

# MyBenefits Registration

## Pre-Registration

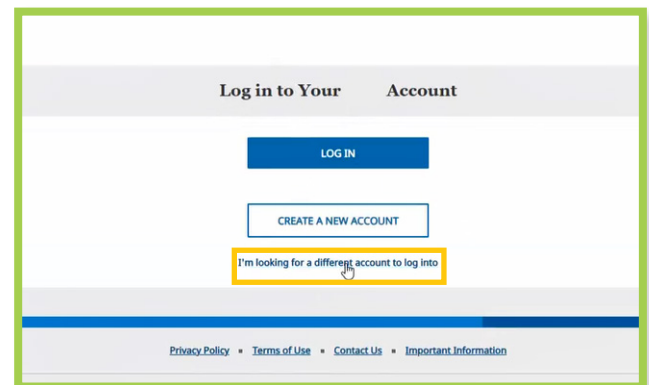
Upon navigation to either [online.metlife.com/benefits](https://online.metlife.com/benefits) or [mybenefits.metlife.com](https://mybenefits.metlife.com), you'll see the following screen:

Enter the name of your employer or association into the field in the upper-right corner. A drop-down menu of organizations may appear with options to choose from (if more than one match is found).

You'll be taken to a screen that asks you to select whether you would like to login with an existing username or create a new account. The interface will vary based on your employer.

Regardless of the interface, select **“Create a New Account”** or **“Register Now.”**

If you believe you have selected the wrong employer interface, click on the link that reads **“I'm looking for a different account to log into”** or **“Looking for a different employer or association?”** This link will take you to a webpage where you can register as a common user.



## Registration

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

1. Enter your first name, last name, email address
2. Select the type of phone number you have (mobile or landline) and then enter your phone number
3. Enter your social security number, date of birth, and zip code
4. After entering all of this information, you may be prompted to enter information specific to your employer, depending on how your organization has set up its registration process. For example, you may be asked to enter your employee ID. Upon entering the information, click **“Next”**.



Navigating Life Together

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# Registration Continued

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.

You'll be taken to the screen below. 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"**.

1. 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.  
2. Enter and confirm your desired password in the next two text fields.

Your password must:

- ▶ Contain 8-20 characters
- ▶ Contain a lowercase letter
- ▶ Contain an uppercase letter
- ▶ Contain a number
- ▶ Not contain special characters other than a hyphen or underscore

3. 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.

4. Choose whether you'd like to receive paperless documents by selecting one of the radio buttons at the bottom of the page. You may view the eConsent Policy by clicking on the relevant links.

5. Click **"Submit"**. Upon successful submission, you will receive a congratulatory confirmation message.

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

By entering your information we're able to complete **Identity Verification**

Personal Information

Identity Verification

Username & Password

We will send you a verification code. How would you like to receive the code?  
[What is this for?](#)

Text message: \*\*\*-\*\*\*-7890\*

Voice message: \*\*\*-\*\*\*-7890

Email: \*\*\*\*\*@gmail.com

\*Standard text message rates may apply

By entering your information we're able to complete **Identity Verification**

Personal Information

Identity Verification

Username & Password

We have found you in our records. A text message with a code has been sent to: (\*\*\*). \*\*\*-7890  
[What is this for?](#)

Enter your code within: 14:23

Verification Code

[Resend code.](#)

Complete registration by creating your **Username Credentials**

Personal Information

Identity Verification

Username & Password

All fields required unless otherwise noted.

Username  
Tom.abotts@gmail.com

You can edit your username, however we recommend your personal email.

Password

Confirm Password

Remember this device (Optional)

By selecting this option, you will not be required to verify this device when logging in. We recommend that you only select this option when on a trusted, private device.

Terms of Use

I have read and agree to the [Terms of Use](#)

Welcome,

Congratulations, you have successfully registered and are ready to view your policies.

Thank you for going **Green** and signing up for paperless communication!  
We may still mail you when necessary.\*

MetLife | Welcome

MY ACCOUNTS CLAIM CENTER DOCUMENTS & FORMS

**My Accounts**  
View your policy activity and information

Don't See All Your Policies

Filter page view

Complete your Statement of Health (SOH) application.

Disability Insurance  
Short Term Disability, Long Term Disability, Paid Family Leave

I Want To

Most Recent Claims [View All](#)

Claim no	Disability/Absence Start Date	Status
888123001	3/22/2019	Closed
888123002	3/23/2019	Open

Absence Management  
Absence Management and Disability

I Want To

Absence Management & Disability coverage enables you to report, view and manage your absences from work. Disability coverage ensures that you'll receive a portion of your income if you need to stop working for a period due to a disabling illness or accident.

Recent Absences [View All](#)

Number	Start Date	Status
1131204241	7/17/2018	Pending