

The **NorthWestern Energy** Short-Term Disability (STD) Plan, Family & Medical Leave (FMLA) and Parental Leave are administered by The Lincoln National Life Insurance Company.

Lincoln Financial Group offers employees direct access to claims resources and information. You can easily report a claim and check the status of your claim through Lincoln Financial Group's dedicated secure website or by telephone. Please visit: [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) to access employee resources and online tools, as referenced below.

### When Do I Report a Claim/Leave?

**STD claim - Your own serious illness, disability, or maternity leave:** You may report a claim up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury for 40 or more consecutive working hours (unless otherwise established under the terms of a collective bargaining agreement).

**FMLA - Your family member's serious illness, military leave, or your own intermittent leave:** You may report a leave when you will be out of work for more than 3 consecutive days or intermittently to care for an immediate family member suffering a serious illness or to care for a newborn, foster or adopted child.

**Parental Leave – To care for a newborn, foster or adopted child:** You may submit a request for parental leave up to 30 days in advance of the expected birth of a child or as soon as you intend to take leave within the 12-month period following the birth, adoption or foster care placement of a child.

### How Do I Report a Claim/Leave?

1. Contact your supervisor to report your absence.
2. Report your claim via [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com). First time users must register using Company Code **NWENERGY**.

Please have the following information available when you report your claim:

- Your physician or medical care provider's name, address, fax and telephone numbers
- Your manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

Or you can call **888-408-7300** and speak with an Intake Specialist to report your claim.

3. Keep a record of your claim number. Reporting your claim online provides the added convenience of printing a claim report which includes your claim number and a summary of your claim details.
4. You may securely check the status of your claim online at [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) or by calling your Case Manager at **800-210-0268** or Leave Specialist at **844-372-1594**.