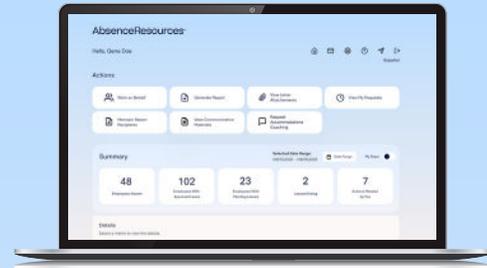


# Website Guide

## Convenient Access to Online Tools and Resources

The website offers around-the-clock access to claim-tracking and other frequently requested information. It allows administrators to keep tabs on absences and accommodations companywide, perform a variety of targeted management functions and access communications and other resources in one place.



### Employer Portal Dashboard

- View claims metrics at a glance
- Review and take actions needed by you
- Easily access tools and resources such as communications and account level letters
- Request Accommodations Coaching
- Maintain report recipients
- Generate reports

### On-Demand Reports

- Click Generate Reports to access the suite of reports
- Designated contacts can run standard reports with real-time data:
  - Weekly leave report
  - Weekly usage report
  - Return to work report
  - Individual employee usage report
  - Workplace Accommodations status report
- Additional report types can be viewed or downloaded

### On-Demand Reports

- Click the Work on Behalf of link and use the employee ID or Employee Last Name to look up the employee
- Once in the employee profile, you can:
  - Open and/or adjust leave details during an extenuating circumstance
    - Open a new claim
    - Request an extension or confirm RTW
    - Confirm date of delivery or placement date
  - Open and/or adjust workplace accommodation request
  - Submit documentation
  - View and track intermittent time
  - View email notification history
  - Make decisions on employee claims (company and ADA)
  - Review case activity as well as document and later view notes on employees or leaves of absence
  - Request Accommodations Coaching and access Fact Summary

### Get Started:

Register as a first-time user on [absenceresources.com](https://absenceresources.com)

- Go to [absenceresources.com](https://absenceresources.com)
- Click Register
- Enter employee ID and ZIP code or date of birth, last name and ZIP code
- Enter a Username (must be 6 characters and no spaces, e.g., joesmith) and password
- Answer the other questions as accurately as possible

**App:** AbsenceNow<sup>SM</sup>  
**Online:** [absenceresources.com](https://absenceresources.com)

→  
 Scan for more resources

