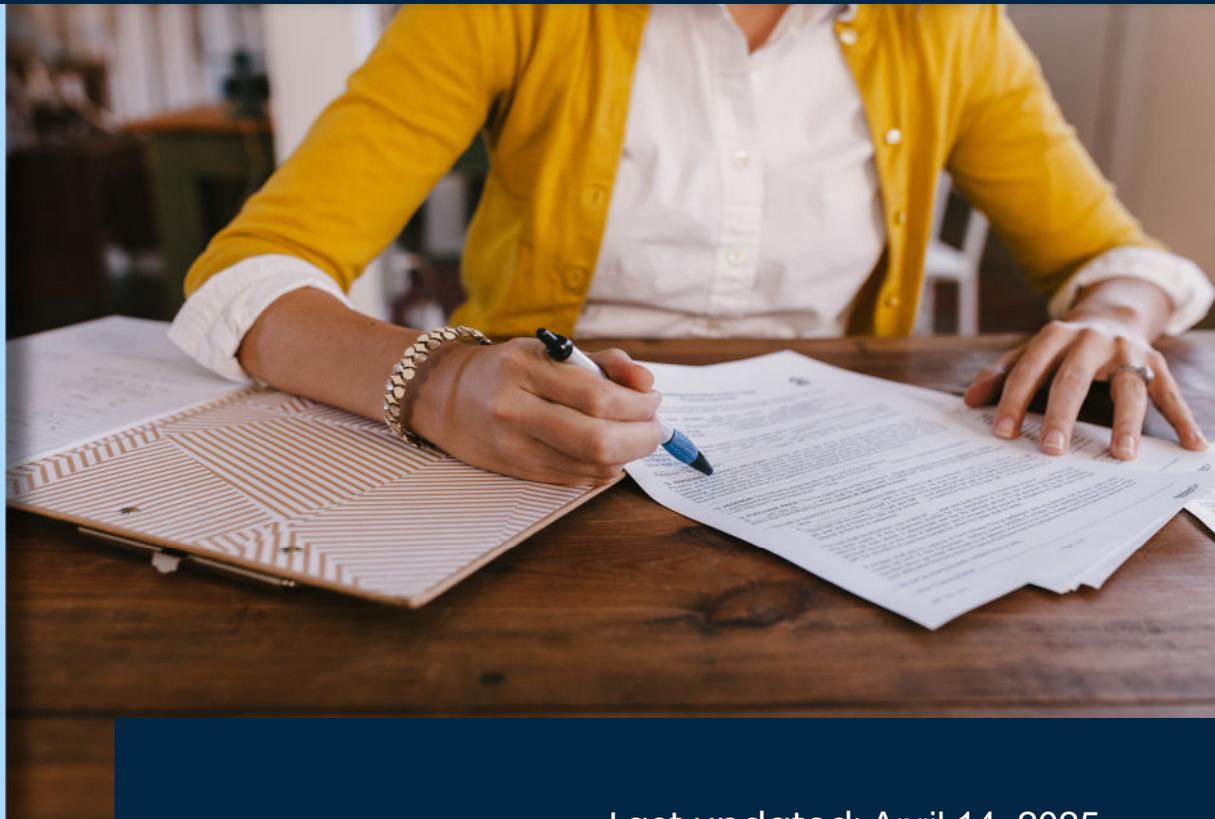


QRG

Quick Reference Guide (9 Steps)

How to Submit Supporting Documentation for an Existing LOA

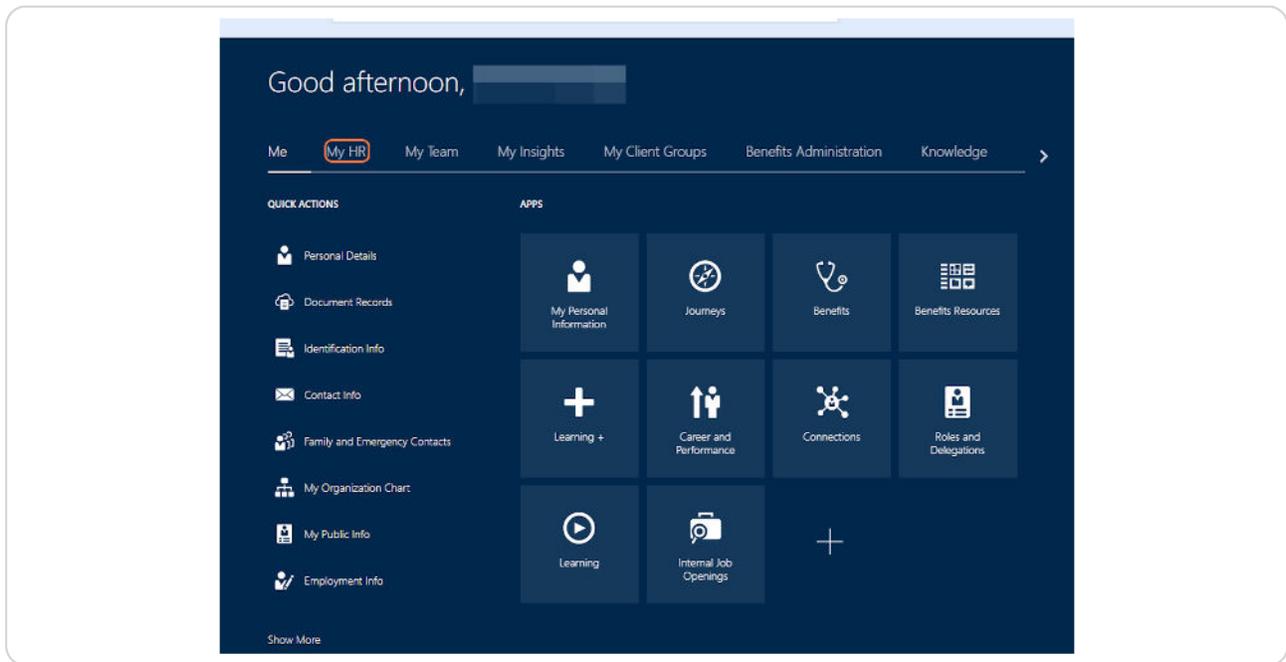
This QRG is for managers, HR representatives and associates who wish to submit supporting documentation for an existing leave of absence (LOA).



Last updated: April 14, 2025

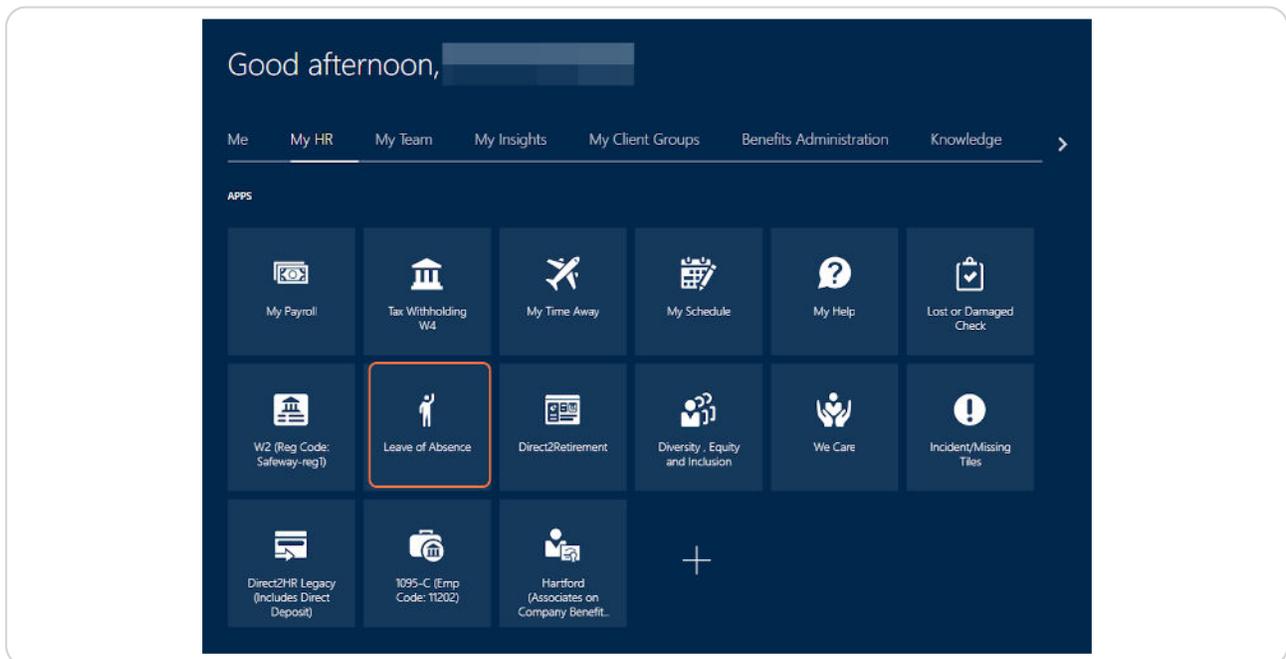
STEP 1

Sign in to myACI then click on My HR.



STEP 2

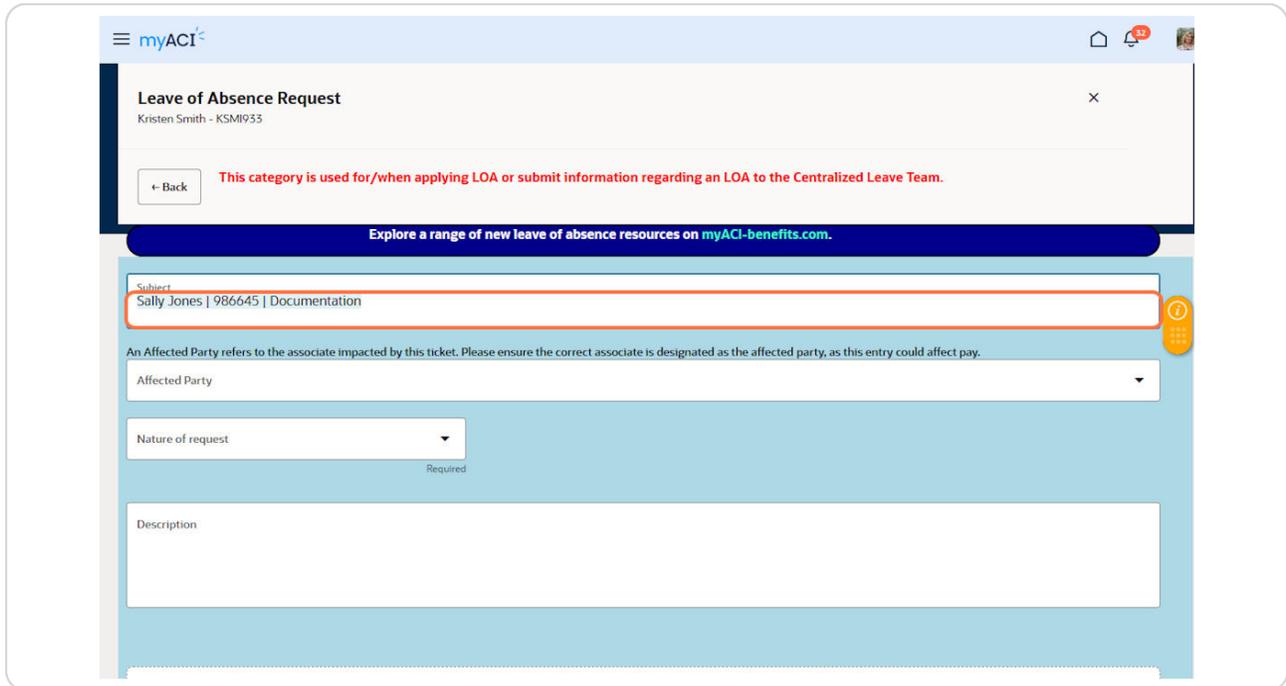
Click on Leave of Absence.



STEP 3

Enter the subject for the leave request.

Example subject: "Sally Jones | 986645 | Documentation"



The screenshot shows a web browser window with the myACI logo in the top left. The page title is "Leave of Absence Request" and the user is identified as "Kristen Smith - KSMI933". A navigation bar includes a "Back" button and a red message: "This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team." Below this is a blue banner with the text "Explore a range of new leave of absence resources on myACI-benefits.com." The main form area has a "Subject" field containing "Sally Jones | 986645 | Documentation", which is highlighted with a red border. Below the subject field is a note: "An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay." The form includes a dropdown menu for "Affected Party", a "Nature of request" dropdown menu with a "Required" label, and a large text area for "Description".

STEP 4

In the Affected Party Box, enter the Employee ID of the associate for whom the medical documentation is being submitted for.

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

myACI

Leave of Absence Request

+ Back This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team.

Explore a range of new leave of absence resources on [myACI-benefits.com](#).

Subject
Sally Jones | 986645 | Documentation

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

Affected Party

Nature of request
Required

Description

STEP 5

Select Submit supporting Document from request category.

The screenshot shows a web application interface. A dropdown menu is open, listing several options. The option "Submit supporting Document" is highlighted with an orange border. Below the dropdown, there is a file upload area with the text "Select or drop files here." and a table with two columns: "File Name" and "File Size". The table currently displays "No data to display.".

File Name	File Size
No data to display.	

STEP 6

Enter the leave of absence claim number. This can be found on the letter that was sent from the Centralized Leave Team or in an email notification.

Example: AC-24-123456.

DO NOT SKIP THIS STEP. It's important that we have the accurate case number.

Explore a range of new leave of absence resources on [myACI-benefits.com](#).

Subject
Sending in medical documentation"

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

Affected Party

Nature of request
Submit supporting Document

Claim/Vantage AC Number (Found on any LOA letter)
AC-24-123456

Enter 12 or fewer characters.

Description

Please confirm that all attachments have been fully uploaded and processed before submitting the ticket. Otherwise, it can cause issues when viewing the attachments.

Drag and Drop
Select or drop files here.

File Name

File Size

STEP 7

Use the detailed description box to enter any additional information about the leave of absence request.

Explore a range of new leave of absence resources on myACI-benefits.com.

Subject
Sending in medical documentation**

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

Affected Party

Nature of request
Submit supporting Document

Claim/Vantage AC Number (Found on any LOA letter)
AC-24-123456

Description

Please confirm that all attachments have been fully uploaded and processed before submitting the ticket. Otherwise, it can cause issues when viewing the attachments.

Drag and Drop
Select or drop files here.

File Name	File Size
No data to display.	

STEP 8

Drag and Drop your documents in this section.

NOTE: Documents must be in PDF or JPEG format no larger than 10MB.

Important: Ensure ALL documents have been uploaded before moving to next steps

Subject
Sending in medical documentation*

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

Affected Party

Nature of request
Submit supporting Document

Claim/Vantage AC Number (Found on any LOA letter)
AC-24-123456

Description

Please confirm that all attachments have been fully uploaded and processed before submitting the ticket. Otherwise, it can cause issues when viewing the attachments.

Drag and Drop
Select or drop files here.

File Name File Size

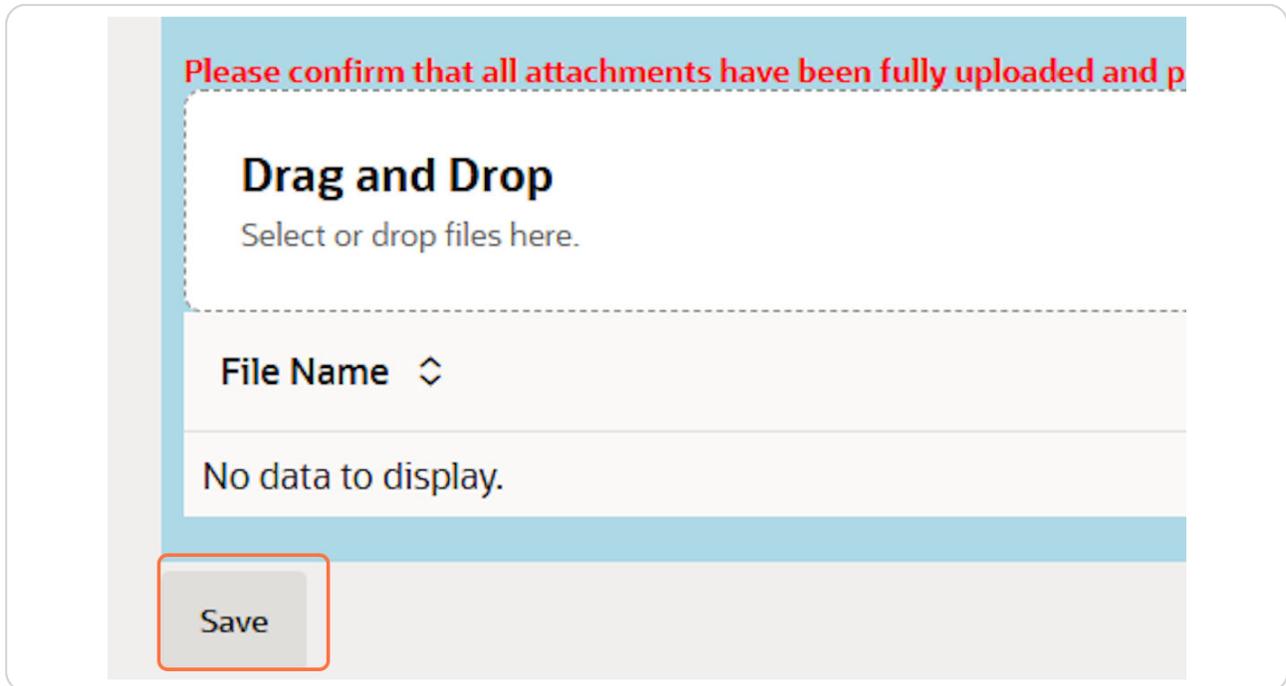
No data to display.

Save

STEP 9

Ensure that all fields above are completed. Then click on "Save" in the lower left corner of the screen to save and submit the documentation.

If you do not click on the Save button, the documentation will not be submitted to the claim.



Please confirm that all attachments have been fully uploaded and p

Drag and Drop
Select or drop files here.

File Name ↕

No data to display.

Save