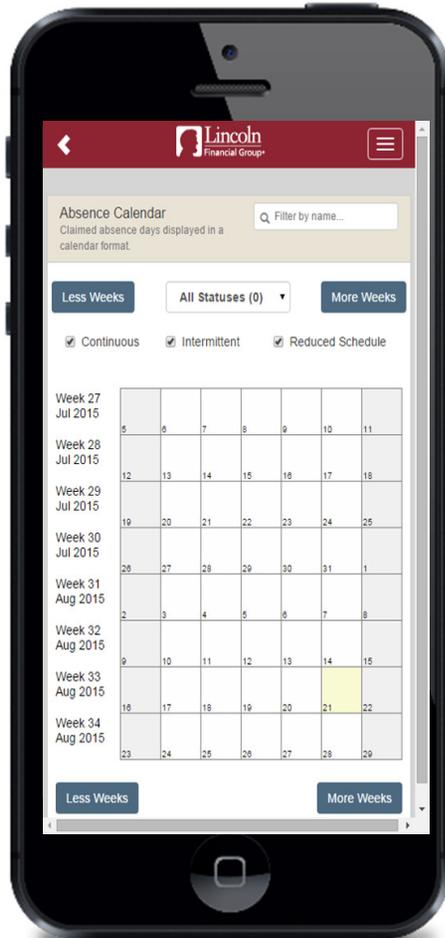


REGULATIONS

- The user can also review a summary of the regulations for applicable state or federal leaves within a claim
- Select the claim
- Scroll to the Dates Detail section
- Select Regulations to the right of the absence type to view the absence regulation summary

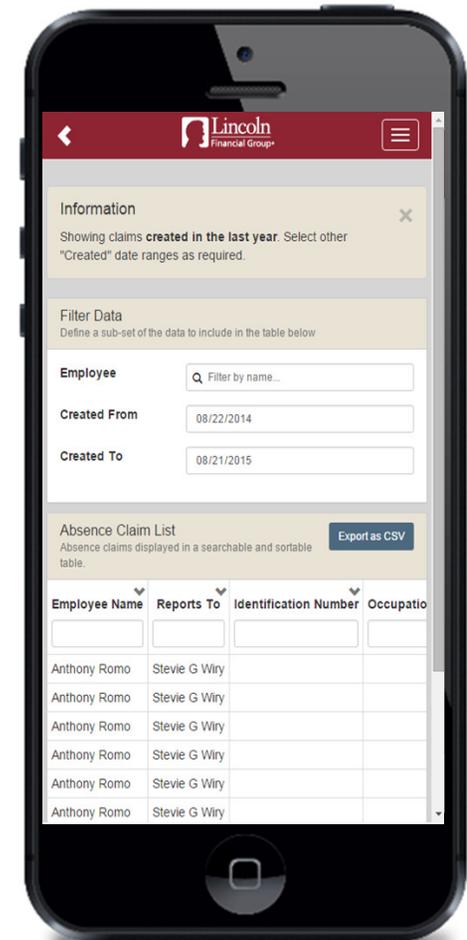


SUMMARIES DETAIL

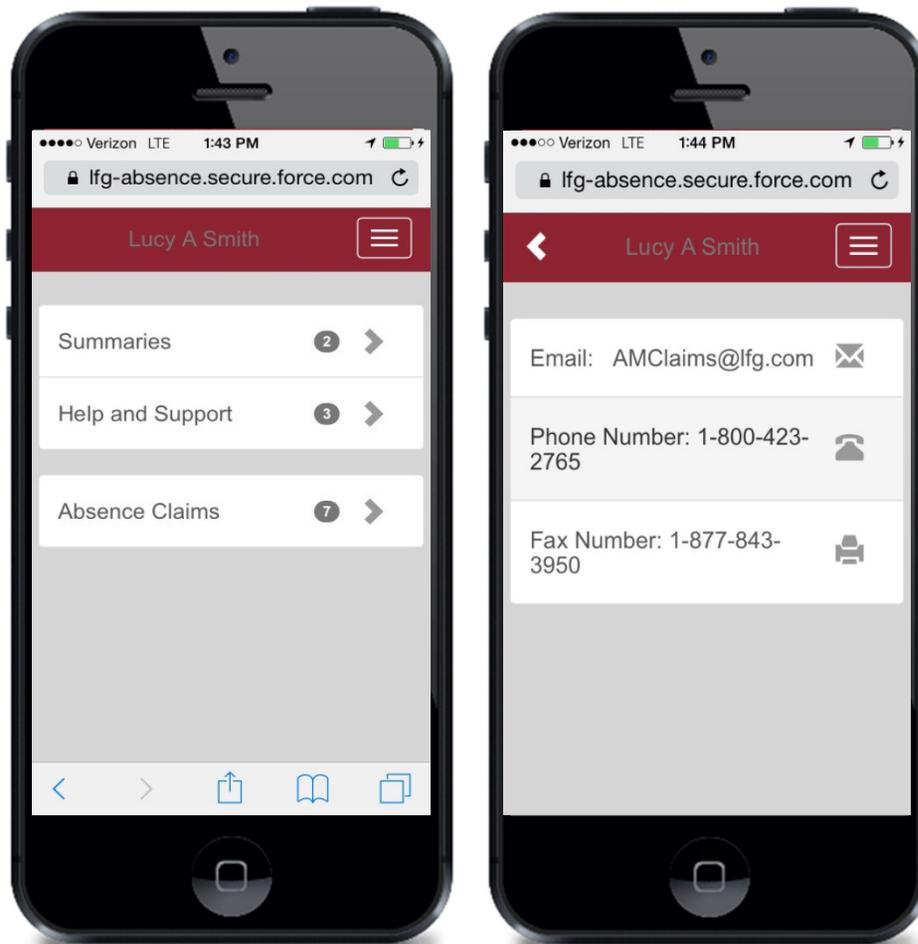


When the user selects 'Summaries' from the home screen he or she gains access to additional tools, including:

- ✓ Absence Calendar - Color-coded calendar-month view of absence durations and statuses
- ✓ Employer contacts will also see all employee claims
- ✓ Absence Claim List –Absence details based on filters within the system; list can be exported as a CSV



HELP AND SUPPORT



By selecting 'Help and Support' from the home screen, Lincoln Financial Group contact information is displayed.

Contact information includes:

- ✓ Email address
- ✓ Phone number
- ✓ Fax number

APPENDIX

ABSENCE STATUS LEGEND – DATES SUMMARY WITHIN A CLAIM

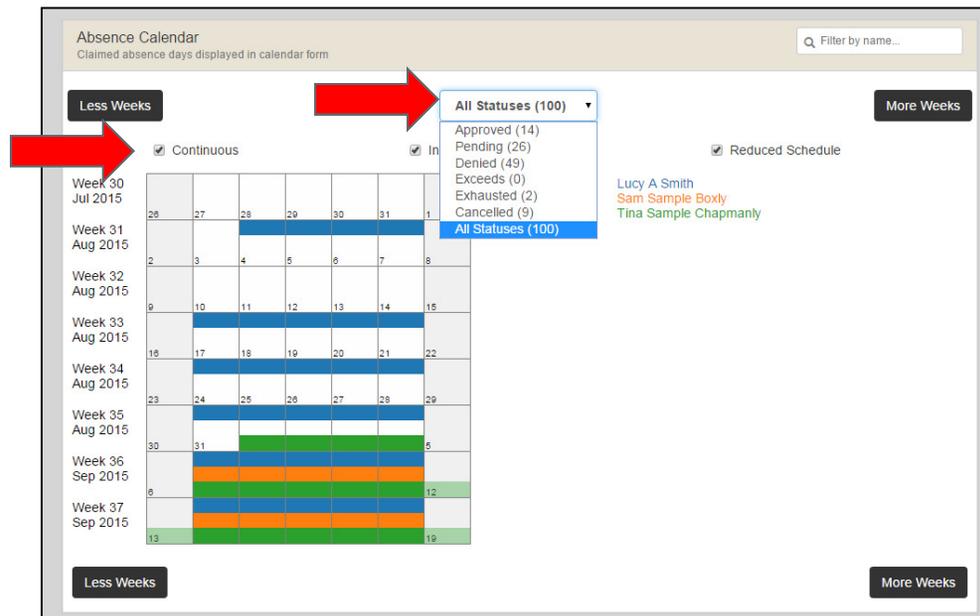
Dates Summary			
Fri, Jun 26, 2015	2 weeks 1 day		Fri, Jul 10, 2015
Start	End	Pattern	Status
Fri, Jun 26, 2015	Fri, Jul 10, 2015	2 weeks 1 day	Approved

- **Green:** At least one absence type within the claim is approved for the specified period of time.
- **Gold:** Time is pending.
- **Red:** Time available under all available absence types is denied, exhausted, outside of the approved frequency and duration, or the claim has been cancelled.

Dates Summary			
Mon, Sep 7, 2015	1 week 3 days		Fri, Sep 18, 2015
Start	End	Pattern	Status
Mon, Sep 7, 2015	Tue, Sep 8, 2015	1 day	Pending
Wed, Sep 9, 2015	Fri, Sep 18, 2015	1 week 3 days	Denied

VIEWING THE ABSENCE CALENDAR

- The absence calendar can be filtered according to claim status by selecting one specific status or 'All Statuses'.
- The calendar can also be filtered to view any combination of continuous, intermittent, and reduced schedule by checking the box next to each.
- Each employee is coded with a unique color.



THANK YOU

DISCLOSURES

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

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