

Guide to reporting disability leave of absence

Follow these simple instructions to submit your claim*

Online

Fastest and recommended method:

Go to guardianlife.com and select "Log in" to start the claims submission process.

Or, if you have a Guardian Anytime account, please [log in to Guardian Anytime](#) to file your claim.

Phone

You can also call our Claims Service Center to submit your claim at **800-268-2525**, Monday-Friday, 8:00 am - 8:00 pm ET.

Required information

Personal

- ✓ Group plan number and Member ID**
- ✓ Name and address
- ✓ Phone number and email address
- ✓ Birthday
- ✓ Social Security number
- ✓ Bank routing and account number for direct deposit

Medical

- ✓ Physician's name
- ✓ Phone number

Learn more about disability insurance by visiting our [disability claims resource center](https://guardianlife.com/forms/group/short-term-disability) at guardianlife.com/forms/group/short-term-disability.

If you are unable to find what you need, call a Guardian Service Representative at 800-268-2525, Monday through Friday, 8:00 am to 8:00 pm ET.