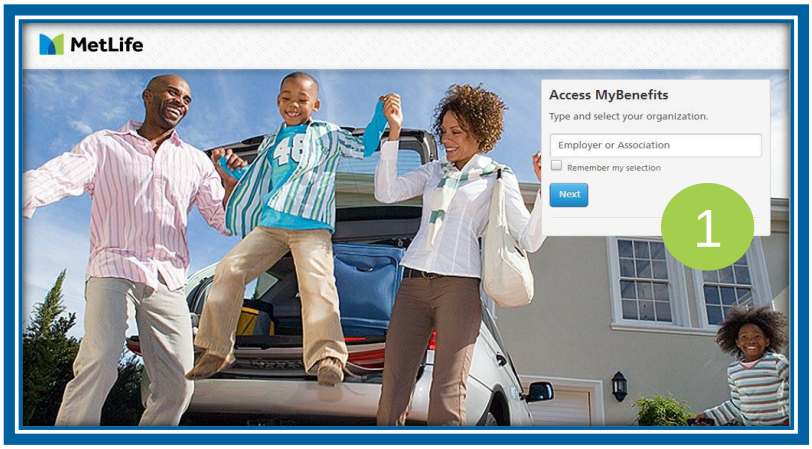
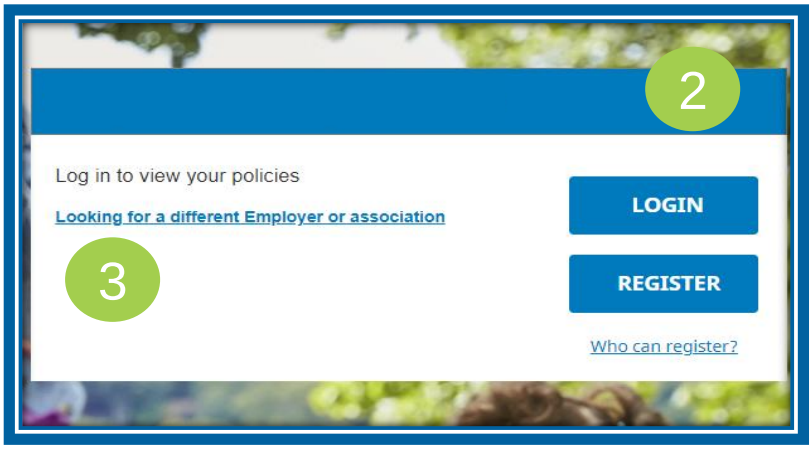
MetLife

A Step-by-step Guide to MyBenefits Registration

Pre-Registration

1. Upon navigation to www.metlife.com/mybenefits, you'll see the screen on the right. Enter the name of your employer or organization into the field in the upper-right corner. A dropdown menu of organizations may appear with options to choose from (if more than one match is found, select the organization you want to register and click "Next").
2. You'll be taken to a screen that asks you to select whether you would like to login or register. The interface may vary.
3. Regardless of the interface, select "Create a New Account" or "Register Now." If you believe you have selected the wrong organization, click on the link that reads "Looking for a different Employer or association. This link will take you back to the screen where you can choose a different organization.

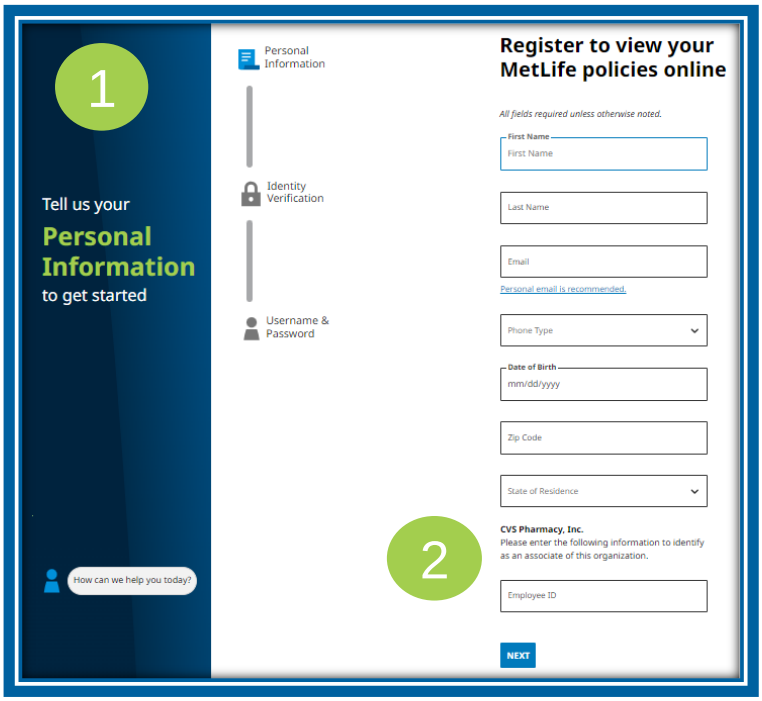




Registration

From here, you'll be taken to Step 1 of the registration process.

1. Enter your personal information: first name, last name, email address. Select the type of phone number you have (mobile or landline) and enter your US based phone number, DOB, zip code and state.
2. After entering all this information, you may be prompted to enter information specific to your employer or organization, depending on how your organization has set up its registration process. For example, you may be asked to enter your Employee ID or SSN. Upon entering the information, click "Next".



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Registration Continued

3. If your identifying information does not match publicly available information about your identity, you may be prevented from creating an account.

   Next, you'll be asked to verify your identity via a **verification code** on the screen below. Select whether you'd like to receive the code via text message or voice message, and sometimes an email if that information is already available to MetLife.

4. You'll be taken to the 2nd screen on the right. Retrieve the code, then enter it in the text field. The code will expire after 15 minutes, in which case you will need to generate another code. Click **"Next"**.

5. Your email address will be a suggested username in the first text field. We recommend using this as your username, but you may change it. Enter and confirm your desired password in the next two text fields.

   If you'd like MetLife to remember your device, so that you don't have to verify your identity every time you login to your online account, select the **"Remember this Device"** checkbox. Your device will be remembered for a maximum of six months.

6. Decide whether you'd like to receive documents electronically by selecting one of the radio buttons at the bottom of the page. You may view the relevant links. Click "Submit". Upon successful submission, you should receive a congratulatory confirmation message.

7. Finally, select "Go to Dashboard" and you will be taken to your Dashboard.

