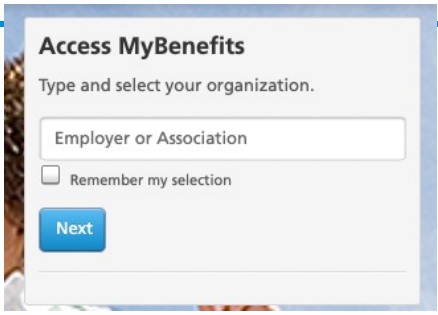
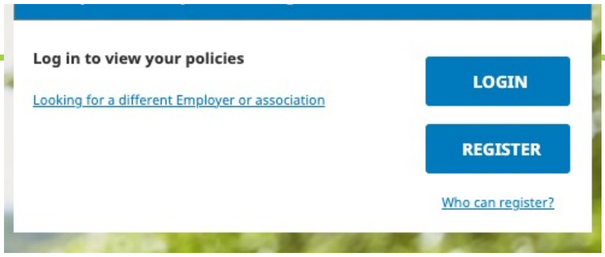
MyBenefits Registration & Beneficiary Designation

All employees must designate a beneficiary with MetLife

Step 1: Go to MyBenefits

- Access MyBenefits at metlife.com/mybenefits.
- Type your employer or company's name in the **Employer or Association** field.
- Click **Next**.



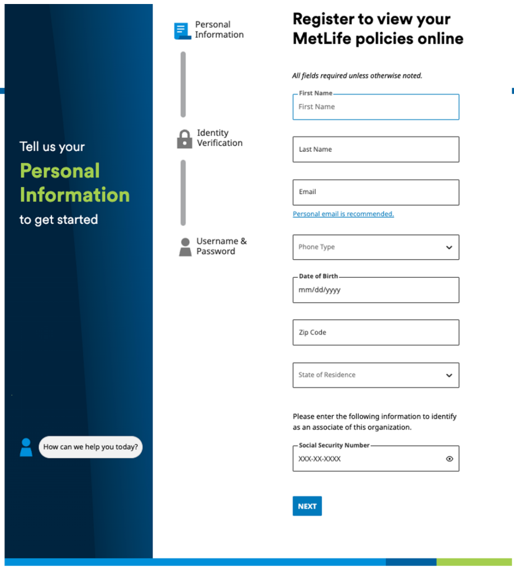


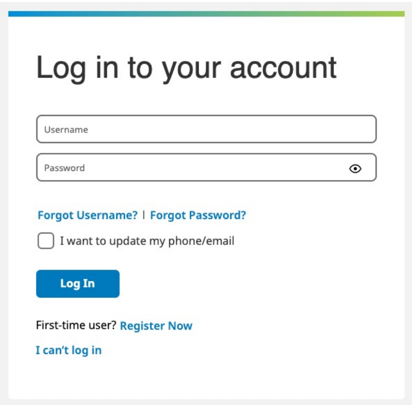
Step 2: Login or Register for MyBenefits

- On the right side of your screen, click **LOGIN** if you already have a MyBenefits account. Then proceed directly to Step 4.
- If this is your first time visiting MyBenefits, click **REGISTER** to perform the one-time registration process.

Step 3: Creating a MyBenefits Account

- You'll need to provide information such as your first and last name, email, date of birth, zip code and state of residence, and your social security number.
- You'll create a username and password, and answer identification questions that will help you if you need to reset your password in the future.
- Then consent to the Terms of Use. If you don't agree with these terms and conditions, you won't be granted access to the MyBenefits website.





Step 4: Log In *(Registered users only)*

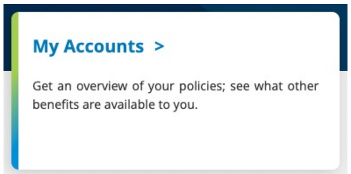
- Type your Username and Password and click **Log In**.

If you forgot your Username and/or Password, click on **Forgot Username?** or **Forgot Password?**.

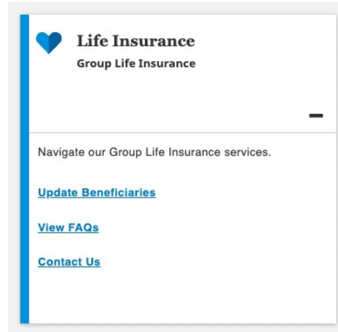
Continue for more information

Step 5: Welcome Screen

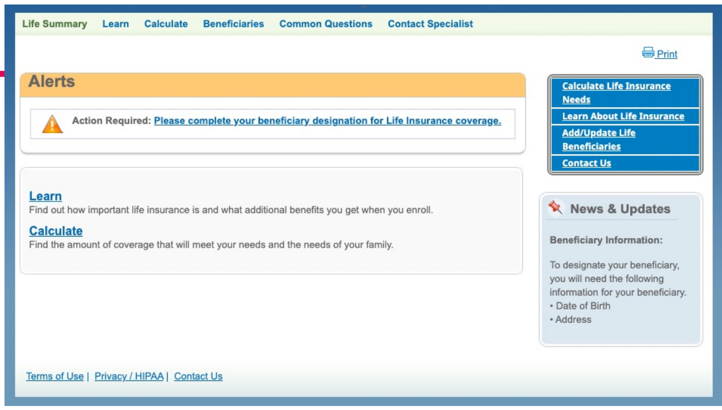
- On the welcome screen, select **My Accounts**.



Step 6: Policy Information



- On the My Accounts page, locate the Life Insurance card and click on **Update Beneficiaries**.



Step 7: Add/Update Life Beneficiaries Link

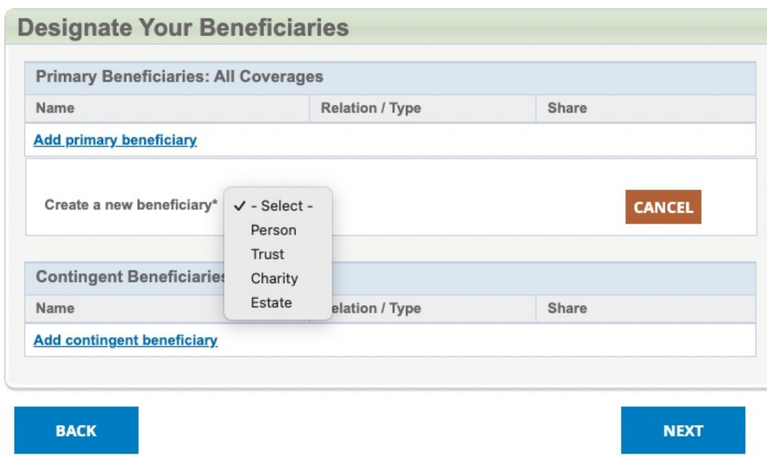
- You can either click **Beneficiaries** at the top of the page or click **Add/Update Life Beneficiaries** on the righthand side of the screen.

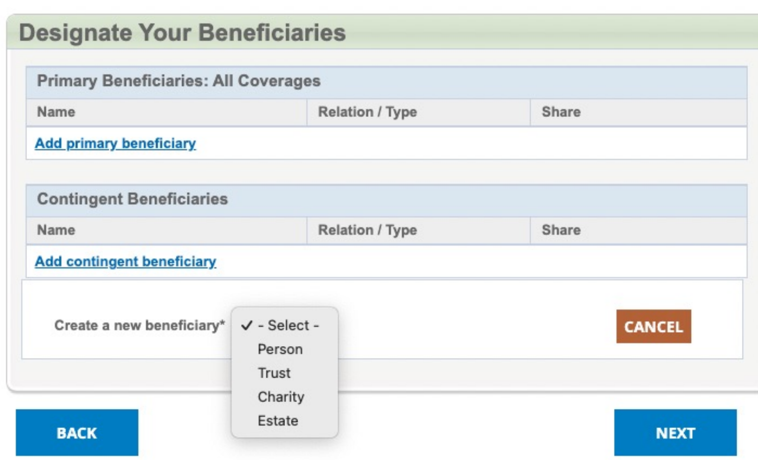
Step 8: Primary & Contingent Beneficiaries

On this page, you can review your current beneficiaries for your listed coverage and add/modify accordingly.

To designate your primary beneficiary/beneficiaries as well as designate your contingent beneficiary/beneficiaries:

- Click **Add primary beneficiary** and select from the dropdown menu if your beneficiary is a person, trust, charity or estate.
- You can perform the same steps if you want to **Add contingent beneficiary** information.

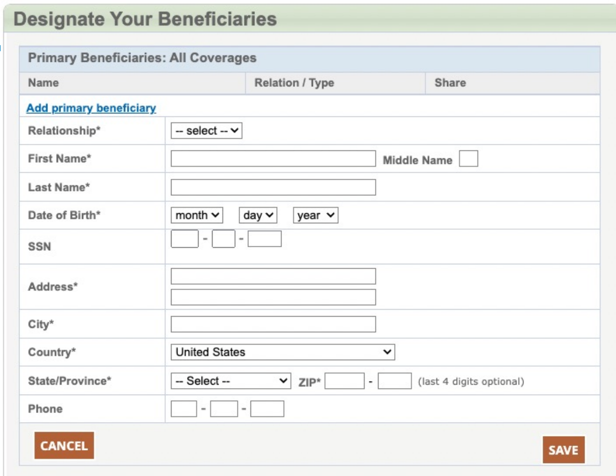




Important Information:

- A person named as a Primary Beneficiary should not be named as a Contingent Beneficiary.
- The employee is the beneficiary for all Dependent Life coverages.
- Any changes made will overwrite any previous beneficiary designations.
- Coverage elections are based on the information on record.

Continue for more information



Step 9: Add or Modify Beneficiary Information

Designate Your Beneficiaries:

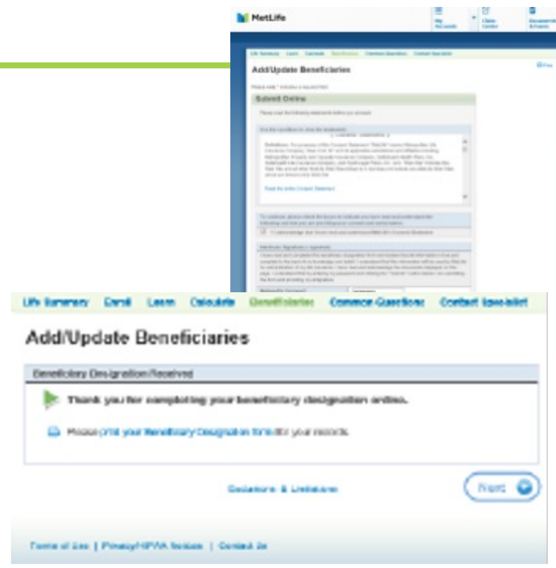
- Review, add or modify beneficiary information
- Next, you'll want to confirm and indicate the percentage of your life insurance benefit (share) to be paid to each beneficiary.

Step 10: Submission & Confirmation

You'll be required to review and acknowledge all legal statements and disclosures before continuing.

- Check the boxes to indicate that you've read, understand, consent and authorize the changes made.
- You may be required to enter your MyBenefits Password, that you selected during registration, to serve as your electronic signature to your Beneficiary Designation submission.
- Click **Submit**.

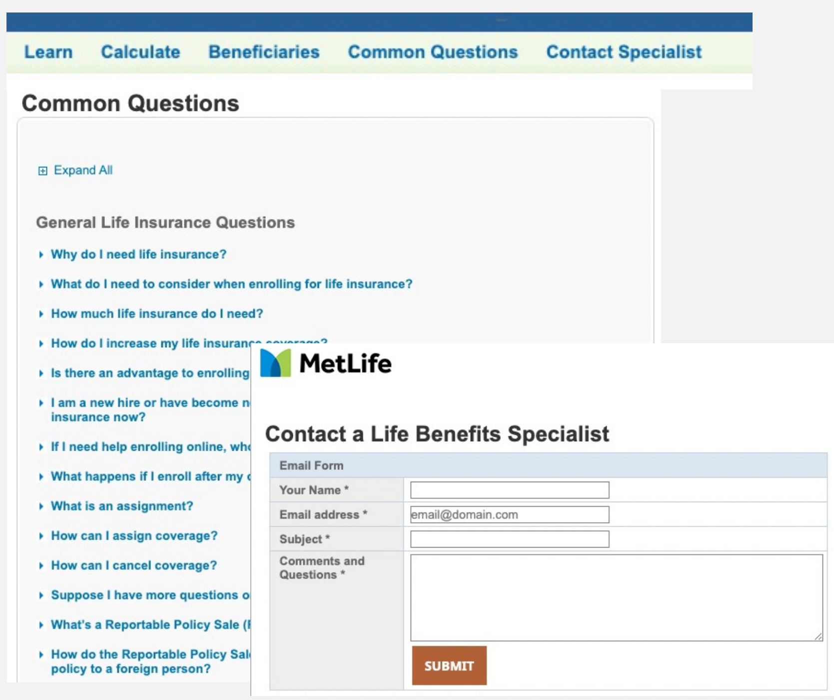
You'll see confirmation for your designation. You can select **print your Beneficiary Designation** to secure a copy for your records.



Common Questions & Contact a Specialist

Choose from the top menu bar **Common Questions** or **Contact Specialist**.

- When contacting a specialist, you'll need to complete the Email Form by providing: your name, contact email address, subject and your comments/questions. Click **Submit**.



You can also:

Email
termlife@lpmservices-metlife.com

Call
1-866-492-6983
Monday – Friday, 8am – 11pm ET