

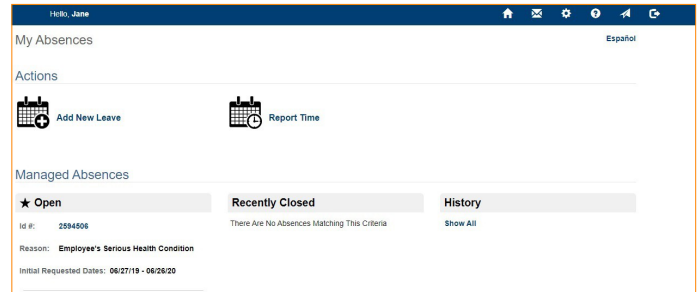
Website Guide

Convenient Access to Online Tools and Resources

The website offers around-the-clock access to leave-tracking and other frequently requested information. It provides tools and information designed to help employees with submitting, tracking and managing leaves in a convenient and easy-to-navigate format.

Features:

- Open a new leave request
- Check eligibility for leave
- Download medical certifications and copies of all letters and related attachments
- Track intermittent leave time and usage
- Email us directly
- Find answers to frequently asked questions about FMLA regulations



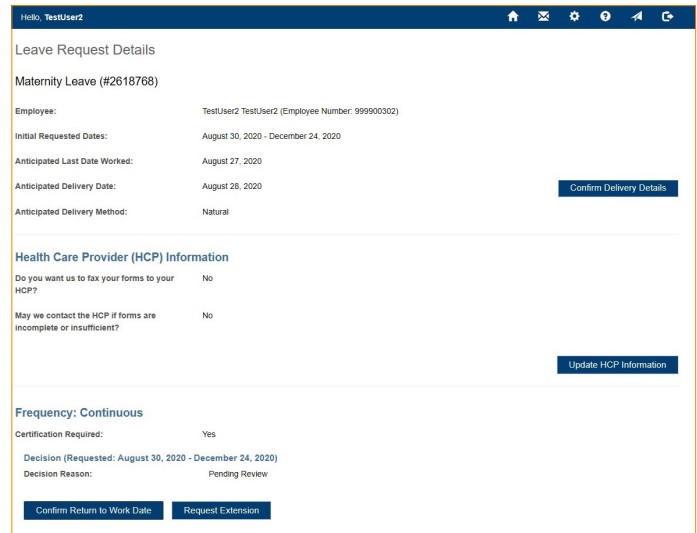
Manage active/open leave:

- Check status of leave
- Request an extension to approved leave
- Confirm return to work date
- Confirm delivery or placement details
- Update health care provider information

Get Started:

Register as a first-time user on

- Go to www.fmlasource.com
- Click Register
- Enter your Employee ID Number and your Home 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



Here when you need us.

Call: 866.365.0476

TTY: 877.309.0218

Fax: 877.309.0218

Online: www.fmlasource.com