

**Requesting a Salary Deferral Report is quick and easy**

Contact your Relationship Management Team to sign up

We are excited to provide you with the Salary Deferral Report. You can elect to receive a secure report weekly outlining new employee enrollments.

**Benefits of deferral reporting:**

* Eliminates the wait time for a participant to turn in their salary deferral letter
* Participant deductions begin immediately
* Fast reporting on new enrollment and contribution elections

**How it works:**

* Receive a weekly email sent on a Monday from Metropolitan Life Insurance Company sent securely with password-protected file.
* Password to access the file will be: **$#plannumber\_dateofreport#$**
* Date of report will be in the name of each attachment within the email

We strive to make it easy to do business with us and hope that you take advantage of this new benefit to help expedite the completion of your enrollments.

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