



## Access and Update Your Leave Information, Anytime

Need information on your leave, but don't have time to talk to us? You can get information about leave status, upload documentation, update your information, and much more, without ever talking to a Customer Care Representative (although we're here for you if you prefer a phone call!)

**Use Digital Self-Service 24/7, 365 days a year.**



### Telephone Self-Service

**What You'll Need:** The last 4 digits of your Leave ID number

What you can do:

- Report intermittent time off
- Check for recently received documentation
- Enter pregnancy delivery date and delivery type
- Check on your leave balance
- File for an extension
- Report return to work
- Reach a case manager by using their 4-digit extension (during business hours)



### Website Self-Service

**What you'll need:** A computer, tablet or mobile phone to register and log into our secure portal

What you can do:

- Report intermittent time off
- Check for recently received documentation
- Enter pregnancy delivery date and delivery type
- Check on your leave balance
- File for an extension
- Report return to work



### Text Self-Service

**What you'll need:** A smartphone

What you can do:

- Get notifications when your leave or intermittent time off request has been received, when your paperwork has been received, when a decision has been made about your leave, and when you're supposed to return to work
- Get reminders to complete important tasks related to your leave
- Opt in or out of texts anytime