

Beneficiary Management Experience

During Open Enrollment all employees must designate a beneficiary through MetLife



1

Getting Started

Go to the [MetLife County of San Diego](#) Website!

OR

On the main [MetLife](#) page, type **County of San Diego** in the company name field then select **Next**.

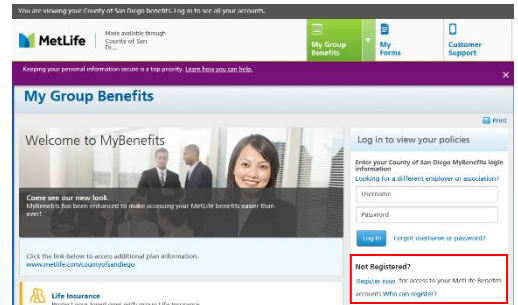


2

Register Now

To register, click on the 'Register Now' link to access your MetLife Benefits accounts online. Registration is quick and easy. If you are already registered, please see Step 5.

If you need assistance, call (866) 363-8669 or (877) 963-8932.



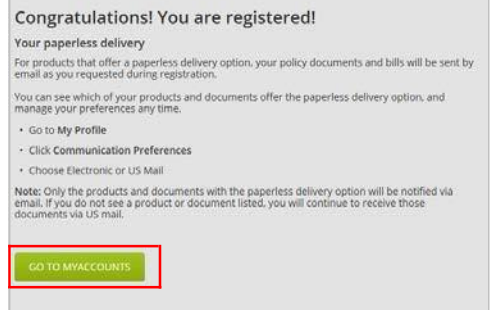
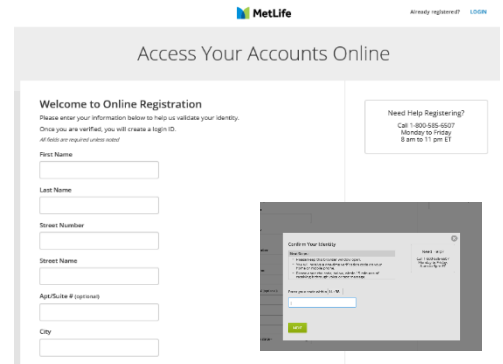
3

Create Your Profile

Enter the information requested for verification. Include an email address to receive email notifications of your transactions. Next, confirm your identity through email or text. Lastly, enter SSN, Date of Birth, State of Residence.

You will then create a Password, answer Security Questions and acknowledge the Consents to Terms of Use.

Note: If you do not agree with these terms and conditions, you will not be granted access to the MyBenefits website.



4

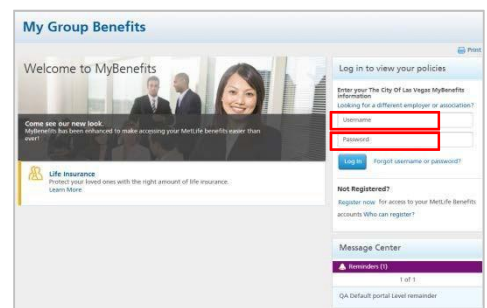
Confirmation

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

5

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".



6

Select Policy Information

1. Select the Group Life Insurance link to open the life coverage window.
2. Select add/update life beneficiaries

Life Insurance

View your policy information(1 Account)

MetLife Group Specific Benefits
Made available by County of San Diego

Group Life Insurance 1

You're enrolled in Life Insurance and Accidental Death & Dismemberment Insurance (AD&D). Life Insurance provides competitively-priced, simplified insurance for a specific period of time. Accidental Death and Dismemberment Insurance helps pay for a covered accident that results in paralysis or in loss of life, speech, hearing or sight.

View additional policy details.

MetLife

Life Summary Learn Calculate Beneficiaries Common Questions Contact Specialist

Life Coverage Summary

Beneficiaries 2

Your Requested Beneficiaries*

Calculate Life Insurance Needs
Learn About Life Insurance
Add/Update Life Beneficiaries
Contact Us

7

Beneficiaries

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

benefits by MetLife

Life Summary Learn Calculate Beneficiaries Common Questions Contact Specialist

Add/Update Beneficiaries

Select your beneficiaries for all coverages below and click "Next" to move on. Or you may designate beneficiaries for each coverage.

You must designate at least one primary beneficiary. A primary or contingent beneficiary is a person who may become eligible to receive benefits under an insurance policy.

Designate Your Beneficiaries

Primary beneficiaries - All Coverages

Name	Relation / Type	Share
Add primary beneficiary		

Create a new beneficiary (Select) [Button]

Contingent Beneficiaries

Name	Relation / Type	Share
Add contingent beneficiary		

8

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.

benefits by MetLife

Life Summary Enroll Learn Calculate Common Questions Contact Specialist

Enroll for Life Insurance

Step 3 : Designate Your Beneficiaries

Instructions

Please select beneficiaries for each coverage, and then indicate the percentage of your life insurance benefit (share) to be paid to each beneficiary. Then click the "next" button to designate your beneficiaries. Or designate the same beneficiaries for all coverages.

You must choose different people to be Primary and Contingent beneficiaries.

The Employee is the beneficiary for all Dependent Life coverages.

Primary Beneficiaries

Name	Relation / Type	Share
Add	(Spouse)	
Add	(Spouse)	
Add	(Spouse)	

Basic Life - Keep existing amount of \$20,000 (employer paid)

Primary Beneficiaries (required)

Name	Share
Add/Update Beneficiary	Add/Update Beneficiary
Debbie ELIZABETH LUND	100.0 %
Total: 100.0 %	% Total must equal 100%

Contingent Beneficiaries (optional)

Name	Share
Add/Update Beneficiary	Add/Update Beneficiary
Total: 0.0 %	% Total must equal 100%

Currently, no Contingent Beneficiaries are selected.

You can apply this beneficiary designation to all of your coverages below [Apply to All]

Personal AD&D - Keep existing amount of \$20,000 (employer paid)

Primary Beneficiaries (required)

Name	Share
Add/Update Beneficiary	Add/Update Beneficiary
Total: 0.0 %	% Total must equal 100%

Currently, no Primary Beneficiaries are selected.

9

Selection Review

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

Life Summary Learn Calculate Beneficiaries Common Questions Contact Specialist

Add/Update Beneficiaries

Please review your information for accuracy. To make changes, click the edit buttons.

Review / Edit

Beneficiaries

Beneficiary Name	Relation / Type	Role	Share
Patricia Smith	Spouse	Primary	100%
Mike Smith	Child	Contingent	1/2
Kate Smith	Child	Contingent	1/2

[Edit Beneficiary](#)

[Back](#) [Exclusions & Limitations](#) [Next](#)

10

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, Consent to Transfer Personal Data to the United States, and Massachusetts e-signature disclosure notice.

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.

11

Confirmation

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

Name	Action
Dependent Life	Learn How
Coverage that doesn't require proof of good health	\$60,000.00
Coverage that requires proof of good health	\$20,000.00
Total coverage requested	\$80,000.00

12

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, 8am-11pm EST Monday through Friday.

13

Log Out

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