



sedgwick
caring counts

YOUR STEP-BY-STEP GUIDE

Phone: (855) 923-2082 | Web: mySedgwick.com/SpiritAirlines | Fax: (859) 280-4827 | PO Box 14454, Lexington, KY 40512

Step 1 | Go to mySedgwick.com/SpiritAirlines

- Click "New User"
- Complete the personal information section on the registration page, and click "Next"
- Enter a unique username and password
- Select a security question and answer
- Click "Submit"

After registering, you will receive a confirmation email containing your registration information. Once you successfully log in, go to the "My Documents" section to obtain the forms needed for your time away from work.

Step 2 | Complete Required Forms

Release of Information: Sign and return this form. While not required, this form allows us to expedite the decision on your claim. A hard copy is needed even if you electronically signed the release, because some providers may not recognize electronic authorizations.

Required Paperwork

For Leaves of Absence: Choose the applicable *Health Care Provider Form* based on your reason for your time away from work. You are responsible for any fees your healthcare provider may charge for medical documentation. For military leave, submit a copy of your orders and/or Leave Earning Statement (LES).

How to Return Your Documents

Upload: mySedgwick.com/SpiritAirlines | Email: claiminfo@sedgwick.com | Fax: (859)280-4827

Step 3 | Changes to Your Leave

If you need to make any changes, contact Sedgwick. The new toll-free phone number, web address, fax number and mailing address are listed above. Starting October 15, 2020, Sedgwick is your primary contact for Leave of Absence management.