

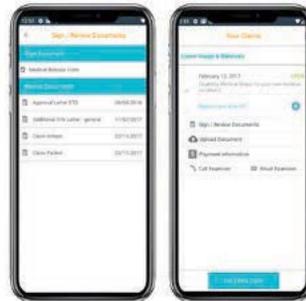
# File & Manage Your Leave

## Faster. Easier.

If caring for yourself or a loved one takes you away from work, the Matrix eServices Mobile app can help you file a claim and stay on top of your absence, so you always know where you stand.

## Download the app now!

Search for "Matrix eServices" in your smartphone or tablet's app store, or scan the code to the right.



### File a new claim

The first step in any new absence is filing a claim. Fortunately, the Matrix eServices Mobile app makes it easy to do that right from your smartphone or tablet.



### Text/SMS alerts

Stay informed by enrolling in text/SMS alerts to receive immediate status updates throughout the claims process — in addition to being notified through more traditional methods such as a phone call or written notice.



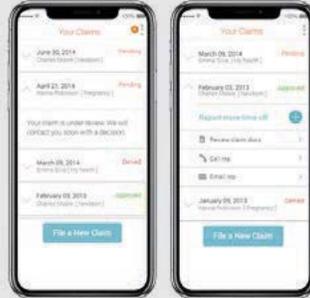
## Upload or view medical documents

Speed claim processing by securely uploading medical documentation instantly, right from your iOS® or Android® device — it's as easy as snapping a selfie!



## View your absence claim

Want to see your original claim documentation? Or review the claim packet you received from Matrix? There's no need to search for paperwork — the information is only seconds away with the Matrix eServices Mobile app.



## Stay connected

Have a question? You can email or call your claims examiner with just one click. Have something to say? Give us feedback right from your home screen.



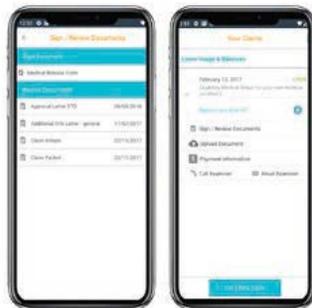
## Sign and view your absence documents

This feature allows you to sign your medical release form electronically and will allow you to see all your absence documents. Once a document is ready for review, we'll send you an alert via email or text.

**Note:** Don't forget to sign up for text updates.

To access your document, download our mobile app (Matrix eServices). From there it's easy.

- Tap the down arrow to open the absence
- Tap on Sign/Review Documents
- Tap on the document you want to sign or view



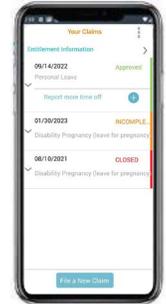
## Report more time off

With this feature you can add intermittent absences to an already existing open/pending or approved claim.

The "Report more time off" option will always be displayed in the intermittent leave. You can simply click on the plus icon. 

The Additional Time screen will display allowing the user to select the following:

- Absence Date
- Start Time
- Total Hours Absent



For more information, visit [reliancematrix.com](https://reliancematrix.com).

