How to file your disability claim.

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1 BEFORE YOU FILE YOUR CLAIM

1. Notify your employer if you need to be out of work because of an illness, injury or pregnancy.
2. Have the following on hand:
   - Your Social Security number, birth date, home address, phone number and email address.
   - Dates and contact information for any health care providers or hospital/clinic visits.
   - Applicable workers' compensation claims.

2 FILE YOUR CLAIM

Choose **one** of the following:

Online*: myNYLGBS.com >Coverage>Disability (print your confirmation page.)

By phone: (888) 842-4462 or (866) 562-8421 (español), 7   ño and a

By mail or fax: Visit

newyorklife.com/group-benefit-solutions/employees/group-insurance/disability/submit-disability-claim. (to complete form, sign and send to New York Life Group Benefit Solutions (NYL GBS).

To quickly stay informed, sign up for text notifications when submitting your claim online or telling your your NYL GBS claim manager.

3 GIVE PERMISSION

Give NYL GBS permission to contact your health care provider or employer for claim-related information by:

- Answering "yes" during your claim call.

4 CLAIM STATUS

- Login or register on myNYLGBS.com.
- If you signed up for text notifications, you'll automatically get updates by text.
- Contact your claim manager or call **(888) 842-4462** or (866) 562-8421 (español), 7:00 am – 7:00 pm CST.

5 ADDITIONAL RESOURCES

- Chat live with a NYL GBS representative on myNYLGBS.com.
- Click here for answers to frequently asked leave questions.

If you haven't visited myNYLGBS.com, register today to easily manage all your claims in one place.

While you're out on disability, keep your employer informed of your return-to-work plans. This is especially important if you need workplace accommodations, as some take time to put in place.

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