

# EMPLOYEE EXPECTATIONS

1

Notify your supervisor or manager

2

Start a claim with LFG online at [mylincolnportal.com](https://mylincolnportal.com).  
First time users must register using the company code  
*NSU-EE*

3

Provide health care provider's information, supervisor's information, reason for leave, last day worked, first day absent from work, and anticipated return to work date

4

Submit authorization to release information form and medical certification to Lincoln Financial within 15 calendar days

5

When returning to work, must submit a return to work form to your Human Resource contact or at [loa@nova.edu](mailto:loa@nova.edu)