



Contact Lincoln Financial for leaves of absence occurring on or after January 1, 2022

Short-term disability

Parental

Long-term disability

Unpaid personal

FMLA

Military

Intermittent FMLA

Critical Caregiver Leave

Report your leave of absence online or by telephone

Follow the steps below to submit your claim online

- Go to www.mylincolnportal.com
- Click **Register for an account** (DICK'S Sporting Goods company code is DSGTM)
- Follow the prompts to complete your registration

After you are registered:

- Log into your account and select **Report a New Claim or Leave of Absence** from the left navigation pane
- Click **Start** to add your personal and absence information
- Click **Submit**

Use Lincoln's portal to:

- Review your leave status
- Track your leave balance
- Enter Intermittent FMLA time off
- View correspondence
- Submit a return to work date

Follow the steps below to submit your claim by telephone

- Call 888-729-1047, Monday through Friday, 8 am – 10 pm Eastern
- Follow the prompts

Use Lincoln's automated phone system to:

- Report intermittent time off
 - Submit a return to work date
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What to expect next

Lincoln's Claims Specialists will advise you on your leave. You will be guided through every step of the absence process from the types of documentation you will need to support your claim through your return to work.