

This instruction sheet outlines step-by-step guidance about the options you have to submit your EOI application. If you have additional questions, please direct them to your employer.

Your options for submitting your Evidence of Insurability (EOI) application:

- For the fastest results, please submit online via our secure portal:
 - Visit www.MyLincolnPortal.com
 - Log in using your existing account – or if this is your first visit, create an account using your employer's unique **company code, (LANGDALECO)**.
 - Select "Complete Evidence of Insurability" and follow the prompts to answer all required questions.

What to expect once you submit your EOI:

- We'll process your application as quickly as possible, and if we need any other medical information from you, you'll receive a letter by mail.
- You'll be notified in writing once we approve or deny your application. To check your application status:
 - **If you submit online**, you can see the status of your coverage application at www.MyLincolnPortal.com in 24 hours.
 - **If you submit a paper form via mail, email or fax**, please allow up to 10 days for us to review your application. Then you may call or email us using the contact details below.
- We'll also notify your employer of the final decision regarding your coverage. If your coverage is approved, you may see adjustments to your payroll deductions.