

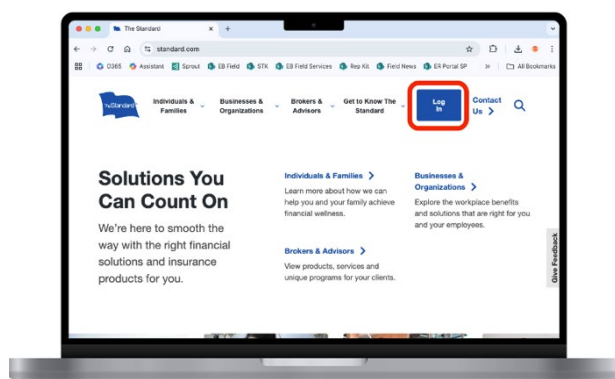
# Employer Job Aid – Absence Claim or Leave Filing

Click to route directly to:

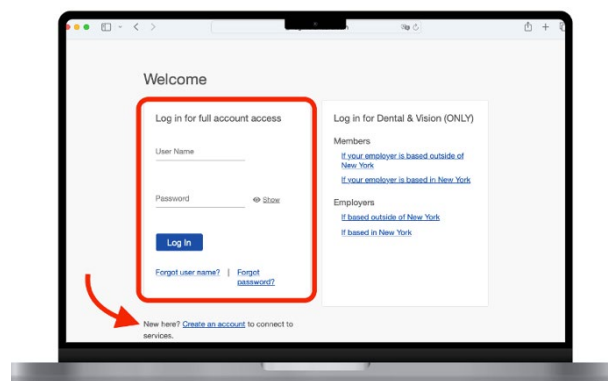
- [Navigation](#)
- [File a New Claim or Leave](#)

## Navigation

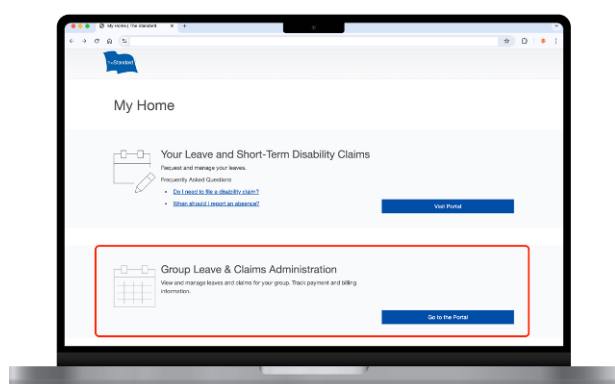
Visit [www.Standard.com](http://www.Standard.com) to log in.



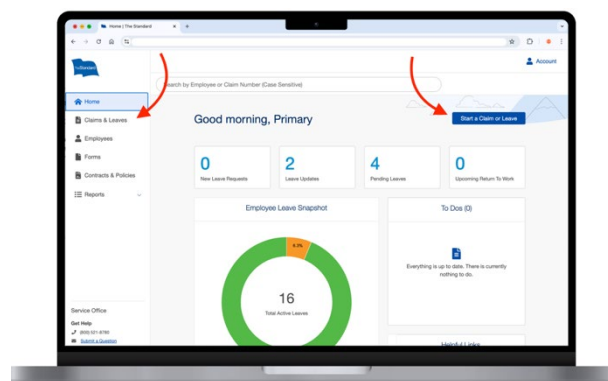
Enter a Username and Password.



Select 'Go to the Portal'



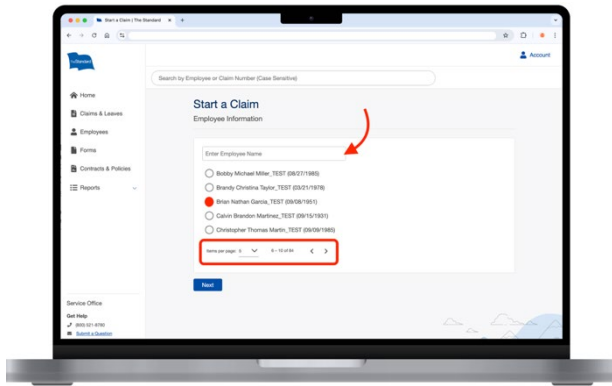
Select the 'Start a Claim or Leave' button or use the left navigation pane to route to 'Claims & Leaves'.



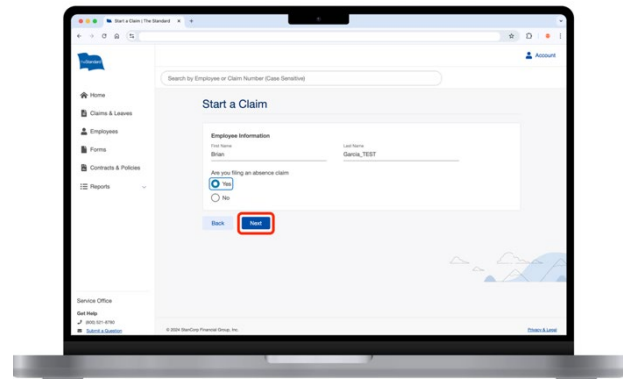
*\*Access are based on user permissions*

## File a New Claim or Leave

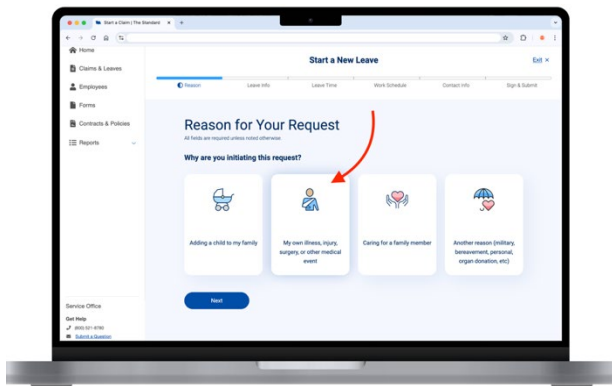
Use the search bar or scroll left and right to find and select the employee, then select 'Next'.



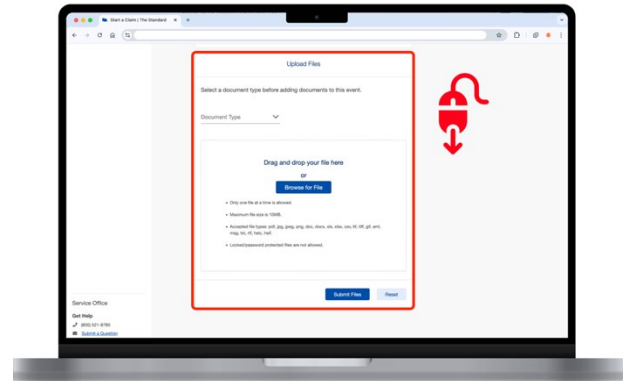
Confirm the Employee and the action.



Follow the prompts to complete the request on behalf of the employee.



After successfully submitting the new request, review the submission page. Scroll to the bottom to upload additional documents to the file.



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