

How to file your Short-Term Disability (STD) and/or Family Medical Leave (FML/FMLA) claim

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
BEFORE YOU FILE YOUR CLAIM	FILING YOUR CLAIM	GIVE PERMISSION	CHECK YOUR CLAIM/LEAVE STATUS	ADDITIONAL RESOURCES
<p>1. Notify your supervisor/URHR if you need to be out of work because of an illness, injury or pregnancy.</p> <p>2. Have the following on hand when you contact New York Life (NYL) to file a claim:</p> <ul style="list-style-type: none"> 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. 	<p>Choose one of the following ways to file your claim:</p> <ul style="list-style-type: none"> Online: myNYLGBS.com>Actions By phone: (888) 842-4462 (866) 562-8421 (español) <p>7:00 am – 7:00 pm CST and a representative will help you.</p> <p><i>To automatically stay informed about your disability claim by text, sign up for text notifications when filing your claim online or by telling your New York Life Group Benefit Solutions (NYL GBS) claim manager.</i></p>	<p>Give NYL permission to contact your health care provider or employer for claim-related information by answering “yes”.</p> <p>* During your claim call</p> <p style="text-align: center;">OR</p> <p>* Online when filing your claim.</p>	<p>Online at myNYLGBS.com> Absences</p> <p>Contact New York Life at (888) 842-4462 or (866) 562-8421 (español), 7:00 am–7:00 pm CST.</p> <p>NYL will send you FML, state, and/or company leave information, and your Family and Medical Leave Act (FMLA) rights.</p>	<p>Chat live with a NYL GBS representative.</p> <p><u>Click here for answers to frequently asked disability claim questions.</u></p> <p><u>Click here for answers to frequently asked leave questions.</u></p>