

Create an account on paidleave@ma.gov/create-account/

Please use your personal email address, as your MAPFRE access will be shut off

Notify your employer

Begin by speaking with your employer about when you need to take leave. Try to provide at least **30 days' notice** before your official start date, if possible.

Collect information about your leave

While filling out your application, you will be asked for:

- The reason you are taking leave
- The date you notified your employer that you need to take leave
- The date when you are planning to take leave, or when your leave started

Gather documents and personal information

You'll need:

- Proof of ID, such as a driver's license or state ID. You can provide an image of this document online or through the mail
- Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Your employer's Federal Employer Identification Number (EIN)
 - 04-2495247
- Your bank account information
- Information from your health care provider about the serious medical condition you or your family member is experiencing