

Beneficiary Management Experience

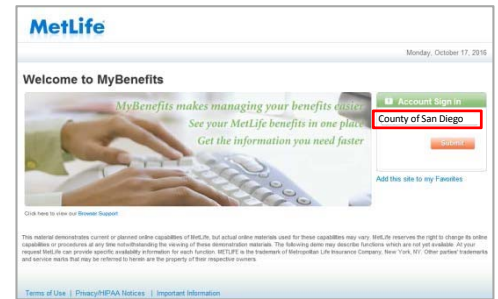
All employees must designate a beneficiary through MetLife



1

Getting Started

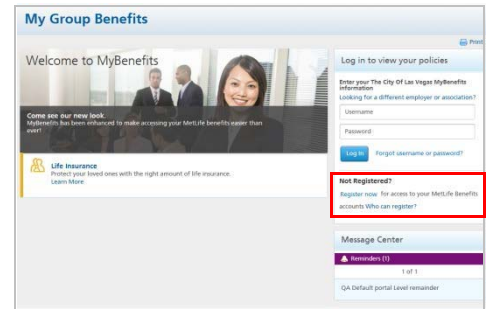
Access MyBenefits at www.metlife.com/mybenefits and type **County of San Diego** in the company name field then select **Submit**.



2

Register Now

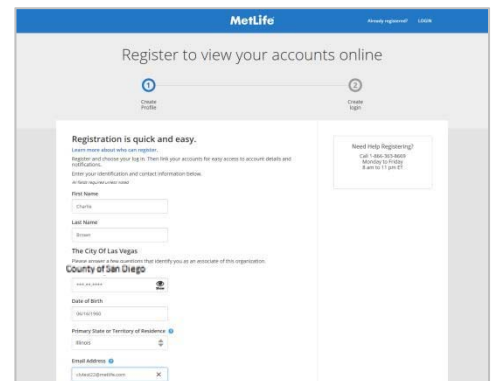
To register, click on the 'Register Now' link to access your MetLife Benefits accounts online. Registration is quick and easy. If you need assistance, call 1-866-363-8669. If you are already registered, please see step 5.



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Create Your Profile

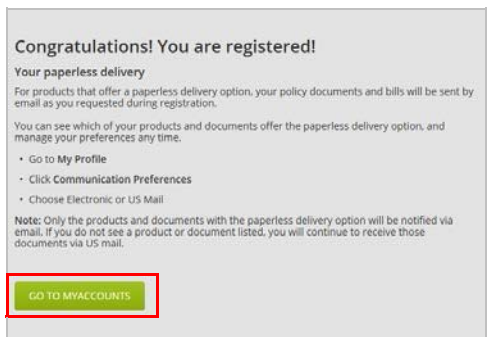
Enter your name, social security number and date of birth. Include an email address to receive email notifications of your transactions. Create a user name and password, and answer identification questions that will help you if you need to reset your password in the future. Then consent to the Terms of Use. If you do not agree with these terms and conditions, you will not be granted access to the MyBenefits website.



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Confirmation

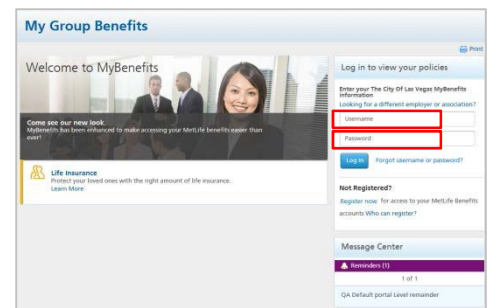
Review your confirmation page to know your registration was successful. Then select **Go To My Accounts**.



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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](#)”.



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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.

The screenshot shows the 'Add/Update Beneficiaries' page. Under the 'Designate Your Beneficiaries' section, there is a table with columns for Name, Relation / Type, and Share. Below the table, there is a button labeled 'Add primary beneficiary' which is highlighted with a red rectangular box. There is also a 'Create a new beneficiary' dropdown menu and a 'Cancel' button.

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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.

The screenshot shows the 'Enroll for Life Insurance' page, Step 3: Designate Your Beneficiaries. It includes instructions and a table for 'Primary Beneficiaries' and 'Contingent Beneficiaries'. In the 'Primary Beneficiaries' table, the 'Add' button is highlighted with a red box. Below the tables, there are sections for 'Basic Life' and 'Personal AD&D' with 'Add primary beneficiary' buttons highlighted in red.

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Selection Review

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

The screenshot shows the 'Add/Update Beneficiaries' page in a review mode. It features a table titled 'Review / Edit' with the following data:

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

Below the table is an 'Edit Beneficiary' button. At the bottom of the page, there are 'Back', 'Exclusions & Limitations', and 'Next' buttons.

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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.

The screenshot shows the 'Enroll or Modify Life Insurance' page, Step 5: Enrollment Submission. It includes a 'FRAUD WARNING' section and a consent section with checkboxes for 'Authorization' and 'Consent to Transfer Personal Data to the United States'. At the bottom, there is a 'Submit' button highlighted with a red box, along with 'Back' and 'Exclusions & Limitations' buttons.

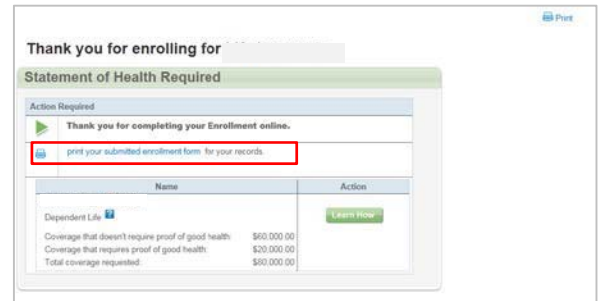
At the bottom of the page you must enter in your **MyBenefits password** that you selected during registration. This will serve as your electronic signature to your Beneficiary Designation submission.

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

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Confirmation

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



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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.



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Log Out

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

