

Americans with Disabilities Act (ADA) Accommodation Request

Dentsu is committed to your success at work. As a part of that commitment we have engaged Lincoln Financial Group (LFG) to assist us with addressing employee requests for accommodations to stay at work or return to work as required by the Americans with Disabilities Act Amendments Act (ADAAA).

If you have a medical condition that limits or restricts your ability to complete the essential functions of your job, you may request a reasonable accommodation to enable you to complete the essential functions. LFG will work with you through an interactive process to determine if such an accommodation can be made.

What are Reasons to Make an ADA Request?

You may be able to set up an ADA Accommodation for a variety of reasons, including but not limited to:

Acquiring or Modifying your workplace environment or adjusting how your job is performed:

- Sit-to-Stand Desk
- Ergonomic Stations/Equipment
- Workplace lighting restrictions
- Lifting restrictions
- Service Animals

Part-Time or Modified work schedule due to:

- Your medical condition
- Your recovery from an illness or injury
- Your return to work from a leave of absence which requires restrictions or limitations

How do I Request My ADA Accommodation?

To initiate an accommodation event, visit My Lincoln Portal at www.mylincolnportal.com. (Note: First-time users will need to register using your company code: **BENEFITSPLUS**).

Step One: Click on “Request an Accommodation” and provide the required information. Required information includes:

- Name
- Contact information, including address
- Information about your condition and limitations
- Information about the accommodation you are requesting
- The portal allows you to upload documents including any medical information to support your request. You may upload the signed and completed Accommodation Services release of information form. (Note that your employer can provide the form to you.)

Step Two:

Provide necessary information related to your condition when requested by dentsu or Lincoln Financial Group.

Step Three:

Meet with LFG and your HR partners as requested to discuss your accommodation needs. Each accommodation event is unique. We will communicate with you throughout the process. If you have questions about the process or if you should submit an accommodation request, please contact **DANLOA@dentsu.com**.