Broadspire

A CRAWFORD COMPANY

Broadspire Employee Portal Instructions

To report a new claim you must contact Broadspire by phone at 888-578-8561. If you would like to use Broadspire's Employee portal after you have reported your claim, please be sure to register your preferred e-mail address with Broadspire, if you have not already done so.

After your claim has been initiated, Broadspire's Employee portal is a useful tool to assist you with knowing details about your claims. You can use the portal to check the status of your claim, add time taken for an intermittent leave of absence, attach forms and updates from your doctor, or send your case manager notes.

Get Started – How to Register for Broadspire's Employee Portal

1 If you need to initiate your claim, contact Broadspire at 888-578-8561. Once you have a claim on file, then you can register for the employee portal.

2 Go to www.myleavetech.com
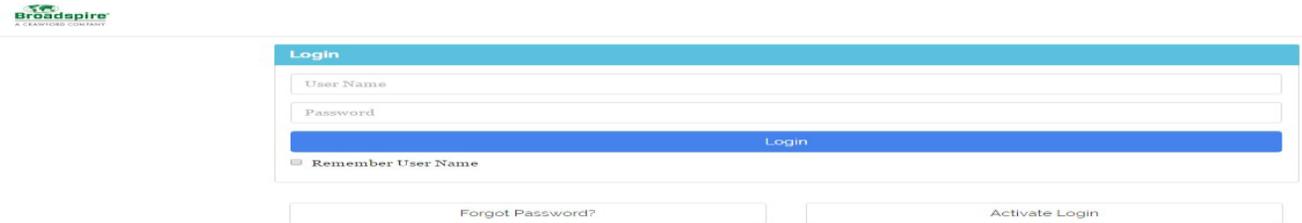
3 Click "Activate Login"

4 Enter the preferred email address you gave to Broadspire when you reported your claim. This is the same email address you are receiving notifications to from Broadspire. Click Activate.

5 Once the Activate button is clicked, an email will be sent with a temporary password.

6 Go back to the portal (www.myleavetech.com) and enter your username (email address) and the password that was given in the email. You will then be prompted to create a new password.

7 Once the new password is saved, you will be brought to the portal homepage.

Reviewing the Employee Portal – Leave of Absence Claims

Step	Screen
1. The user will see the number of Absence Claims in the bubbles to the right. Click on the arrow to view the absence.	
2. By clicking on the link on the above screen, the user will be able to see a high level overview. The user can view claim specific details by clicking on the individual absence. Claims are color coded **for ease.** Green = approved, yellow = pending, red = denied	
3. By clicking on the individual absence link on the above screen, details of the leave of absence will be displayed. This is where the employee can: - Add/cancel time for an intermittent leave - View summary of claim dates - View paperwork sent to you - Upload information for Broadspire to review	

Adding Time (Intermittent Leaves)

1. To Add Time, access the Absence claim that you would like to add the time to. Click on the button for	**Add Time** 🗓 **Absence AC-17-050471** Reason — Employees Own Illness or Injury Leave Type — Intermittent Status — Open Denial Date Close Reason
2. Enter the time that the employee is taking and click "Save" 3. Once saved, the time can be viewed in the portal. If a certification is on file, the status will be presented to the user.	**Absence AC-17-050471 - Add Time** **From** 11/09/2017 Thu, Nov 9, 2017 **To** 11/09/2017 ① Thu, Nov 9, 2017 for 8 hours and 0 minutes each day
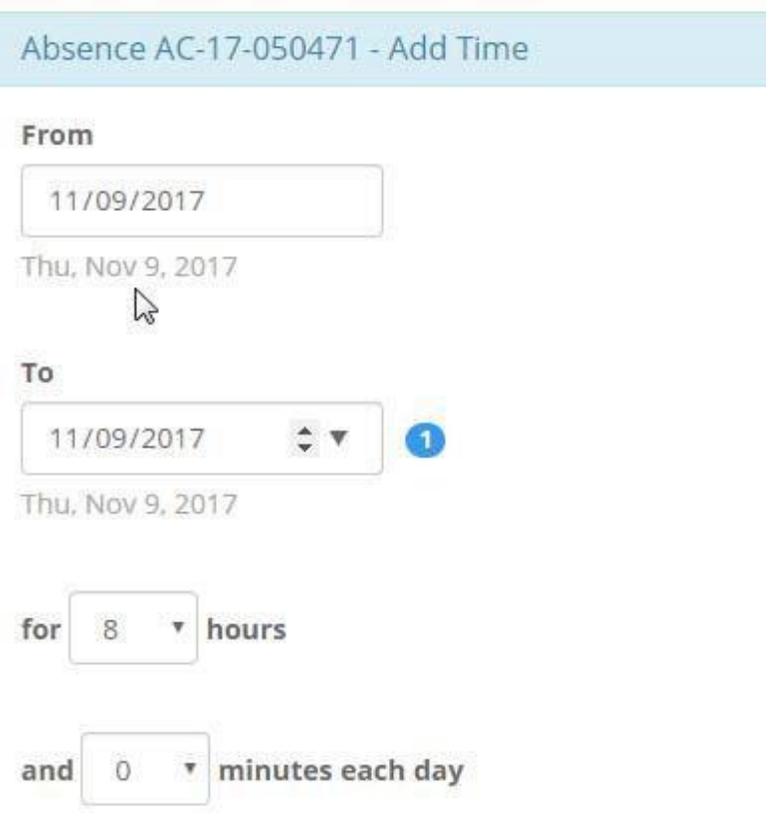
Employee Portal Support is available by clicking the Help/Support link on the Portal Home Page.