

This instruction sheet outlines step-by-step guidance about the options you have to submit your EOI application. If you have additional questions, please direct them to your employer.

Your options for submitting information within 30 days of electing coverage:

- For the fastest results, please submit online via our secure portal:
 - Visit www.MyLincolnPortal.com
 - Log in using your existing account – or if this is your first visit, create an account using your employer’s unique **company code, COOLSCH**.
 - Select “Complete Evidence of Insurability” and follow the prompts to answer all required questions.
- If you prefer, you may complete EOI using the paper form
 - Please request the EOI form from your employer.
 - If completing the form by hand, please use black ink.
 - You only need to provide information about those applying for coverage; only complete the sections about your spouse if you are requesting life or critical illness insurance for him/her.
 - Read the Notice of Information Practices.
 - Sign and date the form and save a copy for your records.
 - Double-check that everything is complete – if you don’t answer questions in their entirety, or a signature or date is missing on a paper form, we’ll need to return it to you to complete and resubmit before we can process it.
 - Return the form in one of three ways:
 - Email to: EOIDocuments@LFG.com. Please note that you must attach your signed form as a single PDF file.
 - Secure fax to: (603) 427-1825
 - Mail to:
 - Lincoln Financial Group
 - Attn: Medical Underwriting
 - P.O. Box 2870
 - Omaha, NE 68103-2870

Note: do **not** return this form to your employer

What to expect once you submit your EOI:

- We’ll process your application as quickly as possible, and if we need any other medical information from you, you’ll receive a letter by mail.
- You’ll be notified in writing once we approve or deny your application. To check your application status:
 - **If you submit online**, you can see the status of your coverage application at www.MyLincolnPortal.com in 24 hours.
 - **If you submit a paper form via mail, email or fax**, please allow up to 10 days for us to review your application. Then you may call or email us using the contact details below.
- We’ll also notify your employer, Coolidge Unified School District, of the final decision regarding your coverage. If your coverage is approved, you may see adjustments to your payroll deductions.