

FOR EMPLOYEES



# Report your claim or leave online at MyLibertyConnection®

Expecting a baby? Have surgery scheduled? Need time off to care for a family member? MyLibertyConnection.com is the secure, one-stop Web address to file a disability claim or leave with Liberty Mutual Insurance Group Benefits.

MyLibertyConnection®—  
the fast and easy way to  
report your disability  
claim or leave!

## When do I report a claim or leave?

You should report a claim or leave as soon as you know you'll be away from work due to illness, injury, maternity, to care for a family member, or other authorized reason.

## How do I report a claim or leave?

- 1 Log in to MyLibertyConnection.com. First-time users will need to register using your company code: **KLDiscovery**
- 2 Click "Report a New Claim or Leave of Absence" and answer a few questions:
  - About you—including a Social Security number or other ID as required by your employer
  - About your claim or leave, including reason and dates of absence
  - Employer contact information, as well as physician contact information for disability claims
- 3 Click "Submit." For disability claims, you'll also be asked to download, sign, and submit a medical authorization form to your doctor.

Note: For employees without Internet access, claim and leave intake is also available at 1-888-408-7300.

## We offer you peace of mind ... online.

That's it! You'll receive a confirmation report, and within three business days, Liberty Mutual Insurance Group Benefits will contact you to review your claim or send additional information to process your leave—so no question goes unanswered.

## Later on, you can come back anytime to:

- Check the status of a claim or leave
- Access current contact information for your case manager or leave specialist
- Check leave balances to ensure you don't exceed your leave duration
- Access claim forms

### Get started now!

Register today by visiting  
[www.mylibertyconnection.com](http://www.mylibertyconnection.com).  
We will be here when you  
need us.