

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.

Type and select your organization.	
Employer or Association	
Remember my selection	
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.

	Personal Information	Register to view your MetLife policies online
		All fields required unless otherwise noted.
		First Name
	1	First Name
Tell us your	Identity Verification	Last Name
Personal		
Information		Email
to get started		Personal email is recommended.
	Username & Password	Phone Type 🗸
		Date of Birth
		mm/dd/yyyy
		Zip Code
		State of Residence
		Please enter the following information to identify as an associate of this organization.
How can we help you today?		Social Security Number
		NEXT

Log in to your account

Username Password Password Forgot Username? | Forgot Password? I want to update my phone/email Log In First-time user? Register Now I can't log in

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?**.



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.

Primary Beneficiaries: Al	Coverage	S		
Name		Relation / Type	Share	
Add primary beneficiary				
Create a new beneficiary*	 ✓ - Select - Person Trust]	c	ANCEL
Contingent Beneficiaries	Charity			
Name	Estate	elation / Type	Share	
Add contingent beneficiary				
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Primary Beneficia	ries: All Coverages
Name	Relation / Type Share
Add primary benefic	lary
Relationship*	select V
First Name*	Middle Name
Last Name*	
Date of Birth*	month v day v year v
SSN	
Address*	
City*	
Country*	United States 🗸
State/Province*	Select V ZIP* - (last 4 digits optional)
Phone	

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.

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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

Learn	Calculate	Beneficiaries	Common Questions	Contact Specialist
Comm	non Quest	ions		
⊡ Expar	d All			
Genera	al Life Insuran	ce Questions		
Why d	o I need life insura	ance?		
What	do I need to consi	der when enrolling for li	fe insurance?	
► How n	nuch life insurance	e do I need?		
► How d	o I increase my lif	e insuran	41 :£a	
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I am a insura	new hire or have new hire new?	become n		
▶ If I nee	ed help enrolling o	Contac	t a Life Benefits S	pecialist
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How c	an I assign covera	subject *		
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