

Filing a supplemental benefit claim on Unum Total Leave



Accident Insurance



Critical Illness Insurance



Hospital Insurance

Follow these steps for filling an Accident, Critical Illness or Hospital Insurance claim

Submit one claim, and Unum will review and apply all eligible benefits across applicable coverages.

How to get started:

1. Go to portal.unum.com on your web browser.
2. a. If filing your first claim, click “Register for an account,” then provide your information for verification.
b. If you have an account, click “Log in to existing account,” then enter your user ID and password and click “Log in.”
3. Provide your birth date and Social Security number to verify your identity. If you sign up for two-step verification, a one-time passcode will be sent to your mobile phone each time after you log in.
4. Once logged in, click on the “Start a leave or claim” button.
5. a. Select “Supplemental benefits.”
b. If you’ve submitted a leave or disability claim and have supplemental benefits coverage, you will be prompted in the Next Steps section to file your claim. You can also click “File a supplemental benefit claim” from the home page.
6. You will be able to select which supplemental benefit you’d like to file a claim for.
7. Follow the on-screen questions for your claim. A convenient tracker shows you where you are in the submission process.
8. Once you complete all the steps, you’ll see a confirmation message and be provided with any applicable next steps.

