

Congratulations!

Your family dynamic has recently changed so now is the perfect time to consider updating some important details to keep your loved ones protected.



Be sure to:

- › Review and update your beneficiaries.

- › Update your Will (Will Prep).

- › Review your life insurance coverage.

- › Contact your Human Resources representative and your supervisor at least 30 days in advance of your leave, or as soon as possible if the need is unforeseen.

How to access your Paid Parental Leave:

Simply do one of the following:



Call toll-free **(888) 842-4462** or for Español (866) 562-8421 between 7:00 am – 7:00 pm CST. A representative will walk you through the process.



Complete and submit a [claim form online](#) using the following steps:

- › Read and agree to the state fraud warnings.
- › Follow the steps to complete the claim form.

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