

How to apply for disability income benefits

Submit your claim online or by using a printed claim form.

Online claim submission

Submitting a claim for Short or Long Term Disability Income Benefits or Early Referral Services can be completed in three steps:

1. Print, read and complete an Employee's Authorization Request. Fax or mail it to the appropriate Disability Management Services Office (DMSO).
2. Print an Attending Physician's Statement and have your physician complete and sign it. Fax or mail the form to the appropriate DMSO.
3. Complete and save your Employee's Statement and either submit it through our secure online service or, if you prefer, print and fax or mail it to the appropriate DMSO.

Important: Before completing and saving forms, make sure you have Adobe Reader XI or higher installed on your computer. To download the most recent free version of Adobe Reader, go to **www.adobe.com/ca/products/reader.html**.

To start the online process, go to **www.greatwestlife.com – Client Services – Forms for Group Benefits Plan Members – Standard claim forms – Apply for Disability Income Benefits.**

If you have questions about submitting your forms online, contact us at 1-855-755-6729.

Paper claim submission

To submit a paper claim form, review the appropriate benefits guide for information on the submission process. The guides contain the forms which can be mailed or faxed to the Disability Management Services Office nearest you.

To view all guides, go to **www.greatwestlife.com – Client Services – Forms for Group Benefits Plan Members – Standard claim forms – Apply for Disability Income Benefits.**

