

# HOW TO FILE A SHORT-TERM DISABILITY CLAIM

Something happened — injury, illness, surgery, or having a baby. Here's what to do to get your benefits paid.

## SIMPLE STEPS TO FILE

1

### Tell Pacific Life what happened — one call or click is all it takes.

Call (855) 810-3301 or go online to [benefits.pacificlife.com](https://benefits.pacificlife.com). Tell them what happened: injury, sickness, surgery, or pregnancy. You only have to report it ONCE.

2

### File as soon as possible — don't wait.

File right away when something happens. If you are expecting a baby, file 30 days before your due date so everything is ready when you need it.

3

### Pacific Life reviews your Short-Term Disability claim and contacts you if they need anything.

You do not have to fill out multiple forms. They will keep you updated throughout the process.

4

### You get paid — weekly, your way.

Short-Term Disability benefits are paid weekly by direct deposit or paper check. Set up direct deposit when you file or anytime through your online portal.

## KNOW YOUR BENEFITS

WAITING PERIOD	BENEFIT AMOUNT	PAID
<b>None — No Wait</b>	<b>60% of your pay</b>	<b>Weekly</b>

## HAVING A BABY? HERE'S WHAT YOU NEED TO KNOW

- ✓ File your claim **30 days before your due date**
- ✓ Disability benefits start **on delivery day**
- ✓ **Vaginal delivery: 6 weeks** of benefits
- ✓ **C-section: 8 weeks** of benefits
- ✓ No waiting period — benefits begin at delivery
- ✓ After delivery, **notify Pacific Life** with your delivery date and type

## YOUR ONLINE PORTAL — [BENEFITS.PACIFICLIFE.COM](https://benefits.pacificlife.com)

- Log in using the email invitation you received when you enrolled
- Submit and track your claims anytime
- Download your digital ID cards (dental and vision)
- Set up or change direct deposit
- View your Certificate of Coverage

### Need help logging in?

Check your email for an invitation from Pacific Life. If you can't find it, call (855) 810-3301 and they will send you a new one.

**QUESTIONS? CONTACT PACIFIC LIFE  
DIRECTLY**

 **(855) 810-3301**

**[benefits.pacificlife.com](https://benefits.pacificlife.com)**