

# Website Guide

## Convenient Access to Online Tools and Resources

The website offers around-the-clock access to leave-tracking and other frequently requested information. It provides tools and information designed to help employees with submitting, tracking and managing leaves in a convenient and easy-to-navigate format.

### Features:

- Open a new leave request
- Check eligibility for leave
- Download medical certifications and copies of all letters and related attachments
- Track intermittent leave time and usage
- Email us directly
- Find answers to frequently asked questions about FMLA regulations

### Manage active/open leave:

- Check status of leave
- Request an extension to approved leave
- Confirm return to work date
- Confirm delivery or placement details
- Update health care provider information

### Get Started:

#### Register as a first-time user on

- Go to [www.fmlasource.com](http://www.fmlasource.com)
- Click Register
- Enter your Rocket Number and Home ZIP code
- Enter a Username (must be 6 characters and no spaces, e.g., joesmith) and password
- Answer the other questions as accurately as possible



Registration - Step 1 of 3

Employee Number

Postal Code

Work, Home or Alternate postal (ZIP) code

[Next](#)

**LOG IN**

User Name

Password

[Log In](#)

[Register](#) ←

[I forgot my username](#)

[I forgot my password](#)

[Español](#)

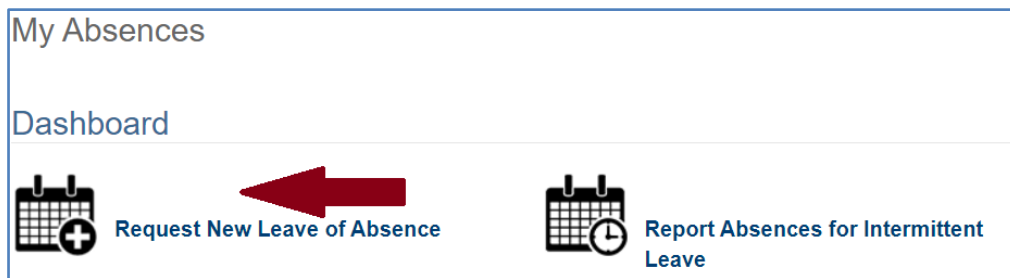
ComPsych®

Learn more about how FMLA administration can be integrated with EAP, Work-Life and wellness to manage time off and improve employee productivity.

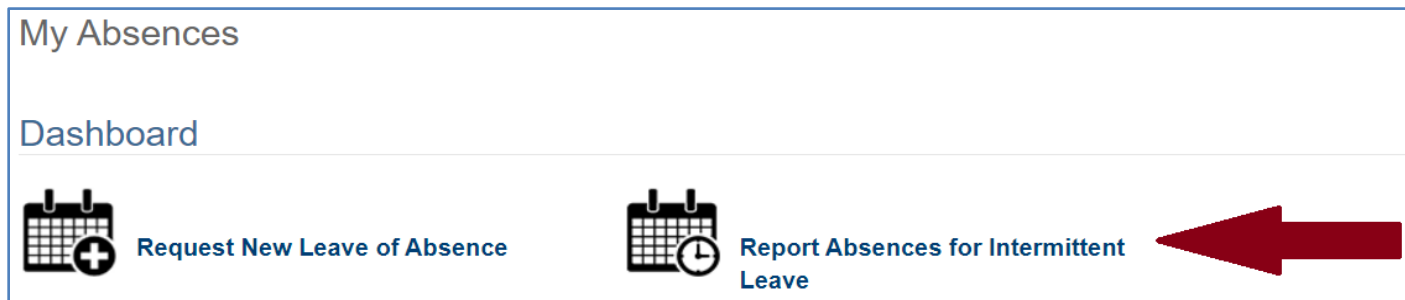
## Requesting a New Family/Medical Leave of Absence

Requesting a new leave can be done via phone or online.

- Online you will need to click on “Request New Leave of Absence”.
- The website will prompt a series of questions to complete the leave request.



## Tracking Intermittent Time



- Once logged in, click on “Report Absences for Intermittent Leave”
- Select the Leave Request # / Description for the absence
- Indicate if missing for a Treatment or Episode
- Enter the date of FMLA intermittent absence
- Enter the number of hours / minutes
- Click Submit

### Report Time

Leave Request # - Description	<input type="text" value="Please select"/>
Absence Reason	<input type="text" value="Please select"/>
	Treatment <span style="font-size: small;">?</span> Episode <span style="font-size: small;">?</span>
Leave Date	<input type="text" value="mm/dd/yyyy"/>
Hours	<input type="text" value="0"/>
Minutes	<input type="text" value="0"/>
<input checked="" type="checkbox"/> I confirm that these (more...) <span style="font-size: small;">?</span>	
<input type="button" value="Submit"/>	

## Checking your Leave Status

You have the options of viewing Current Status, Recently Closed Claim, or your Historical Claims on file

### My Dashboard

<b>★ Current Leaves</b>	<b>Recently Closed Leaves</b>	<b>All Leaves</b>
Id #: <b>3198290</b>  Reason: <b>Employee's Serious Health Condition</b>  Initial Requested Dates: <b>10/01/20 - 03/01/21</b>	There Are No Absences Matching This Criteria	<a href="#">Show All</a>

Click on the “Id #” to step into the claim for additional claim status details

### Frequency: Intermittent

<b>Certification Required:</b>	Yes
<b>Intermittent Information:</b>	On an intermittent basis for up to 1 treatment(s) or appointment(s) per month lasting up to 1 day(s) per treatment/appointment and for up to 2 episodic incapacitation(s) per month lasting up to 1 day(s) per episode

**Report Time**

**Decision (Approved: November 2, 2020 - July 1, 2021)**

Leave Plans:	FMLA
Decision Reason:	End of Leave Approaching

⚠ **Action Required Details:** Your approved leave is approaching its expiration. Please update your request.

**Request Extension**

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### Frequency: Continuous

<b>Certification Required:</b>	Yes
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**Decision (Approved: October 1, 2020 - November 1, 2020)**

Leave Plans:	FMLA
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