

# HOW TO FILE YOUR DISABILITY CLAIM

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## BEFORE YOU FILE YOUR CLAIM

1. Notify your employer if you need to be out of work because of an illness, injury or pregnancy
2. Have the following on hand:
  - › Your Social Security number, birth date, home address, phone number and email address
  - › Dates and contact information for any health care providers or hospital/clinic visits
  - › Applicable workers' compensation claims

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## FILE YOUR CLAIM

- Choose **one** of the following:
- › **ONLINE** at [Cigna.com/customer-forms](https://www.cigna.com/customer-forms) - complete form and submit online
  - › **BY PHONE** at **888.842.4462** or 866.562.8421 (español), 7:00 am–7:00 pm CST and a representative will help you
  - › **BY MAIL (OR FAX)**: Visit [Cigna.com/customer-forms](https://www.cigna.com/customer-forms) to complete form, sign and send to Cigna

To quickly stay informed, sign up for text notifications when submitting your claim online or telling your Cigna claim manager.

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## GIVE PERMISSION

- Give Cigna permission to contact your health care provider or employer for claim-related information by:
- › Answering “yes” during your claim call
  - › Calling us at **888.842.4462** or 866.562.8421 (español) if you filed your claim online

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## CLAIM STATUS

- › Log in or register on [myCigna.com](https://www.myCigna.com)
- › If you signed up for text notifications, you'll automatically get updates by text
- › Contact your claim manager, or call **888.842.4462** or 866.562.8421 (español), 7:00 am–7:00 pm CST

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## ADDITIONAL RESOURCES

- › Chat live with a Cigna representative on [myCigna.com](https://www.myCigna.com)
- › [Click here](#) for answers to frequently asked claim questions



If you haven't visited [myCigna.com](https://www.myCigna.com), register today to easily manage all your claims in one place.



While you're out on disability, keep your employer informed of your return-to-work plans. This is especially important if you need workplace accommodations, as some take time to put in place.