



Report your claim online

at MyLincolnPortal.com

MyLincolnPortal.com is a one-stop, fast and easy way to securely report your claim to Lincoln Financial Group.

Use MyLincolnPortal.com anytime to:

- Check the status of your claim
- Access contact information for your case manager
- Access claims forms

How do I report a claim?

1. Log on to MyLincolnPortal.com

(Note: First-time users will need to register using your company code: University)

2. Click “Report a New Claim” and answer a few questions:

- **About you:** You’ll need to enter your social security number.
- **About your absence:** Include the reason for your absence, dates of absence, and if applicable, diagnosis and physician information.

3. Click “Submit.”

For disability claims, you’ll be asked to download, sign and submit a medical authorization form to send to your doctor.

4. Keep a record of your claim number.

Reporting your absence online provides the added convenience of printing a report that includes your claim number and a summary of your claim details.

5. Check the status of your claim online at MyLincolnPortal.com.



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