

REQUEST LEAVE OF ABSENCE



Step 1.

- Log into Dayforce and go under “Forms” to submit a Leave of absence
- Copy and paste this to your browser: <https://www.mylincolnportal.com>

Request A Leave of Absence 3.0

Request A Leave of Absence

Rivera, Dannielle 0000195
Status: Active Employee Number: 0000195

To Request a Leave of Absence:
Call Lincoln Financial at 1-800-713-7384 or visit <https://www.mylincolnportal.com>
First time user registration code: **Mister**

If requesting leave for medical reasons:
You will be provided with an Authorization for the Release of Medical Information. You should sign and date the authorization and leave it with your attending physician or medical care provider as soon as you receive it. This authorizes the attending physician or medical care provider to release medical records to our third party leave of absence administrator, Lincoln Financial Group. Your leave of absence could be delayed if this is not completed in a timely manner.

IMPORTANT: Submitting this form DOES NOT request a leave of absence, please follow the link or call to complete your request.

Save Draft Submit Cancel Print

Step 2.

- Register for an account



My Lincoln Portal

Log In

Username

Password

LOG IN

[New user? Register for an account](#)

[Forgot username or password?](#)

Step 3.

- To register, please enter company code as Mister. (Mister is capitalized)

Account Registration

The one-time registration process is easy. Enter your company code and validate to continue registration.
For company code assistance, contact your HR or benefits representative. For further assistance call 1-800-431-2958.

Company Code

Step 4.

- Enter personal information
- Register account

Account Registration

Once you have registered, you will be able to use all available features of the secure Lincoln Financial Group Web portal, based on your employer's configuration.

Personal Information

Employer Name
 Mister Car Wash

First Name

Last Name

Preferred Phone Number


Preferred Email Address

Login Information

Username

Password

Re-enter Password

I'm not a robot 

I have read and agree to [Privacy Statement and Web Agreement](#)

Step 5.

- After registration is completed, select report a New Claim or Leave and answer a few questions.

2. Select Report a New Claim or Leave and answer a few questions.

- a. About you: You'll need your employee identification number or other ID as required by your employer.
- b. About your absence: Include the reason for your absence, dates of absence, and if applicable, physician diagnosis 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 record of your claim or leave number.

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

5. You can check the status of your claim online at MyLincolnPortal.com.

You can also opt into text messaging via My Lincoln PortalSM, initiating an outbound notification text regarding the receipt, approval and extension of an absence, benefit payment information, and the closure or extension of a claim due to return to work.*