

The Sedgwick DTNA Disability & Leave Center On-line Reporting Tool

What is mySedgwick?

The MySedgwick tool is used for:

- Reporting **New Claims** and **Absences** to Sedgwick
- Viewing your absence information and current approval status
- Uploading documents & setting your preference for email or text
- Updating your RTW & viewing your leave balances
- Contacting your examiner once a claim has been submitted and established



The On-Line tool is available from your smartphone, tablet, PC or through any web browser at: www.mysedgwick.com/Daimler. You can also scan the QR code using your smart phone device.

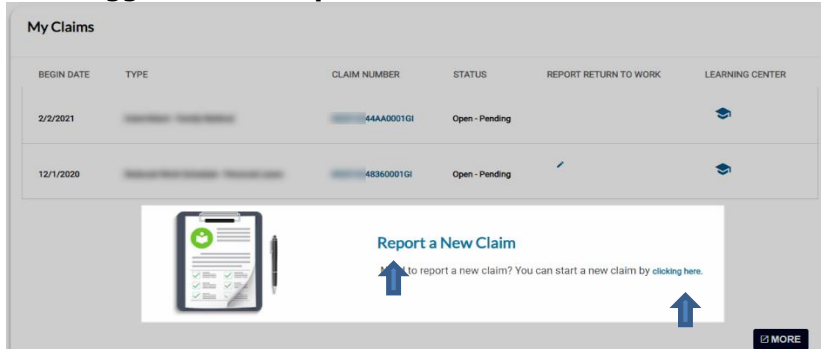
New User Registration

To begin using MySedgwick, you need to register first.

- The system will ask if you have a claim number, this is not necessary to register. If you don't have it with you, select no and choose Next.
- You will need your First Name, Last Name, Date of Birth, Personal Email, Last 4 of your SSN, your home Zip code and your employee ID, which is your Workday number.
- Follow the prompts and enter the information to create your account. Once created you can then log onto the system.

Reporting New Claims

Once logged in: The Report a New Claim link is available from the My Claims section of your dashboard:

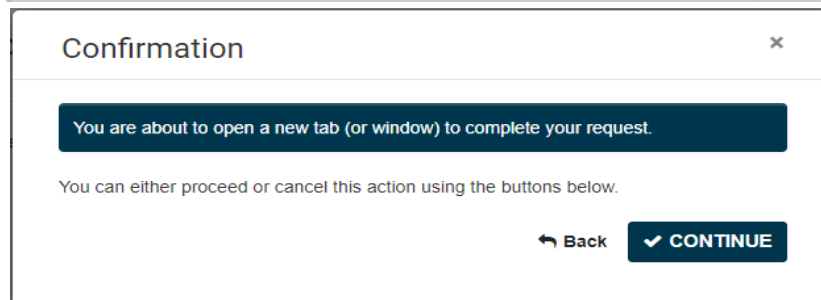


BEGIN DATE	TYPE	CLAIM NUMBER	STATUS	REPORT RETURN TO WORK	LEARNING CENTER
2/2/2021	...	44AA0001GI	Open - Pending		
12/1/2020	...	48360001GI	Open - Pending		

Report a New Claim
To report a new claim? You can start a new claim by clicking here.

Click the image or link to begin the claim reporting process.

Then, click **Continue**.



Confirmation

You are about to open a new tab (or window) to complete your request.

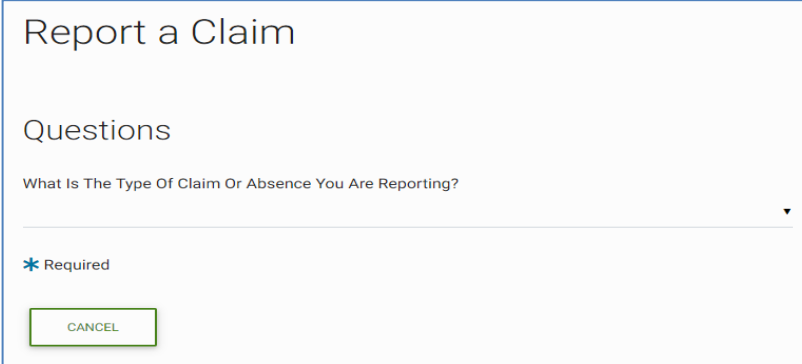
You can either proceed or cancel this action using the buttons below.

Back CONTINUE

A Confirmation pop-up informs you that a new tab or window will be opened to complete your new claim.

Click **Continue**.

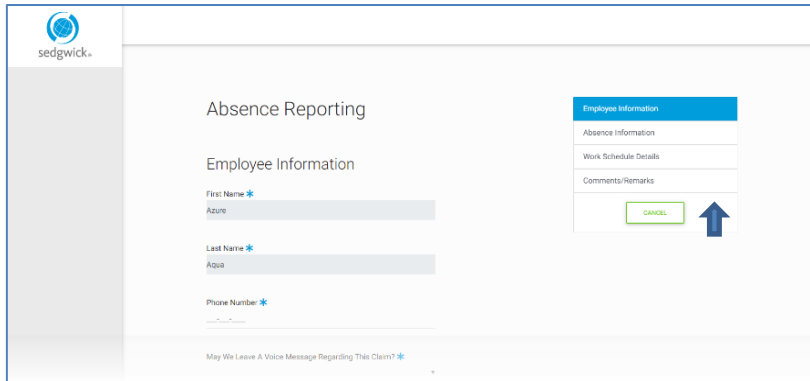
The Report a Claim page opens, prompting you for preliminary information pertaining to your absence, illness, or injury. The first question asks you about the reason for your absence:



After you select the type of claim or absence you're reporting, additional questions may appear. Answer each in turn to proceed.

If you make a mistake, check the **Clear Fields and Start Over** option near the bottom of the page.

Once you have completed this section, a questionnaire prompts you for more specific information about your claim.



Navigating the Questionnaire

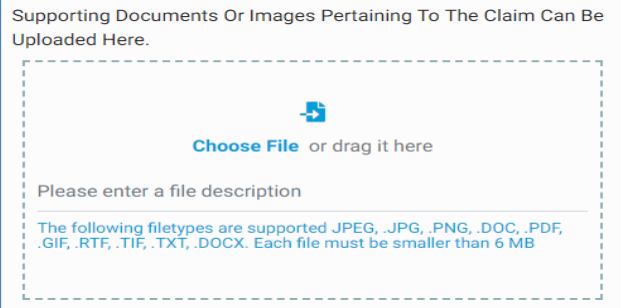
Required fields in each section are indicated with an asterisk (*).

A list of the questionnaire's sections, displayed on the right side of the screen, shows where you are in the claim reporting process. Click a previous section in this list to return to it and edit it.

Uploading Supporting Documentation

You can also upload supporting documents and images from the **Comments/Remarks** section.

To upload a file, click **Choose File** or drag-and-drop it into the space provided, then click **Upload**. Successfully uploaded files are listed below this section.



Completing Your Submission

After you have reviewed your answers, click **Submit** at the top or bottom of the **Review** page.

A confirmation page provides your claim or case number, information about related forms, and any additional information pertaining to your employer's claim process. You can print or save this page from your browser's menu for your records.

When done, close the tab and return to mySedgwick. You can track the progress of your claim submission from your dashboard after a short processing period.