

## Reporting Your Disability Claim

The Bentley University Workplace Accommodation Policy is issued by Liberty Life Assurance Company of Boston, a Lincoln Financial Group company.

You can easily request a workplace accommodation from Lincoln Financial Group's dedicated secure website. Please visit [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) to complete the online intake form after speaking with your supervisor about your request.

It is important to understand that Lincoln Financial Group only offers administrative and advisory services to your employer. Lincoln Financial Group is not responsible for accommodation determinations and decisions that are required under law to be made by the employer.

### When Do I Request an Accommodation?

You may request a workplace accommodation anytime a functional impairment interferes with your ability to perform the essential functions of your position.

### How Do I Report a Claim?

1. Contact your supervisor to discuss your request for a workplace accommodation.
2. Report your request for an accommodation via [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com). First time users must register using Company Code **BENTLEY**.
3. Select "Request a New Accommodation" from the menu.
4. Follow the prompts to provide information about you and your condition. Be prepared to enter information related to:
  - The condition(s) that necessitate this accommodation request.
  - How your condition limits and/or restricts your ability to perform the essential and non-essential functions of your job.
  - Any other information and/or documentation relevant to your condition or accommodation request.
  - Be sure to provide a daytime telephone number in the "Preferred Phone" field to help expedite your request.

### What Happens Next?

1. You and your employer will receive an email acknowledgement of your request.
2. You may be contacted by Lincoln Financial Group or your employer to provide additional information if needed to better understand your condition and/or limitations.
3. Lincoln Financial Group will provide options for your employer to consider regarding your accommodation request.
4. You will be notified of your employer's decision regarding your accommodation request.

Lincoln Financial Group's Accommodation Services are advisory only and Lincoln Financial Group assumes no responsibility for determinations and decisions that are required to be made by the employer. Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

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