

ACCOMMODATIONS

APPLYING FOR AN ACCOMMODATION: WHAT TO EXPECT

1

CONTACT OUR BENEFITS TEAM AT BENEFITS@BENESCHLAW.COM TO DISCUSS THE REQUEST

2

REQUEST AN ACCOMMODATION THROUGH THE LINCOLN PORTAL

- Go to: [My Lincoln Portal](#)® | Lincoln Financial
- Choose “I’m an employee or claimant”
- Login or register as a new user with the following company code: [LF1329BEN](#)
- Once logged into the portal, click on “Request an accommodation”
- Follow the steps to submit an accommodation request
- Lincoln will contact you with any follow-up information needed including a medical form

3

RECEIVE A LETTER CONFIRMING THE ACCOMMODATION DECISION FROM BENESCH

4

WORK WITH LINCOLN TO TRACK THE ACCOMMODATION

5

RECEIVE REMINDERS FROM LINCOLN AS NEEDED

6

HAVE A FOLLOW-UP DISCUSSION WITH THE BENEFITS TEAM AT 30 AND 90 DAYS TO ENSURE THE ACCOMMODATION IS WORKING AS INTENDED

7

RE-CERTIFY THROUGH LINCOLN PORTAL ANNUALLY TO ENSURE ACCOMMODATIONS ARE STILL NEEDED/UP TO DATE

ELIGIBILITY FOR DISABILITY ACCOMMODATIONS

Any employee is eligible for reasonable accommodations if they have physical or mental limitations in performing the essential job functions.

Accommodations apply to employee disabilities such as medical conditions. They do not apply for situations such as needing to work from home to care for an ill family member or attending a one-off doctor or dentist appointment. Those should be worked through the manager and not the accommodation process.



Learn more on the [Leaves of Absence benefit page](#)

How to Contact Lincoln



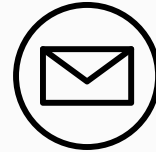
Visit: lincolnfinancial.com



Technical Help Desk: 1-800-431-2958



Call: 888-202-4307



Technical Help Desk Email: mylincolnportal_help@lfg.com