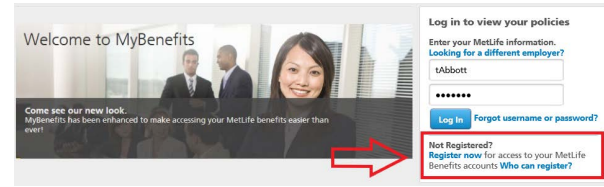


1

## Getting Started

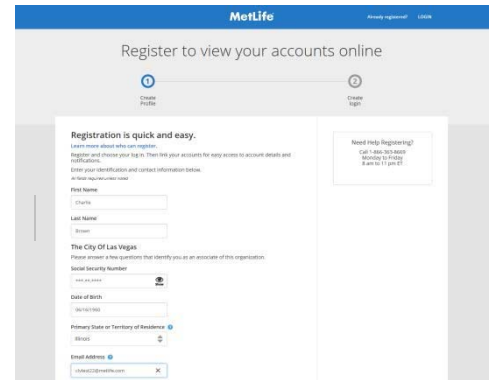
Access MyBenefits at [mybenefits.metlife.com/wasebb](http://mybenefits.metlife.com/wasebb). If you are not yet registered, click on the 'Register Now' link to access your MetLife Benefits accounts online. Registration is quick and easy. If you need assistance, call 1-833-854-9624. If you are already registered, please see step 4.



2

## Create Your Profile

Enter your name, social security number and date of birth. Include an email address to receive email notifications of your transactions. Create a user name 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 and Electronic Consent. If you do not agree with these terms and conditions, you will not be granted access to the MyBenefits website.



3

## Confirmation

Review your confirmation page to know your registration was successful. Then select **Go To My Accounts**.

### Congratulations! You are Registered!

#### Your communication preferences

As you requested during registration, your policy documents and bills will be sent electronically. You can change your delivery choice any time.

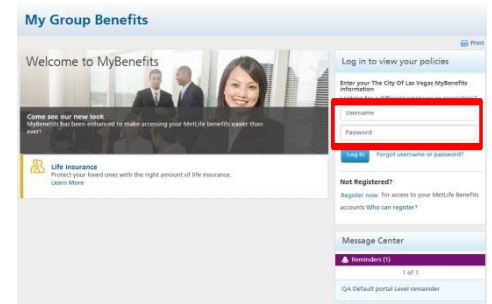
- Go to My Profile
- Click Communication Preferences
- choose Electronic or US Mail

GO TO ACCOUNTS

4

## Log In – Registered users only

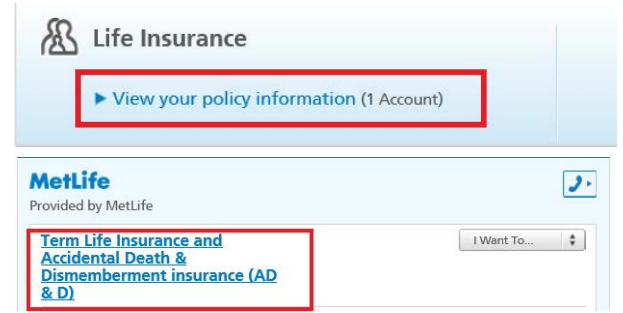
Type your Username and Password to log in. If you forgot your username or password, click on “[Forgot username or password](#)”.



5

## Select View your policy information

1. Select View your policy information under Life Insurance.
2. Select Term Life insurance and AD&D.



6

## Beneficiaries

You can review your current beneficiaries for your listed coverage(s) and add/modify accordingly. To designate a new beneficiary, click on “**Modify beneficiaries**” for All Coverages.

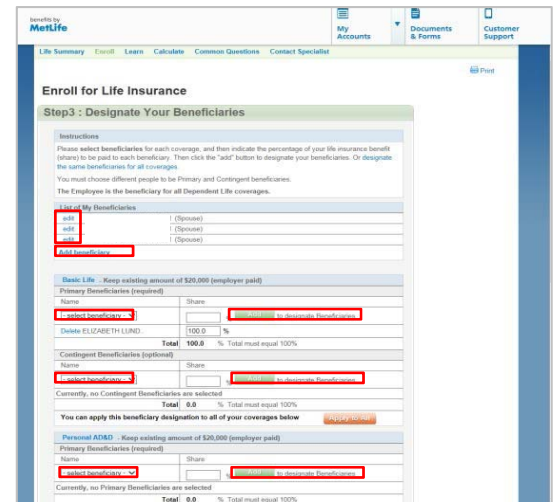


7

## Review, Add or Modify Beneficiaries

**Designate Your Beneficiaries:** You can review, add or modify beneficiaries for each coverage and indicate the percentage of your life insurance benefit (share) to be paid to each beneficiary. Click the **Add** button to designate or modify your beneficiaries.

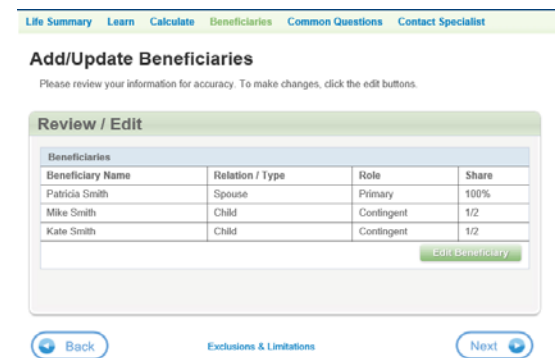
**Note:** A person named as a Primary Beneficiary should not be named as a Contingent Beneficiary. The employee is the beneficiary for all Dependent Life coverages. Any changes made will overwrite any previous beneficiary designations. Coverage elections are based on the information on record.



8

## Selection Review

Review your entries for accuracy. If you entered something incorrectly, you can click **Edit Information**. When finished reviewing all selections, click **Next**.



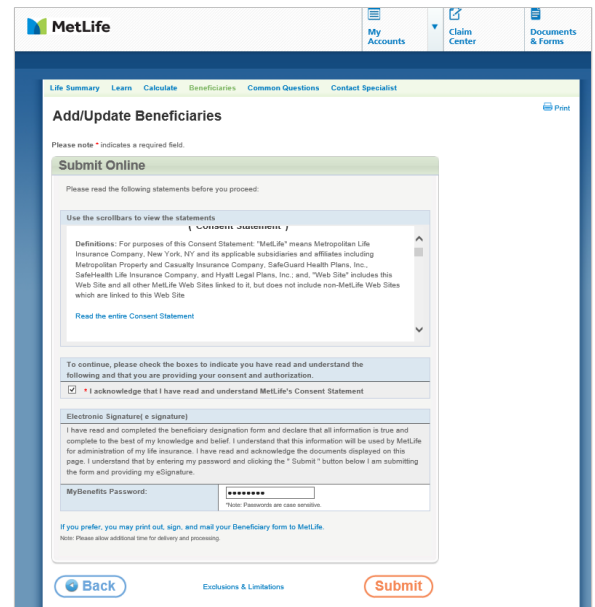
# 9

## Submission

You must review and acknowledge all of the legal statements and disclosures before continuing. After reading the statements, please check the boxes to indicate that you have read and understand the following and that you are providing your consent and authorization for: Fraud Warning, Declarations and Signature, Privacy Notice, Consent Statement,

At the bottom of the page you must enter in your **MyBenefits password** that you selected during registration. This will serve as your electronic signature to your Beneficiary Designation submission.

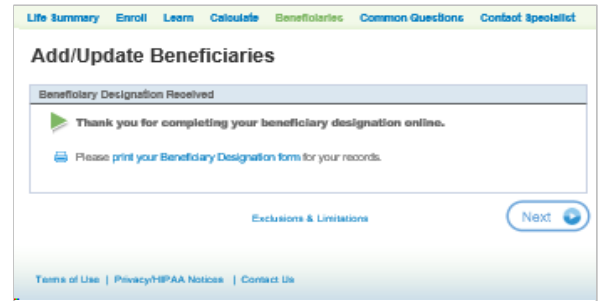
Press the **Submit** button to submit your designation to MetLife and the process is complete.



# 10

## Confirmation

You will see a confirmation for your designation. Select **Print your beneficiary designation** to secure a copy for your records.



# 11

## Questions?

You can choose from the top menu bar “Common Questions” or “Contact Specialist”.

### Contact a Life Benefits Specialist

Complete the email Form by providing your email address and a brief description of your question. When finished, click “Submit”. In most cases, you should expect a response from us within two business days.

You may also contact a Specialist by telephone at (1-866-492-6983) or email at [termlife@lpmservices-metlife.com](mailto:termlife@lpmservices-metlife.com), 8am-11pm EST Monday through Friday.



# 12

## Log Out

Upon completion, you can sign out of MyBenefits by clicking on “Log out” at the top right corner of your screen.

