

Use this checklist to get ready to apply for benefits.

Employees and self-employed people who have chosen coverage can:

- Create a [Frances Online](#) account.
- Apply for benefits online through their Frances Online account.
- Download and print an application (to apply by mail) from the [Paid Leave website](#), or call us at 833-854-0166 (toll-free).

Frances Online is the **quickest and easiest way** to apply for Paid Leave. If you can't access Frances Online, send us a paper application or call us to apply by phone. If you apply with a paper application or by phone, it may take longer for you to receive a response.

You may have someone else apply for Paid Leave benefits on your behalf by filling out the [Designated Representative Form](#). Please see the [Employee Guidebook](#) for more information.

If your employer has an equivalent plan instead of participating in Paid Leave Oregon, you must apply separately under that equivalent plan. Ask your employer for instructions on how to do that.

Get ready

Before you apply:

- Inform your employer — you need to tell your employer at least 30 days before the start date of your leave. In an emergency, you can give them 24-hour verbal notice and then follow up with a written notice within 3 days.

Note: If you can't show that you gave your employer notice about your leave, Paid Leave may reduce your first full weekly benefit payment by 25%.

- Put together the information you will need — details for each step are included in this checklist.
- Create a Frances Online account — Frances Online is the fastest way to apply for benefits.

Step 1: Create a Frances Online account

What you need to create an account:

- Your full legal name and date of birth.
- Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
- Your contact information, including your phone number, email address, physical address, and your mailing address, if it is different than your physical address.
- Your state driver's license or state identification card (if you have one).
- Your email address.
- If you have filed a Paid Leave or Unemployment Insurance claim in the past, you may need to have us send you a letter to set up your account securely.

Step 2: Apply for benefits

You can apply immediately after you create an account in Frances Online. Sign in to Frances Online to apply.

What you need to apply:

- Your login and password for Frances online.
- Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
- The type of leave you are applying for (family, medical, or safe).
- Your requested leave schedule (consecutive or intermittent) and the expected start and end dates of your paid leave.
 - Consecutive leave means that you take leave from the start date to the end date of your leave, without working at any job during that time.
 - Intermittent leave means that you take days or weeks of leave between the start and end dates of your leave, but you also work during your leave. You must take intermittent leave if you are taking leave for two or more life events at the same time.
- Your current and past 18 months of employment information including:
 - Employer's business name, address, and phone number
 - Your employer's business identification number (BIN) or Federal Employer Identification Number (FEIN)

- Your job title (to help you find your occupation)
- Your date of hire
- How often you are paid by your employer
- How much your employer pays you
- The number of days each week that you usually work for each employer
- The date you told your employer about your leave
- Information about Workers' Compensation or Unemployment Insurance Program benefits you may be receiving.
- Information about any equivalent plan coverage you have and any paid leave you have taken under this plan.
- Your preferred benefit payment method. You can choose between a prepaid debit card and direct deposit. If you choose direct deposit, you will need your bank account and routing numbers.
- Your preference for tax withholding.

Step 3: Verify your life event

What you need to verify your life event

We base the documentation you need to verify your [qualifying life event](#) on what type of leave you need to take. **You only need to give us one document from the list for your type of leave.**

Family leave to care for and bond with a child after birth:

- Your child's official birth certificate.
- [Paid Leave Oregon Verification of Birth Form](#).
- A Consular Report of Birth Abroad.
- A court issued document establishing paternity or guardianship.
- A Voluntary Acknowledgement of Paternity signed and witnessed by a hospital representative and issued within 5 days of your child's birth.
- A document by your child's or the pregnant parent's health care provider. The pregnant parent can be you or another parent of the child, but the document needs to list you as a parent of the child. Review the [Employee Guidebook](#) for more information about this document.
- A hospital admission form related to your child's delivery.

For an **additional two weeks of leave related to pregnancy**, you need documentation that shows your relationship to the child as the parent that is currently pregnant or gave birth in the year before the start of your leave.

Family leave to care for and bond with a child after placement through adoption or placement in your home through foster care:

- A copy of a court order that verifies your child's initial placement.
- A letter signed by the attorney representing you as the foster or adoptive parent that confirms your child's placement.
- A document from the foster care, adoption agency, or social worker involved in your child's placement that confirms the placement.
- A document for your child by the United States Citizenship and Immigration Services (USCIS).

Family leave to care for a family member with a serious health condition:

You need to show verification of your family member's serious health condition by a health care provider. Your verification document must also identify you, by first and last name, as a family member of the patient. Use one of the verification forms listed under medical leave.

Medical leave:

The documents on this list have sections that your health care provider or your family member's health care provider need to fill out. Have them fill out or give you **one of the following**:

- [Paid Leave Oregon Verification of Serious Health Condition Form](#)
- [Oregon and Federal Family and Medical Leave Health Care Provider Certification](#)
- [The Family and Medical Leave Act \(FMLA\) Certification of Health Care Provider for Employee's Serious Health Condition Form](#)
 - Note: The U.S. Department of Labor provides this form. You can also use an employer version of the FMLA certification for a serious health condition.
- Other documentation – visit the [Employee Guidebook](#) for a list of documentation requirements

Safe leave:

Provide verification with **one of the following documents:**

- [Paid Leave Safe Leave Verification Form](#).
- A copy of a federal agency or state, local, or Tribal police report.
- A formal complaint to a school's Title IX coordinator.
- A copy of a protective order.
- Other documents from an attorney, law enforcement officer, health care provider, licensed mental health professional or counselor, member of the clergy, Department of Justice employee providing victim services, or a victim services provider.

If you can't provide one of the above forms of documentation due to a lack of services or concerns for the safety of yourself or your child, you may request a copy of the Paid Leave Self Attestation Form. On this form you can explain, in a brief statement, why you need safe leave to take time off work.

After you apply for benefits, check your Frances Online account often so you can respond quickly to any information we may need to approve your application.

For more information about how to apply for benefits through Frances Online, please watch the [How to Apply for Benefits Overview video](#) at paidleave.oregon.gov.

Read our [Employee Guidebook](#), [Self-Employed Guidebook](#), or visit paidleave.oregon.gov for more detailed information about applying for benefits.