

## How to Run Your Agency's Executive Order 109 (EO109) Report (Unum system may still say E094)

Please follow the below instructions to run your EO109 report for your non-occupational job modifications:

- Open up the CR&A database
- Move cursor over the "CR&A Reports" tab and a drop down box will appear.
- Click on "Custom Reports" - you should see "Executive Order 109 Report" listed. Choose this report.
- The Policy window will appear. In the top portion you will see your three policy numbers listed. The top policy number is for your LTD claim that started under CORE. The middle policy number is for your STD claims. The last number is for your LTD claims that started under Unum.
- Select the policy number for which you want to run the report. (For purposes of the EO109 it is most likely you will only need the STD information, but this is your choice.) Click "Add". The selected policy number will show in the bottom window. Click "Next".
- The Agency window will appear. Choose your specific agency from the list. Click "Add". Then click "Next".
- The Selection Criteria window will appear. Choose "SI-STD". Choose "All". Then indicate what date you would like the search to begin. Click "Next".
- The Sort window will appear. Use the drop down box next to the number 1 field to choose how you would like your report to be sorted. You only have to choose one sort, but you do have to choose one. Click "Next".
- The Summary window will appear. Click "Run".
- In a few moments your report should appear.
- You can download this to Excel using the Download button at the bottom right hand corner of the report.

If you have any questions or concerns please contact Lesley Brown at Unum [ljbrown@unum.com](mailto:ljbrown@unum.com)