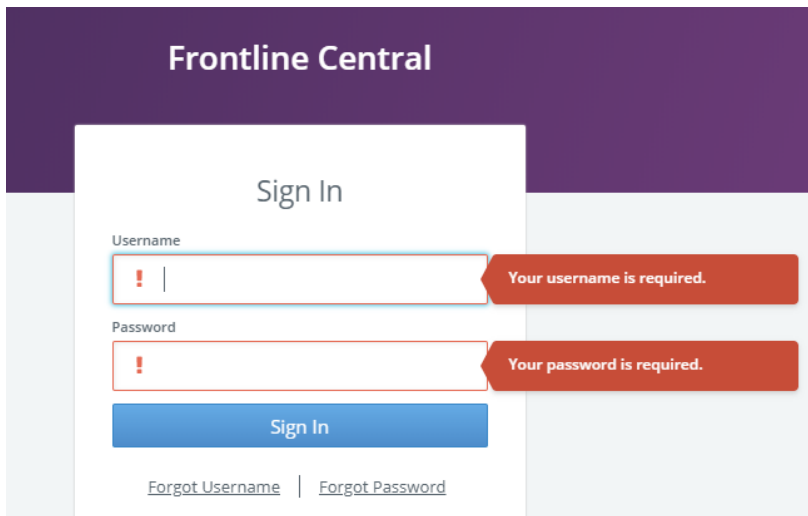


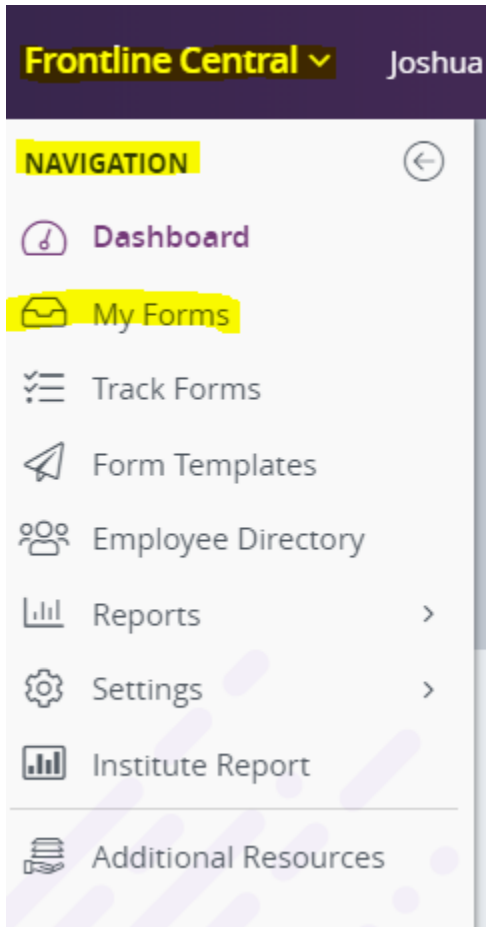
How to Apply For FMLA

- **Sign into Frontline**



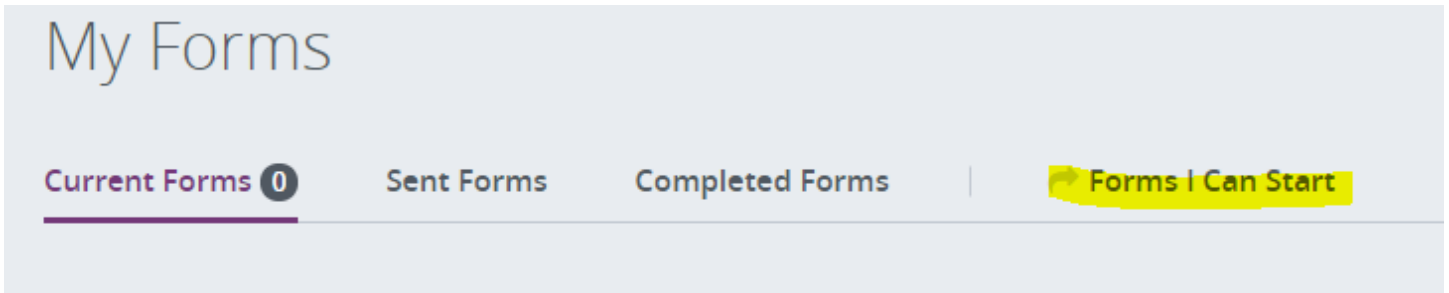
The image shows the 'Sign In' page of the Frontline Central application. The page has a purple header with the text 'Frontline Central'. Below the header is a white box containing the 'Sign In' form. The form has two input fields: 'Username' and 'Password'. Both fields have a red exclamation mark icon and a red error message: 'Your username is required.' and 'Your password is required.' respectively. Below the input fields is a blue 'Sign In' button. At the bottom of the white box are two links: 'Forgot Username' and 'Forgot Password'.

- **Go to Frontline Central**
- **Under navigation**
- **Click My Forms**



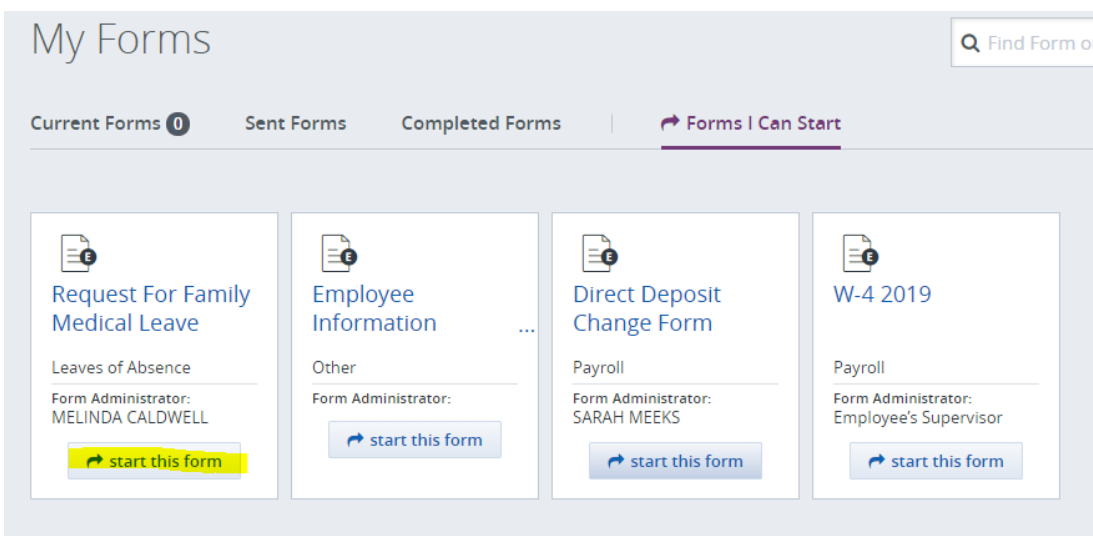
How to Apply For FMLA

- Click Forms I Can Start



The screenshot shows the 'My Forms' dashboard with four tabs: 'Current Forms 0', 'Sent Forms', 'Completed Forms', and 'Forms I Can Start'. The 'Forms I Can Start' tab is highlighted with a yellow background and a cursor icon.

- You will see the below screen
- Click start this form



The screenshot shows the 'My Forms' dashboard with the 'Forms I Can Start' tab selected. There are four form cards displayed:

- Request For Family Medical Leave**
Leaves of Absence
Form Administrator: MELINDA CALDWELL
[start this form](#)
- Employee Information** ...
Other
Form Administrator:
[start this form](#)
- Direct Deposit Change Form**
Payroll
Form Administrator: SARAH MEEKS
[start this form](#)
- W-4 2019**
Payroll
Form Administrator: Employee's Supervisor
[start this form](#)

- Complete the Request For Family Medical Leave form in it's entirety
- Add digital signature
- Add the date
- Attach medical certification from your Health Care Provider for any requested leave

Employee Signature*

Add Digital Signature

Date*

Attach medical certification from your Health Care Provider for any requested leave

upload file

How to Apply For FMLA

Comments (visible to all participants)

Submit Form

- **Add any additional comments (optional)**
- **Click Submit Form**
- **You will be notified when your FMLA Leave has been approved**