Unum | Total Leave[™]

Employee Portal User Guide



Version_4.13.22



Table of Contents

Accessing the Total Leave Employee Portal

<u>Login</u>		4
<u>Summa</u>	ry Page	5

Navigation

<u>Menu</u>	7
Quick Links	8
Preferences	9

Key Features

Start a Leave or Claim	11
View Leave Plan (Continuous Leave)	12
View Absence Calendar (Intermittent Absence)	13
Add Intermittent Absence via Calendar	14
Add Intermittent Absence via Summary	15
Sign up for Same Day Payments	16

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Accessing the Total Leave Employee Portal

Login

Use this <u>link to navigate to</u> <u>the Login page</u> or go to https://portal.unum.com

2 Click on "Login to existing account" (red box)

Enter your password & click '**Log In**' button (green box)

4

3

If you signed up for two-way verification, a one-time passcode will be sent to your cell phone. Enter it into the one-time passcode box and then click the '**submit**' button (purple box)



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the GLB Privacy





Summary Page

When you log in, you will first land on the **Summary** page where you can:

- start a new leave or claim
- view all your existing leaves and claims
- check status
- navigate to tabs that provide information related to tasks, payments, documents, and uploads
- access quick links to update key dates, provide Unum details, and get support
- provide feedback





Navigation

Menu

The menu at the top makes it easy to navigate quickly to where you want to go:

- Documents: Find all your letters that posted for you (red box)
- **Upload:** Share a document with Unum related to your leave or claim (green box)
- Payments: Find information related to payments – dates & amounts (purple box)
- Tasks: Find information related to suggested/optional tasks (yellow box)



Quick Links

On your Summary page you'll also find quick links to:

- **Update key dates** like your last day worked, or your return-to-work date (red box)
- **Provide Unum details** like reporting an intermittent absence or updating your physician's information (green box)
- **Get support** using live chat, scheduling a callback, or leaving feedback (purple box)



Preferences

By clicking on the down arrow next to your name, on the top right corner (red box) you'll find access to:

- Account settings: where you can change your email, phone number, password, and enable/disable two-step verification
- Notification preferences: change your preferences for SMS text notifications and electronic consent
- Payment preferences: Choose between Zelle and Direct Deposit for same day payments, or mailed paper check which takes 3-5 days





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Key Features

Start a Leave or Claim

9 Confirmation

1 Click on the 'start a leave or claim' button from any tab/screen in the portal (red box)	Event ID: NTN-2624	Control and order of the second order of	From the drop-down menu, choose the	Image: Second Secon
3 Follow the on- screen questions related to your type of leave or	2 Event Dates 3 Employment 4 Physician Info Job Pro Leave Estimate through Legal Notice Medical Authorization 8 3rd Panty Authorization		4 Once all steps are completed, you'll see a confirmation message and be provided with next	Pregnancy & Bonding

steps (see screen

below)

Next Steps

Pregnancy and Bonding: Planning for your time off work

S type of leave of claim (see screen below)

View Leave Plan (for continuous absences)



From the summary screen click on a continuous absence from the listing of absences (red box)

1

Summary Tasks Payments Documents Upload	Start a leave or claim
elcome back, Lina!	Update key dates
Serious Health Condition - Employee Event ID: NTN-2836	Update your surgery details Cotension Request Move your delivery date
Serious Health Condition - Employee Event ID: NBv2824	Provide Unum detail Report intermittent absence
Serious Health Condition - Employee Event ID NTN-1761	Sign e-Signature authorization forms Upload a document Upload a document Update physician information
	Get support Live chat Schedule a Callback Lasve feedback
Back	Submit

After the continuous absence box expands click on the '**View Leave Plan'** button (green box)

2

Velcome back,	Linal			
ctive Leave & Claims	Lina:			Update key dates
Serious Health Condition - Event ID: NTN-2836	- Employee		^	Revise your last day worked Set a new return to work date Update your surgery details
YOUR LEAVE Serious Health Condition - Emp	ployee			Extension Request Move your delivery date
EVENT ID: N7N-2806-A85-01	START DATE: 06/20/2022	END DATE: 07/04/2022	STATUS: Pending	Provide Unum detail
YOUR CLAIMS Group Disability Claim				Report intermittent absence Sign e-Signature authorization forms
EVENT ID: NTN-2836-GDC-02	START DATE	06/20/2022	STATUS: Pro-File	Upload a document Update physician information
			View leave plan	Get support
Serious Health Condition -	Employee			Live chat
Event ID: NTN-2624	employee		×	Schedule a callback Leave feedback
Serious Health Condition - Event ID: NTN-1761	Employee		~	

Details regarding your continuous absence will be presented along with a leave plan visual (purple box)

3

Summary Tasks Payments Documents Upload	Start a leave or claim
Summary Serious Health Condition - Employee Event ID: NTN-2856	
Overview	
YOUR LEAVE Serious Health Condition - Employee EVINT IS YTTO 2014-85-01 STRAT DATE SK202022 END DATE ST042222 STATUS Pending	
Your EXAMS Group Disability Claim EVENT IN THE 04000000 STATE 04000000 STATE 04000000	
Leave Plan	
PROJECTED LANY Variant requested Leaves for 14 days from the 20 Jun -04 Jul 2022 ESTIMATED COVER Pending approximation you are eligible for:	
Job protection for 14 days from the 20 jun - 64 jul 2022 Income protection for 14 days from the 20 jun - 64 jul 2022 It is simulated that your first payment will be made 29 jun 2022	
terreterini Terreterini Terreterini	
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View Absence Calendar (for intermittent absences)



From the summary screen click on an intermittent absence from the listing of absences (red box)

1

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Summary Tasks Payments Documents Upload	Start a leave or claim	•
Velcome back, Lina!	Update key da	
Ctive Leave & Claims Serious Health Condition - Employee Event 0: NTN-2896	Set a new return to work da Update your surgery details Extension Request Move your delivery date	
Serious Health Condition - Employee Event ID hTM-3024	Provide Unum Report inservation absence	
Serious Health Condition - Employee Event/DL NTM-1761	Sign e-Signature authorizati Upload a document Update physician informatio	
	Get support Live chat Schedule a caliback Lawar fordback	
Back	Subme	

After the intermittent absence box expands click on the '**View Absences'** button (green box)

2

	Revise your last day worked
Serious Health Condition - Employee	Set a new return to work date Update your surgery details Extension Request
Serious Health Condition - Employee	Move your delivery date
YOUR LEAVE	Provide Unum detai
Serious Health Condition - Employee	Report intermittent absence
EVENT ID: NTN-2624-ABS-01 START DATE: 03/09/2022 END DATE: 05/01/2022 STATUS: Panding	Sign e-Signature authorization forms
	Upload a document
Add an absence View absences	Update physician information
	Get support
Serious Health Condition - Employee	Live chat
Evens (g. N/N/N/1701	Schedule a callback
	Leave feedback

3

Details regarding your intermittent absence will be presented in a colorcoded calendar (purple box). You can choose between a calendar or list view.

	ry displays the statuse						
bsence	h Condition - Emp	ioyee (03/09)	(22)		Calen	ANTN-2624-AB5-01	
elow are all y	our reported abser	ces for the lea	ive period starti	ng 02/14/20	22 and ending 04	/22/2022.	
۲			FEBRUARY, 20	22		>	
SUN	MON	TUE	WED	THU	FRI	SAT	
30	33	01	02	03	04	05	
.06	07	08	09	10	11	12	
13	• 14	15	0 16	17	0 18	19	
20	P 21	22	O 23	24	25	26	
27	28	01	02	03	04	05	
	and the second se	ial 🕚 Denied					

Add Intermittent Absence via Calendar



From the intermittent absence calendar click on a date and then click the link **"Add another absence for this date**" (red boxes)

1

bsence l	History displays the statuses	of your reported	absences.				Start a leave or claim
Serious Health	Condition - Emp	loyee (03/09)	22)		N	IN-2624-ABS	01 •
Absences					Calendar	III List	
<	MON		FEBRUARY, 20		-		
SUN	MON	TUE	WED	THU	FRI 04	SAT	
30	31	01	02	03	11	12	
13	O 14	15	0 16	17	0 18	19	
20	O 21	22	0 23	24	25	26	
27	28	01	02	03	04	05	
Approver	d 👋 Pending/Part	ial 🕚 Denied	r.				

Answer the questions related to your absence & then click on **'next'** (see screen above & green box)

2

Review the information you provided & then click **'submit'** (see screen above & purple box)

3

	Summary Tasks Payments Documents Upload		Summary Tasks Payments Documents Upload	t a leave o
	Intermittent Absence	Start a leave or claim	Intermittent Absence	
	Please note: If you recently submitted a new claim or leave, it may take a few minutes to display in the system. Oback for recent updates		Please confirm your answers before submitting your information.	
ů	Which leave of absence are you submitting time for?		Which leave of absence are you submitting time for? NTN-2624-ABS-01	
	Select •		What was the start date of the absence? March 22, 2022	
ů	What was the start date of the absence?		What was the start time of the absence? 08:00 AM	
ů	month/day/year G Did your work time include unpaid (unth/diment/break time)		What was the end time of the absence? 01:19 PM	
	Yes No		Did your work time include unpaid lunch/dinner/break time? No	
ů I	Did your work time include oversime? Yes No		Did your work time include overtime? No	
5	Includes a treatment or appaintment on this day?		Includes a treatment or appointment on this day? No	
	Yes No			_
	Next		Back	

Add Intermittent Absence via Summary



3

provided & then click 'submit' (see

Review the information you

screen above & purple box)

Click on **"report intermittent absence**" from the Summary screen (red box)

1

ບກໍບໍ່ຕໍ່ Total Leave"	Feedback 🔒 Line Markman +	ບກໍບໍ່ຕໍ ້ Total Leave ⁻	Feedback 😝 Lina Markman •	ບຕໍ່ບໍ່ຕໍ່ Total Leave"	Feesback 🤤 Lina Mariaman 👻
summary Tasks Payments Documents Upload	Start a leave or claim	Summary Tasks Payments Documents Upload		Summary Tasks Payments Documents Upload	Start a leave or claim
	Update key dates	Intermittent Absence	Start a leave or claim	Intermittent Absence	
Welcome back, Lina! Active Leave & Claims	Revise your last day worked	Please note: If you recently submitted a new claim or leave, it may take a few minutes to display in the system. Check for recent updates		Please confirm your answers before submitting your information.	
Serious Health Condition - Employee Event IO: NTN-2836	Set a new return to work date Update your surgery details	Which leave of absence are you submitting time far?		Which leave of absence are you submitting time for? NTN-2624-ABS-01	
Serious Health Condition - Employee Event D NTN-2024	Provide Unum details	Select •		What was the start date of the absence? March 22, 2022	
	Report intermittent absence Sign e-Signature authorization forms Upload a document	What was the start date of the absence?		What was the start time of the absence? 08:00 AM	
Serious Health Condition - Employee Event DL MTN-1761	Vipdate physician information	Od your work time include wegelie (unchrömentbreak time)		What was the end time of the absence? 01:19 PM	
	Get support	- Yes - No.		Did your work time include unpaid lunch/dinner/break time? No	
	Schedule a caliback Leave feedback	Did your work time include overtime?		Did your work time include overtime? No	
		Includes a treatment or supplicement on this day?		Includes a treatment or appointment on this day? No	
		Yes No		Back	Submit
Back	Subme	Next			

2

Answer the questions related to your

absence & then click on 'next' (see

screen below & green box)

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Sign up for same day* payments



Click on the down arrow next to your name on the top right corner of the screen. Select '**Payment Preferences**' (red box)

Summary Tasks Payments Documents Upload	Feetback O Line Mariman - Account Settings Notification Preferences	UNŮM Total Summary Tasks P
Welcome back, Lina! Active Leave & Claims	Payment Preferences Log out Revice your last day worked Set a new return to work date	My Preferer Communica
Serious Health Condition - Employee Event ID: NTN-2836	Update your surgery details Update your surgery details Detension Request Move your delivery date	We will always let you
Serious Health Condition - Employee Event ID: NTN-2624	Provide Unum details	Notifications will be s
Serious Health Condition - Employee Event ID: NTN-1761	Sign e-Signature authorization forms Upload a document Update physician information	Text Message If active, notifications
	Get support Uve chet Schedule a caliback Leave feedback	Digital Letters If active, you will reci- ling_mariman.aoa?w available on the Tota mailed to you.
		Payments
Back	Submit	You can change your Mailed Paper Check

Click on '**Edit'** and then you may select either Zelle or Direct Deposit for faster payments (green box)

	Start a leave or claim
ly Preferences	
Communications	
We will always let you know about important updates by email, you choose how	else you want to hear from us.
mail	Always Activated
obfications will be sent to lina_markman.aoa7wupt@mailosaur.io	
fext Message	NOT ACTIVATED
factive, notifications will be messaged to 8307420748. Update number,	
Digital Letters	ACTIVATED
f active, you will recieve a notification via email to na, markman.aoa7wupt@mailosaut.io that a new letter from Unum is	
valiable on the Total Leave Employee Portal. No correspondence will be nailed to you.	
Payments	
'ou can change your payment method to one of our other options anytime.	
Aalled Paper Check	#Edir

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If you choose Zelle, we automatically check if your email is registered to a Zelle account. You can enter your phone # to validate as well (see screen below)

My Preferences		
Payments		
You can change your payment r	nethod to one of our other options anytime.	
	Searching for Zelle account	
	С	
Direct Deposit		
	Cancel Submit	

*Unum systems process payments in real time but instant fund receipt requires real time payment enablement by the receiving bank as well. Around 60% of all US Bank accounts have already been enabled to receive real time payments

Better benefits at work.[™]

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