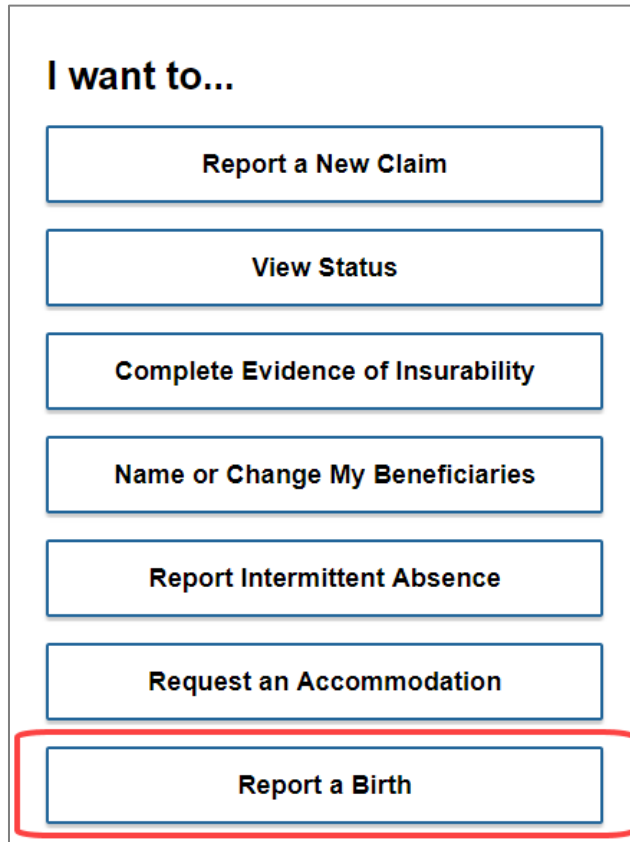


About This Guide

The links and functionality described in this guide are based on the assumption that you have logged into the secure portal and are on the Employee Homepage.

Introduction

Report a Birth functionality allows you to report a birth of a child. This feature can be accessed by selecting **Report a Birth** on the Employee Homepage.



NOTE: Your homepage may look slightly different than the image above.

Getting Started

Before you get started, please keep the following in mind:

- Your Employer must have Report a Birth functionality enabled.
- A valid maternity claim must be on file with Lincoln Financial Group.
- Birth information including the number of births, birth type, and the date and time of your child(ren)'s birth are required.
- To change the language to Spanish, click *En Espanol* in the top right-hand corner of the page.
- For added security the portal has a 20-minute timeout feature.

Find My Information

Upon entering Report a Birth for the first time, you will need to follow a one-time authentication process which provides additional security to successfully your information. To continue, you will need to enter an existing disability claim or leave number, date of birth (MM/DD/YYYY), and last name (the last name is pre-filled from your user profile).

Find My Information

To ensure a secure and confidential means for you to view your information, you are required to enter the below information one time.

Number

The number is located on the confirmation report you received online or provided on the phone. It is also noted within mail correspondence.

Date of Birth

Last Name

Select **Find** to navigate to Report a Birth or 'Cancel' to return to the employee homepage.

Report Page

The Report a Birth page provides the ability to report a birth. The following questions are required.

- Number of Births
- What type of birth did you have?
- What is your child's date of birth? (or first child's date of birth if multiple births)
- What time was your child born? (or first child's date of birth if multiple births)
- What was your last day worked?
- What day were you admitted to the hospital?

Note: For multiple births, you will be asked about birth type. Please enter the “date and time of birth” for the first birth only.

Select **Verify** to continue.

Report a Birth

Number of Births

1

What type of birth did you have?

Vaginal

Cesarean

What is your child's date of birth?

MM/DD/YYYY

What time was your child born?

HH MM AM

What was your last day worked?

MM/DD/YYYY

What day were you admitted to the hospital, if applicable? (optional)

MM/DD/YYYY

Verify

Review Page

The Review page provides the ability to review the information before submission. If any changes are required, click **Edit** to update.

Once all information is verified, select **Submit** to send the birth information to the Case Manager assigned to your maternity claim.

Report a Birth

The following information will be applied to claim **1631740**.

Please review the information below for accuracy before submitting your absence. To make any changes, select "Edit" to return to the appropriate section.

Report a Birth

[← Edit](#)

Number of Births : 1
Birth Type : Cesarean
Birth Date : 10/02/2018
Birth Time : 04:30 AM
Last Day Worked : 10/01/2018
Hospital Admission Date : 10/02/2018
Bonding Time : Unknown

[Back](#) [Submit](#)

