

# How To Register On MyBenefits

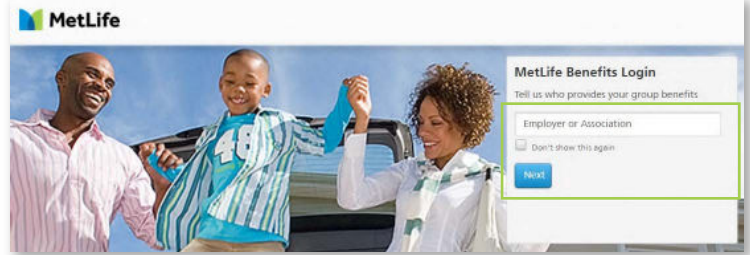
MyBenefits provides you with a personalized, integrated and secure view of your MetLife delivered benefits. You can take advantage of a number of self-service capabilities as well as easy to access information. As a first-time user, you will need to register on MyBenefits by following the steps outlined below:

## Registration Process For MyBenefits:

### STEP 1 – Provide A Group Name

Access MyBenefits at [mybenefits.metlife.com](http://mybenefits.metlife.com). Enter your employer name, select it in the drop down and select 'Next'. Save this URL to access your MyBenefits account in the future.

**This will be 'Diocese of Jefferson City'**



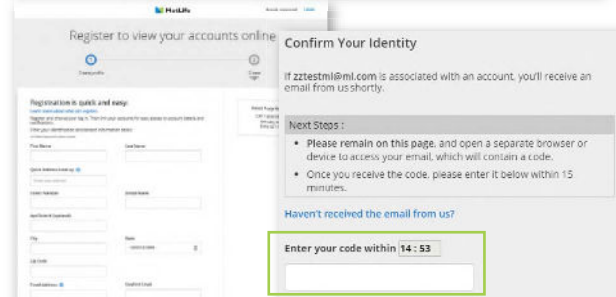
### STEP 2 – Register

Once you have selected your employer, from the MyBenefits Home Page you will then select the 'Register' button. Note – Current users will select 'Log In' and enter their username and password.



### STEP 3 – Enter Authentication Information

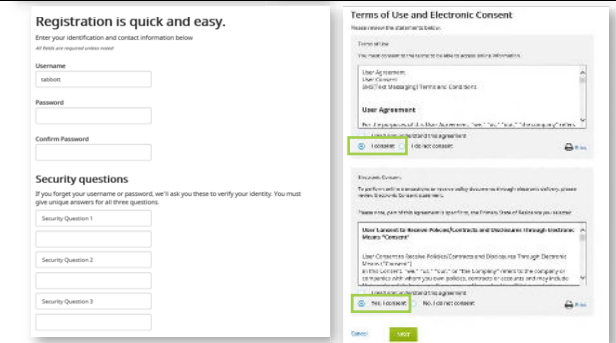
The next screen will begin by entering your name, address, phone number, e-mail (required) and unique security identifiers to confirm your identity. You will then receive a security code, via email or text, that you will need to enter to continue the registration process.



### STEP 4 – Establish Account Credentials

You will then be prompted to create a unique username and password for future access to MyBenefits, as well as choose and answer three identity verification questions that will be used in the event you forget your password.

In addition to reading and agreeing to the Terms of Use, you will be asked to opt into electronic consent.



### STEP 5 – Registration Is Complete

Once you have completed the process a 'congratulations' message window will display. You are now registered on MyBenefits! A registration confirmation email will be sent to the email address provided for your registration. You can immediately access your account information by selecting the 'Go To My Account' button within the congratulations window.

