

Your Steps to Enroll in the LTC Plan

- Complete and *sign* the enclosed Enrollment Form.
- Complete and *sign* the enclosed Long Term Care Insurance Application, and the Authorization to Request Medical Information.
- Save a copy for your records!
- Mail the completed forms to Unum. A preaddressed envelope is enclosed for your convenience.

Enrollment is subject to approval by Unum. In some cases, a personal interview may also be required. Additionally, all applicants must be at least 18 years old.

Eligible employees must be actively at work when they apply, and actively at work on the effective date of coverage.

If you have questions or would like to order an enrollment kit for an eligible family member please call **1-877-403-9348** to speak with a representative.