

REFERENCE GUIDE

mySedgwick User Guide

for associates with disability, leave of absence, and/or accommodation claims

With mySedgwick, you can access up-to-date claim information in real time, contact your examiner, learn more about the claim process, and more. This guide will walk you through accessing mySedgwick and using its features.

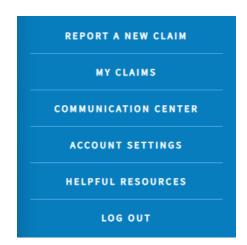
Navigation features

The bar at the top of the page includes icons for **Messages** (Communication Center), **Account Settings** and **Log Out**, features that are described below.



A navigation menu is displayed on the left side of each page and includes the following links:

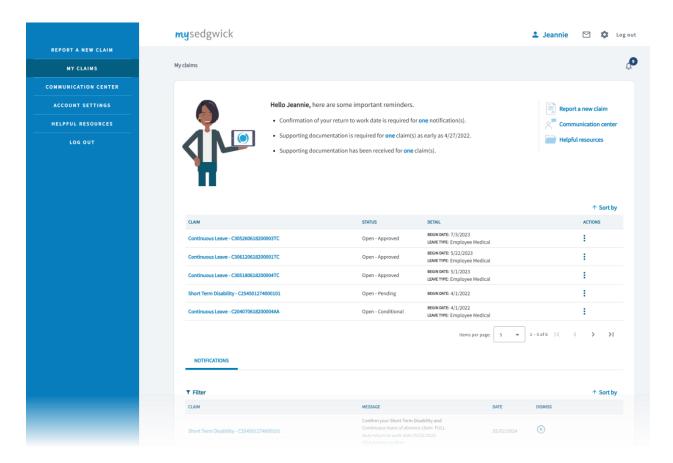
- Report a new claim: If available, this link opens a separate browser tab where you can report a new claim.
- My claims: Opens the My claims page, described on page 3.
- Communication Center: Opens the Communication center page, enabling you to communicate directly with the examiners assigned to your claims. See page 16 for more information.
- Account settings: Allows you to change your password, update your security questions, and more. See page 17 for details.



- **Helpful resources**: Provides information about the claim process, helpful links to state websites, documents, and frequently asked questions. See page 18 for more information.
- Log out: Logs you out of mySedgwick.

My claims

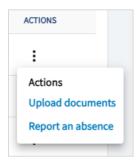
The My claims page appears after you log in and provides a list of your claims, payments made, notifications about your claims, and more.



You can return to this page at any time by clicking **My claims** on the navigation menu. **Messages** and **Notifications** icons in the top-right corner of the page display the number of unread and undismissed items. To view a claim from here or any other page, click the claim number. Sort what's displayed on any grid in ascending or descending order by choosing the appropriate field from the **Sort** by menu. In addition to the main section, this page also includes the **Off work calendar** (described on page 14), a link to the **Communication center** (page 16), links to **Helpful resources** (page 18), and the **Leave balance summary** (page 4) section.

The following features are available in the main section of this page:

- Important reminders: Displays a bulleted list of reminders, if applicable.
- Quick links: Allows you to quickly access commonly used features, such as the Communication center.
- Claim list: Displays a list of your claims. To open a claim to view it, click the claim number shown. Click the three vertical dots in the **Actions** column to access various actions for the claim (options may vary).



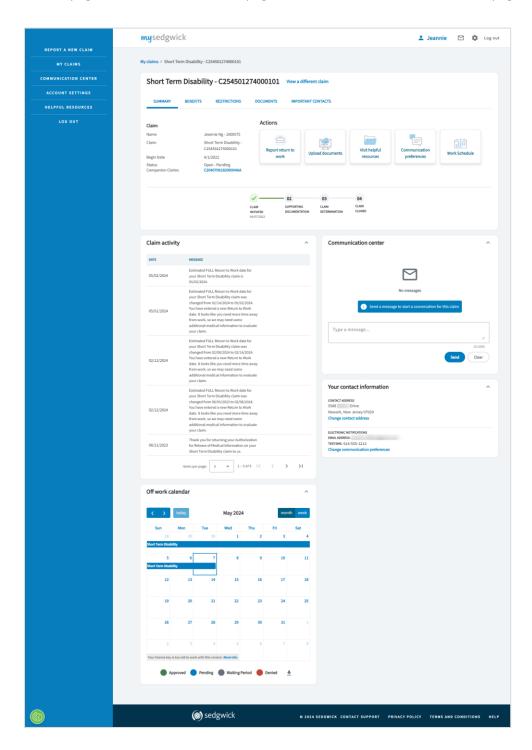
- Payments: Displays a list of payments made within the past 12 months for your open claim(s) only. More details about the Payments tab, as it appears on the claim, are described on page 8.
- **Notifications**: Lists any information that has been deemed important for your claim. You can dismiss a notification from this list by clicking the **Dismiss** \otimes icon.

LEAVE BALANCE SUMMARY

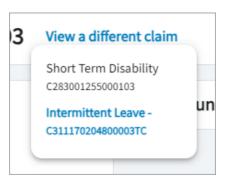
The **Leave balance** summary section of the My claims page shows any leave policies applicable to the claim, as well as the amount of time used and remaining for each policy.

Claim

The Claim page contains additional information relevant to a claim. To access this page, select a claim number from wherever it appears. In addition to the main section on this page (which includes various **Actions** described on page 10), this page also includes the **Claim activity** (page 12), **Communication center** (page 13), **Off work calendar** (page 14), and **Your contact information** (page 15) sections.

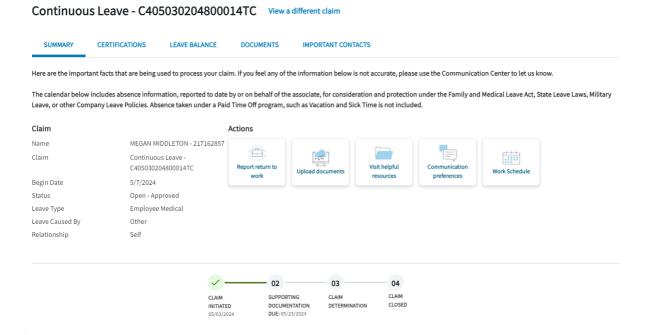


If you have multiple claims, you can click **View a different claim** (near the top) to change claims without navigating back to the My claims page.

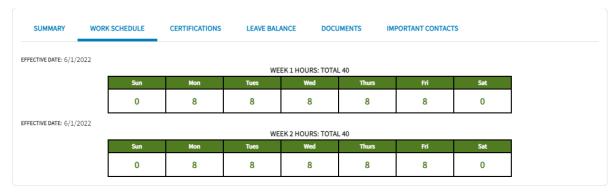


The claim's main section displays key details about the claim in several tabs:

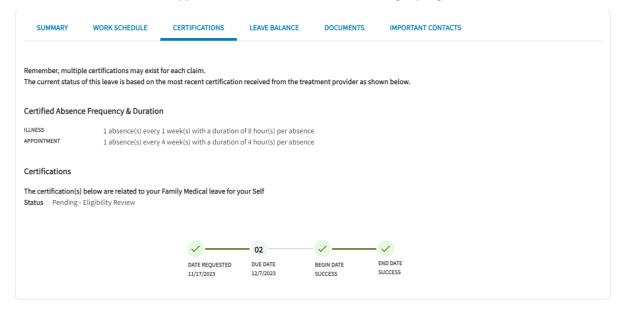
Summary: Contains your Claim number, claim Status, and other details. The claim tracker on
this tab depicts the claim's progress; completed steps are shown with a green check mark.
 Actions are described in detail on page 10.



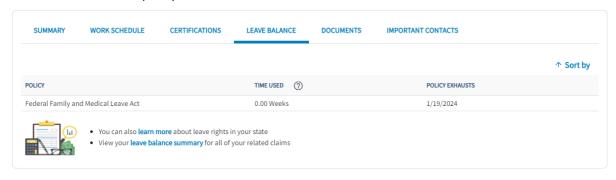
• Work schedule (leave only): Displays your most recent work schedule (i.e., number of hours scheduled to work per day).



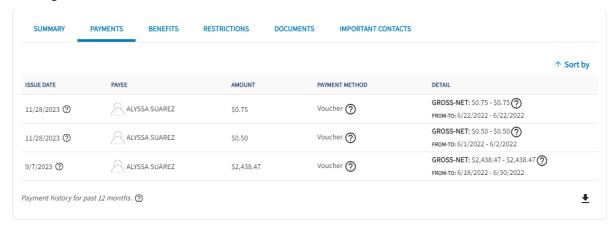
Certifications (leave only): Provides information about absence frequency and duration, as well
as medical certification(s) applicable to the leave claim, including a progress tracker.



• Leave balance (leave only): Lists any leave policies applicable to the claim, as well as the amount of time used for each policy.

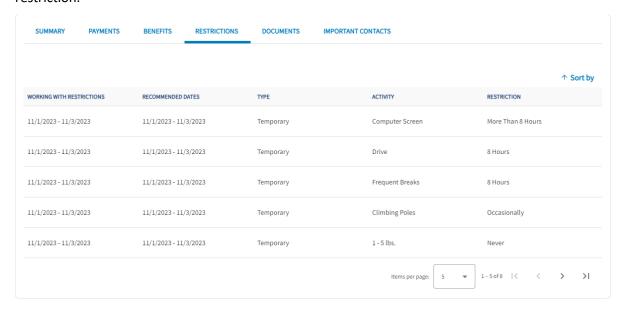


Payments (disability only): Displays a list of payments made for the claim in the past 12 months,
 starting with the most recent.

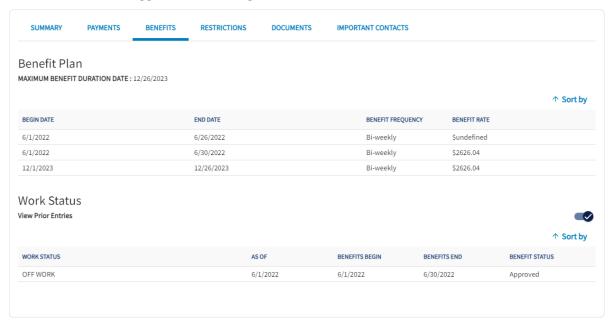


Shown are each payment's **Issue Date**, **Payee**, **Amount**, **Payment Method**, and payment details (**Detail**). Note the following:

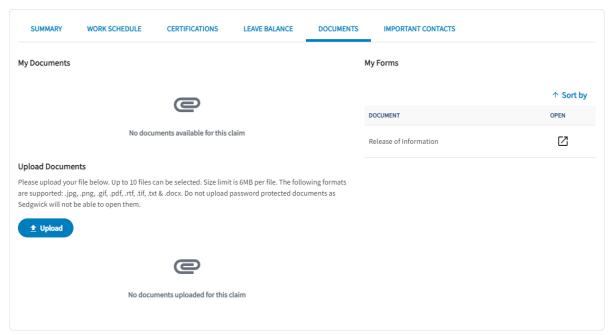
- o If a payment is scheduled, a message informs you when the next payment will be sent.
- An icon in the Payee column helps to indicate whether the payee is a claimant or a medical provider.
- o If an explanation of bill review is available, a link to that is shown in the **Detail** column.
- You can export information from this tab to a .csv file by clicking the Export 보 button.
- Restrictions (disability only): Displays a list of work restrictions, along with dates for each restriction.



 Benefits (disability only): Displays work status periods for the claim. To view previous work statuses, select the toggle on the right side.



Documents: Displays a list of documents available to you and those you have uploaded. You can
upload a document by clicking Upload.



Important Contacts: Provides information about how to contact the examiner. If available, click
 Contact examiner to open the Communication center section of the page (described on page
 13) where you can send a message to the examiner.

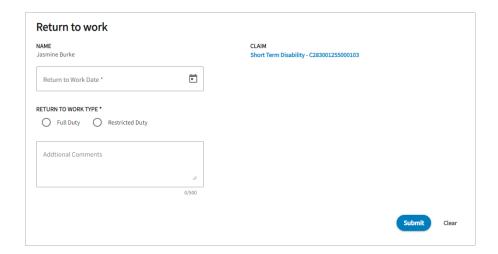
ACTIONS

The **Actions** section of the **Summary** tab (shown on page 6) includes options for submitting a return-to-work date, uploading a document, opening the Helpful resources page, and more.

Actions

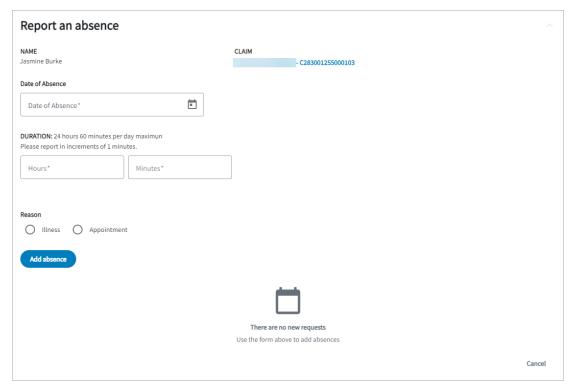


Report return to work: Opens the Return to work page where you can submit the date you
intend to return to work. From here, enter the Return to Work Date, specify the Return to
Work Type, and add any Additional Comments before clicking Submit.



• Upload documents: Opens the Documents tab (see page 9).

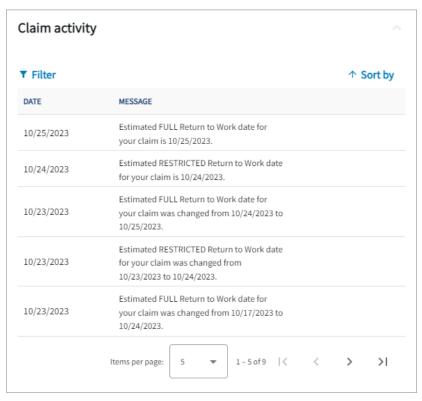
- Visit helpful resources: Opens the Helpful resources page (described on page 18).
- Report an absence: Opens the Report an absence page. From here, enter the Date of Absence,
 its Duration, and the Reason, then click Add absence.



• Communication preferences: Opens the Change communication preferences section of the Account settings page (described on page 16).

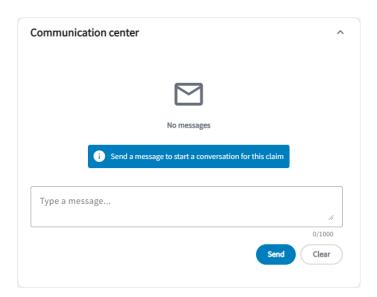
CLAIM ACTIVITY

The **Claim activity** section displays a list of milestone events that occurred for the claim, with the most recent activity listed first. To search for an event, click **Filter** to reveal a search field.

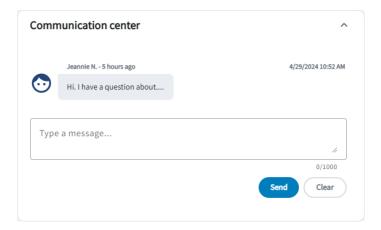


COMMUNICATION CENTER

The **Communication center** section enables you to communicate directly with the examiner on an open claim.



To start a conversation with the examiner, type your question or message in the text box and click **Send**.

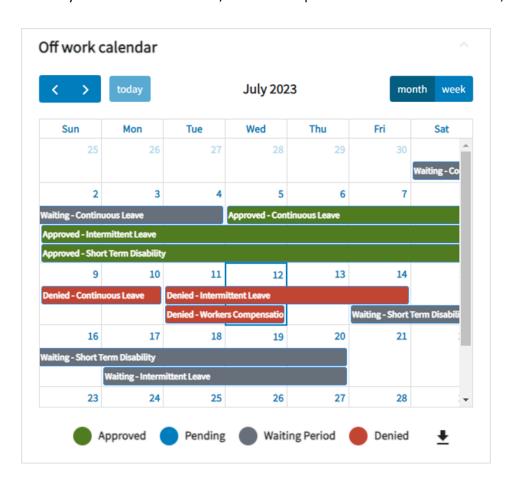


The examiner's reply, when received, appears below your message. When an unread message exists, a **New** icon appears next to the date.

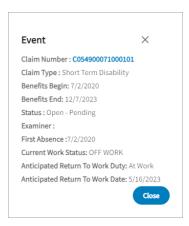
To send or view messages pertaining to all your claims, visit the Communication center page described on page 16.

OFF WORK CALENDAR

The **Off work calendar** displays your absence periods and their statuses in a monthly or weekly view, color-coded according to the key shown beneath the calendar. Use the arrows to change the month or week being viewed. You can toggle between views by clicking **month** or **week**, and the **today** button returns you to the current month/month. To export the information to a .csv file, click **Export**.

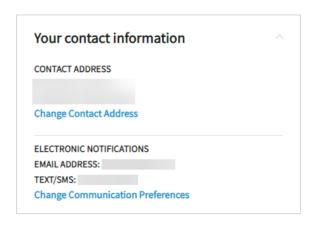


Click an absence period to view more details in the Event pop-up window.



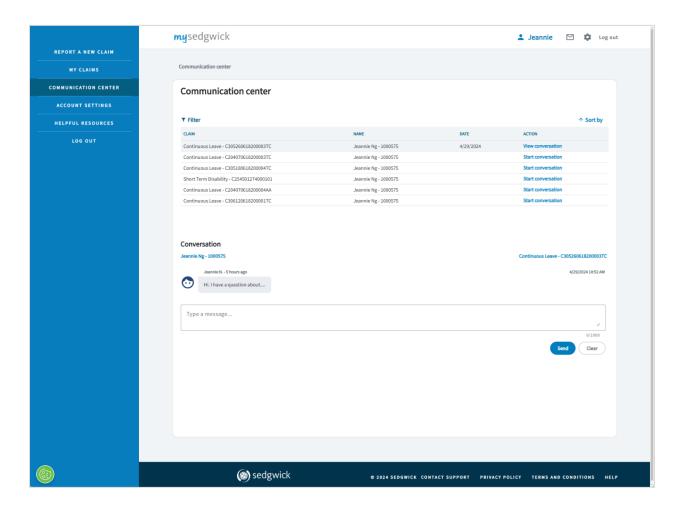
YOUR CONTACT INFORMATION

Your contact information is available on open claims only and displays the contact information you have on file. To update your information, click **Change Contact Address**. This will allow you to provide updated information that will be sent to your examiner for review.



Communication center

The **Communication center** page enables you to communicate directly with examiners assigned to your claims.

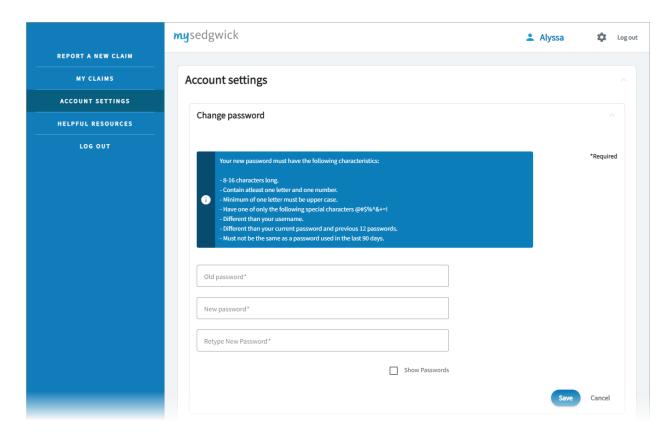


Your claims are shown at the top of the page. If you have not previously sent a message to the examiner for a specific claim, click **Start conversation** to begin a conversation. Otherwise, click **View conversation** to see an existing conversation at the bottom of the page.

To send a message, type it in the field provided and click **Send**. The examiner's reply, when received, appears below your message. When an unread message exists, a **New** icon appears next to the date.

Account settings

From the Account settings page, you can update your password, security questions, and more.

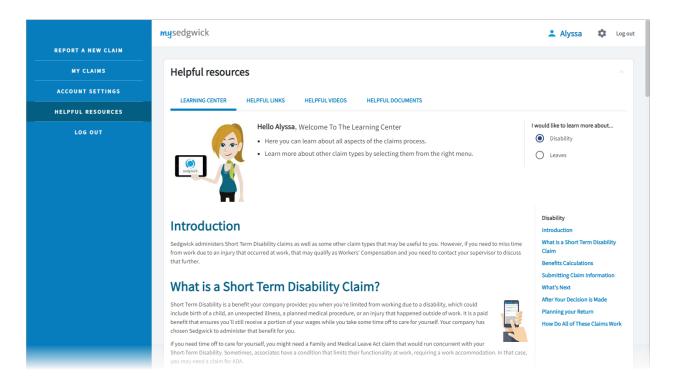


Click a header to expand the corresponding section:

- Change password: Enter your old password, then type your new password in both fields provided. Click **Save** to save your changes. New passwords must meet the requirements listed on this tab.
- Change security questions: Select a security question and enter your answer for each on this tab, then click Save.
- Change multi-factor authentication: Specify where you will receive multifactor authentication codes (Email and Text/SMS).
- Change communication preferences: Select your preferred language and specify the methods (Email and Text/SMS) through which Sedgwick may contact you with updates about your claim.

Helpful resources

The Helpful resources page is where you can learn about your claim, view informational links, watch helpful videos, and access educational documents.



Need help?

If you need help at any time, select **Contact Support** at the bottom of any page.