

**Customer:** Indiana State University  
**Policy Number:** 710431

This email provides important information regarding Unum's online Statement of Health (Evidence of Insurability or EOI) experience. When one of your employees needs to complete Statement of Health (EOI), you should provide that employee with the link below and applicable access code. Because you will be able to use this information on an ongoing basis, ***please save this information for future reference!***

Here are the Link and Access Code(s) to provide to your Employees requiring a Statement of Health (EOI):

- Link: [Access website here](#)
- **Employee** Access Codes: **3PV22AZ**

To make this quick and easy, you should provide your Employees the Link and Access Code(s) in one of the following ways. Click on the links below to learn more:

1. [Embed in Benefit Administration system \(preferred\)](#)
2. [Post to internal site \(based on EOI pending report\)](#)
3. [Email employees \(based on EOI pending report\)](#)
4. [Enroller assisted](#)

**Helpful hint:**

- **EOI is typically needed when an applicant enrolls above the non-medical maximum (or guaranteed issue) amount, enrolls outside their initial enrollment window, or was previously declined. Please refer to your Contract for EOI rules specific to your plan(s).**

If you have questions, we have representatives available Monday through Friday, 8 a.m. to 8 p.m. Eastern Time to assist you at 1-800-421-0344.

Thank you for choosing Unum financial protection for your employees,

Your Unum Team

**Embed in Benefit Administration system**

1. Provide the URL and Access Code(s) for the Custom Employer Link to Ben Admin Partner
2. Ben Admin partners builds into their system
3. Testing - test each access code within the Ben Admin Partner and ensure proper access code is delivered based off eligibilities and products
4. Enroll
5. EOI reporting via iServices does not change

**Post to internal site (based on EOI pending report)**

1. Post Custom Employer Link URL to internal site
2. Enroll
3. Receive report of individuals requiring EOI
4. Provide Access Code to employees requiring EOI and direct them where they can go to location on internal site

*\*If there are multiple access codes due to classes, be sure to provide the appropriate code to the Employee. For efficient delivery, you can send one email per access code with all the recipients' email addresses in the blind copy (Bcc) line.*

5. EOI reporting via iServices does not change

**Email employees (based on EOI pending report)**

1. Enroll
2. Receive report of individuals requiring EOI
3. Email Custom Employer Link URL with appropriate access code to employees requiring EOI (see email template below dotted line)

*\*If there are multiple access codes due to classes, be sure to provide the appropriate code to the Employee. For efficient delivery, you can send one email per access code with all the recipients' email addresses in the blind copy (Bcc) line.*

4. EOI Reporting via iServices does not change

**Enroller assisted**

1. Provide the Custom Employer Link URL and Access Code(s) to the Enrollment Firm
2. During enrollment Enroller provides the URL and appropriate Access Code to the employee along with enrollment summary information (i.e. coverage information)
3. Employee completes EOI
4. EOI reporting via iServices does not change

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**Thank you for enrolling in benefits with Unum offered through us as your employer.** There is one more thing you need to do to complete your application.

Please complete the online Statement of Health (Evidence of Insurability) via the link below.

[Click here to complete your Statement of Health \(Evidence of Insurability\)](#)

- Access Code: **3PV22AZ**

**IMPORTANT: You will need the following information before logging in to complete your Statement of Health (Evidence of Insurability):**

- Employee information such as Name, Address, Date of Birth, Social Security Number, Gender, Employee Annual Salary, Date of Hire, Phone Number(s) and Email Address (for Spouse/Child Information, you'll only need Name, Date of Birth and Gender)
- Type of Enrollment Event (please consult your HR Representative if you are unsure)
  - **Annual Re-Enrollment:** I am electing coverage during the annual enrollment period.
  - **Newly Eligible:** This is the first time I have been eligible for coverage.
  - **Late Entrant:** I did not apply when I was first eligible
  - **Status change:** There has been a change in my family status. (Marriage, birth, etc.)
  - **Coverage Increase:** I am electing a higher level of coverage
- For Life Insurance Products, Benefit Amounts for each applicant requiring underwriting.
  - Total Requested: the Total Amount Requested (this may be found with your enrollment information, or provided to you by your HR Representative).
  - Amount Requiring Underwriting: The amount of life insurance that is pending: the difference between the total you are requesting and the amount you currently have.
- Medical Information such as height, weight (not required for children), medical treatment dates, duration, treatment received, medications and dosages, names and addresses of physicians and hospitals

Have questions regarding your status? Unum is here to help!

Call us: 1-800-421-0344  
8:00 a.m. - 8:00 p.m. ET  
Monday - Friday