

Sedgwick's viaOne express application makes it easy for FCA employees to request a new claim, obtain the status of FML/leave claims, upload forms to claims, or ask their claim examiner a question. viaOne express is available on any device, you'll have a 24/7 access and obtain real-time updates.

You are reminded that you are required to report all absences and tardiness in accordance to FCA's Mandatory Call-in Procedure. Failure to properly report any absence or tardy from work may result in disciplinary action, up to and including discharge. The Call-in number to report all absences/tardiness is as follows: 1.800.810.2271. absences/tardiness can be reported 24 hours, 7 days/week.

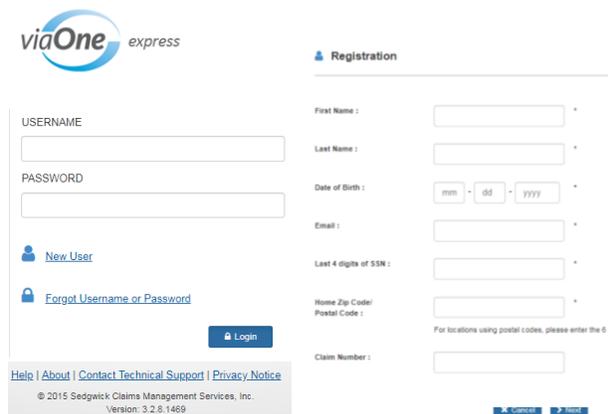
In addition you must contact the FCA Service Center at 1-888-322-4462 to confirm your first day of absence related to your FMLA claim. You will be advised of your eligibility determination within 5 business days (absent extenuating circumstances) of receiving notice of your first day absence.

Access viaOne express

Go to <https://www.claimlookup.com/FCA>

Create a new user account

- Click new user
- Complete the personal information section of the registration page. Click next
- Enter a unique username and password
- Select a security question and answer
- Click submit
- After registration, you will receive a Confirmation email containing your Registration information



The screenshot shows the 'viaOne express' registration page. It features a 'Registration' header and a form with the following fields: USERNAME, PASSWORD, First Name, Last Name, Date of Birth (mm-dd-yyyy), Email, Last 4 digits of SSN, Home Zip Code, Postal Code, and Claim Number. There are links for 'New User' and 'Forgot Username or Password', and a 'Login' button. At the bottom, there are links for 'Help', 'About', 'Contact Technical Support', and 'Privacy Notice', along with copyright information for Sedgwick Claims Management Services, Inc. (2015) and version 3.2.8.1469.

Log in to viaOne express

Go to <https://www.claimlookup.com/FCA>
provide your username and password

Create a claim

Click the submit tab to create a new claim/case or provide a return to work date

View your claims

Click the view tab to access your claims/cases, important documents, leave calendar, and leave balance summary.

Upload claim information

In the related links section, click the upload a file link. This opens a page or section and you can browse and select a file or photo from your PC or mobile device. If you provide an email address or cell phone number, you will receive a notification status of your upload within four hours. Completed attending physician statements can be uploaded to your file using this method.

Contact your examiner

In the related links section, click the green envelope icon in the contact column of the my claims page. Complete the information requested