

#### www.metlife.com/mybenefits

### How to Register on MyBenefits

MyBenefits provides you with a personalized, integrated and secure view of your MetLife-delivered benefits. You can take advantage of a number of self-service capabilities as well as a wealth of easy to access information. MetLife is able to deliver services that empower you to manage your benefits. As a first time user, you will need to register on MyBenefits. To register, follow the steps outlined below.

## Registration Process for MyBenefits

**Provide Your Group Name** 

Access MyBenefits at www.metlife.com/mybenefits and enter your group name and click 'Submit.'



#### **The Login Screen**

On the Home Page, you can access general information. To begin accessing personal plan information, click on 'Register Now' and perform the one-time registration process. Going forward, you will be able to log-in directly.

# Step 1: Enter Personal Information Enter your first and last name, identifying data and e-mail address.



Step 2: Create a User Name and Password

Then you will need to create a unique user name and password for future access to MyBenefits.

The User Name and Password requirements may vary by company setup. General setup includes a User Name between 8-20 characters, containing at least one letter and one number, and a password between 6-20 characters, containing at least one letter and one number.

#### **Step 3: Security Verification Questions**

Now, you will need to choose and answer three identity verification questions to be utilized in the event you forget your password.

#### Step 4: Terms of Use

Finally, you will be asked to read and agree to the website's Terms of Use.

#### **Step 5: Process Complete**

Now you will be brought to the "Thank You" page.

Lastly, a confirmation of your registration will be sent to the email address you provided during registration.



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# If you are enrolled on the MetLife Accident or Critical Illness plans, MetLife will pay you for taking care of your health!

If you are enrolled in accident insurance or critical illness insurance you will receive a payment for screenings you may already be receiving. With MetLife's Health Screening Benefit, available with accident insurance and critical illness insurance, you'll receive a payout each year when you or one of your covered dependents have one of the covered screenings or tests. These claims have to be filed by 12/31 in order to get the benefit.

#### Here's how it works

Susan goes to the doctor for an annual physical. Afterwards, she calls the MetLife Claims Department at 800-GET-MET8, or goes online at www.metlife.com/mybenefits. Susan receives her wellness payment within 10 days or less. It's that easy!

This benefit is separate from any other benefit you may be eligible to receive under your accident, and critical illness insurance plan.

#### Some of the covered screening/prevention measures are:

- Annual physical exam/Well child visit
- Biopsies for cancer
- Blood test to determine total cholesterol
- Blood test to determine triglycerides
- Bone marrow testing
- Breast ultrasound

- Colonoscopy
- Electrocardiogram (EKG)
- Human papillomavirus (HPV) vaccination
- Lipid panel
- Mammogram
- Skin cancer screening

#### Filing a Health Screening Benefit claim is easy!

**Call-** 1-800-GET-MET8 (1-800-438-6388). You will talk with a MetLife representative and they will file your claim over the phone, it's that easy. Have your physician's name, address, phone number, and testing information details available.

#### Or file online by using the below steps:

- 1. Log on to www.metlife.com/mybenefits and enter in your companies name in the Company Name field. Click the 'Next' button.
- 2. You will then see the 'Welcome to MyBenefits' page where you can register as a MyBenefits user or if you have already registered, enter your name and password.
- 3. Select "File a Claim Online" from the "I want to" dropdown.
- 4. Select "Wellness (Health Screening)".

Claims are generally processed within 10 business days