MetLife | Group Universal Life

**HELPFUL TIPS:**
Use Google Chrome or Microsoft Edge. For best results, close all sessions of your browser and open a fresh session. You can open Incognito or InPrivate session and remember there should only be one session open. If you continue to experience issues, clear your cache and cookies.

# Web Enrollment Instructions

**LOGIN at https://mybenefits.metlife.com**

## Instructions for Accessing and Registering on the MetLife Mybenefits Website

Enter your Group Name **"University of Connecticut"** in the Access MyBenefits box and click **"Next"**.

1. Select Select **"REGISTER"** if first time signing in. Select **"LOGIN"** if you are a returning user and enter your username and password.
2. **Personal Information:** Provide your first and last name, email address, type of phone number (mobile or landline), phone number, date of birth, zip code, state of residence and SSN, and click **"Next"**.
3. **Verify your identity:** Select how you wish to receive the verification code (text message or voice message or email). Ener the verification code then Next. *If your identifying information does not match publicly available information about your identity, you may be prevented from creating an account. Call the Online Support Center at 877-963-8932 for assistance. Please note, if you have previously registered on the MetLife site, you may need to use a different email address during this registration.*
4. **Username & Password:** Enter and confirm your desired Username and Password. Your email address will be a suggested username, but you may change it. Your password must not contain special characters other than a hyphen or underscore. Select option for Remember this Device and indicate if you'd like to receive paperless documents. View the eConsent Policy and consent. Click **"Submit"**.
5. You will receive a confirmation message upon successful submission.
6. Select **"MY ACCOUNTS"** or **"Go To Dashboard"** and select GUL to learn more and Enroll/Modify My Coverage.

## ENROLLMENT INSTRUCTIONS

### Step 1 – Your Personal Information

- Enter your SSN
- Review your personal information.

### Step 2 – Choose Your Coverage

- Select an amount of Supplemental GUL coverage, Spouse/Domestic Partner and Child (if applicable). To help you determine how much life insurance you may need, consult the Calculate tab on the toolbar at the top of the screen. You must make an election for each coverage offered.

**Note: You may be required to complete a Statement Of Health questionnaire at the end of your enrollment, if applicable[1].**

### Step 3 – Enter Your Dependent Information

- If you want to insure your spouse/domestic partner or children, you can add or edit their information on this page. Click "Next" if edits or additions are made.

### Step 4 – Designate Your Beneficiaries

You may designate both primary and contingent beneficiaries. Select **"Continue".**

### Step 5 – Cash Fund Contribution

- Elect the amount of extra premium you would like to contribute each month to accumulate cash value or decline to do so.
- To see the power of tax deferral, click on the calculator on the right side of the screen.

### Step 6 – Cash Fund Contribution Allocation

- No entry required.

### Step 7 – 1035 Exchange and Ownership Information

- Indicate if you are planning to do a 1035 Exchange of an existing cash value life insurance policy. Note: You will be required to print a 1035 Exchange form at the end of your enrollment (if applicable).
- Indicate if you (the Insured) will be the Owner of the life insurance Certificate.
- If you (the Insured) will be the Owner, you will be asked to select a method for delivery of certain communications about your certificate (e-delivery or U.S. Mail). Note: If the Owner is different from the Insured, U.S. Mail is the only option for prospectus delivery.

### Step 8 – Selection Review

- Review your selections for accuracy and edit if needed.

### Step 9 – Enrollment Submission

- Review and acknowledge statements.
- Enter your State of Birth and Country.
- Provide your date of birth (yyyymmdd) under the Electronic Signature section. Note: if you are not able to eSign, you will need to print the paperwork from the following page and return the completed forms to MetLife.
- Click "Submit". Note: You will be prompted to print a submitted enrollment form for your records.
- **If a Statement of Health (SOH) is required, you will see a link to complete the health questionnaire.**

After your coverage has become effective and you have been issued a certificate number, you will be able to access information about your certificate online at **https://mybenefits.metlife.com** using your username and password.

**For GUL service, please contact an Enrollment Specialist at (800)756-0124, Monday through Friday, 8:00 a.m. to 8:00 p.m. (ET).**

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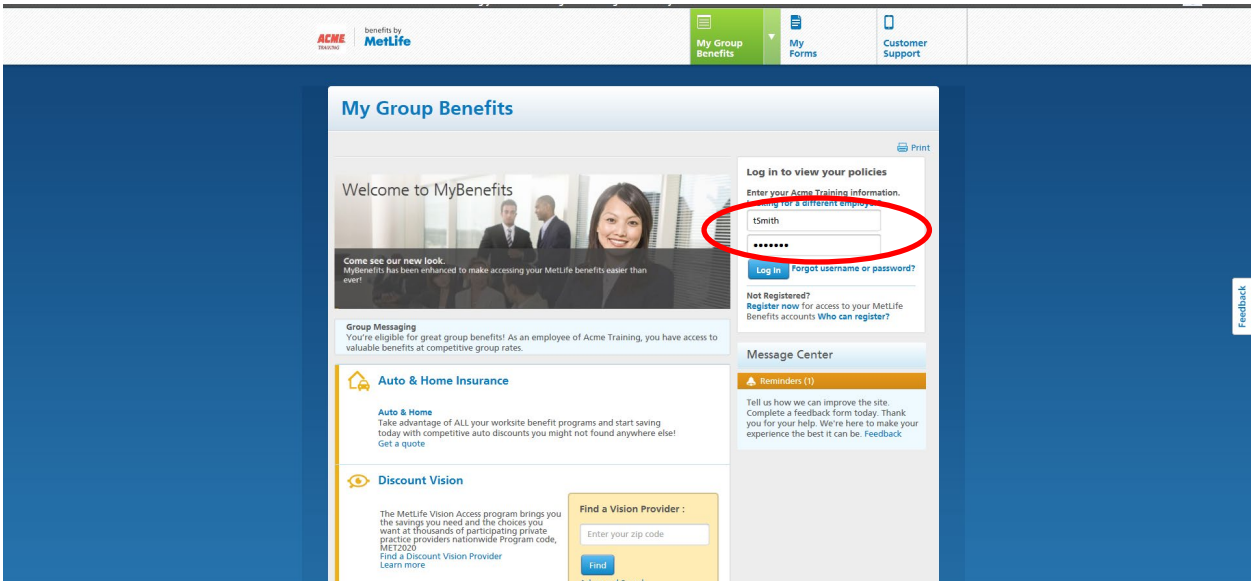
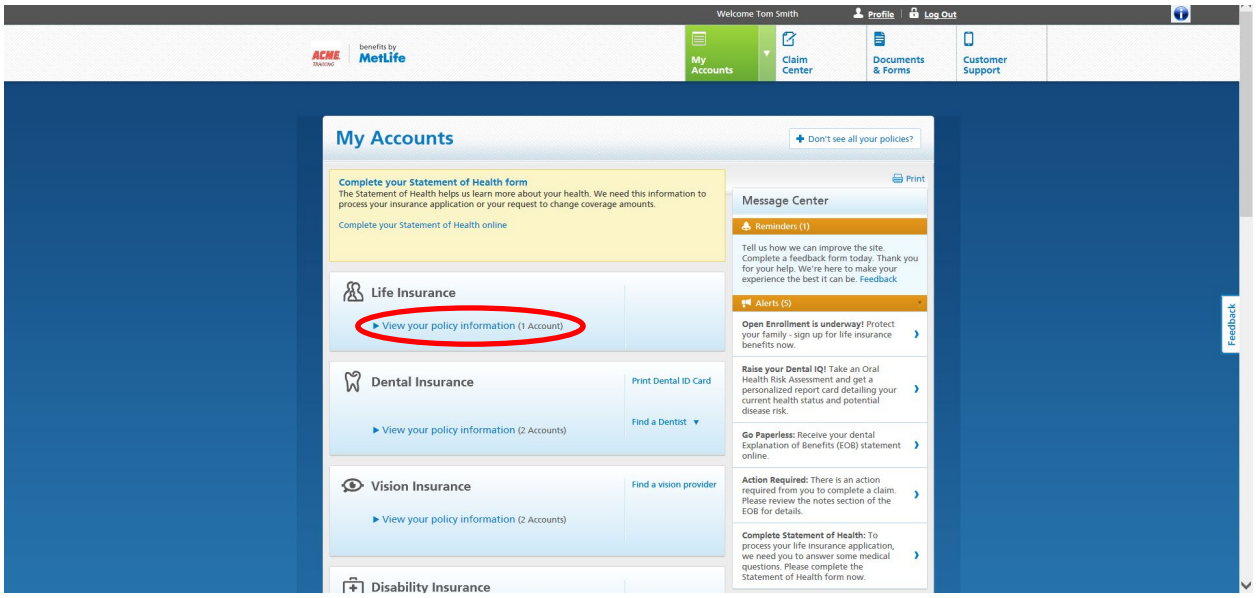
1 All applications for coverage are subject to review and approval by MetLife based on its underwriting rules.

Group Universal Life insurance (GUL) is issued by Metropolitan Life Insurance Company, New York, NY 10166. Certificate Form#G.9704(2009)

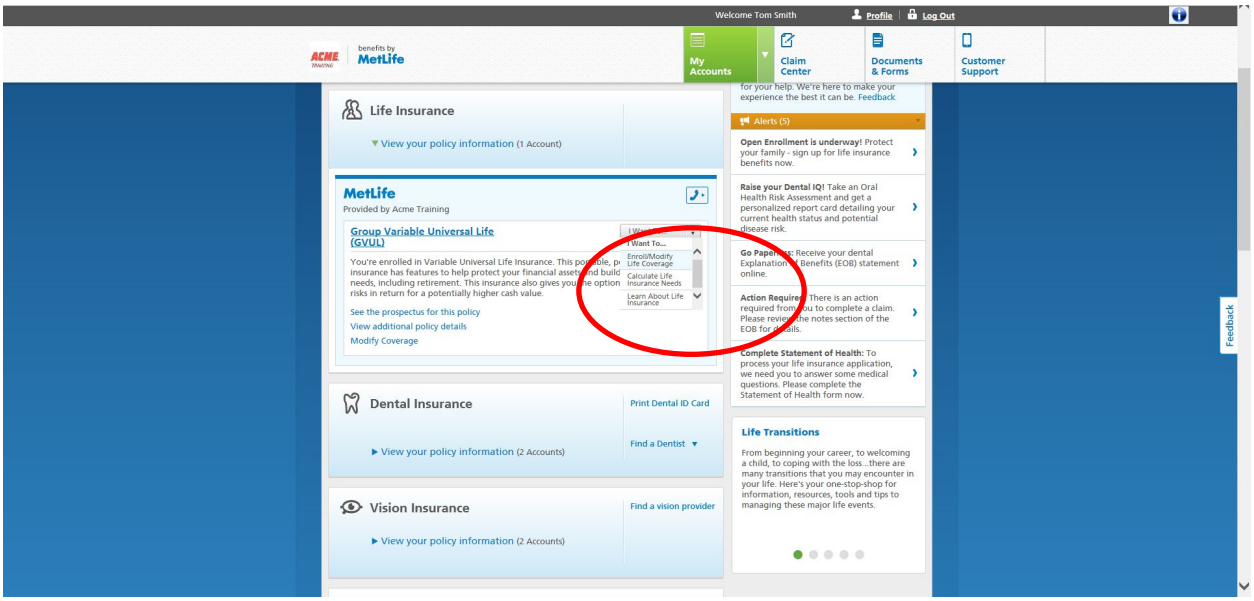
Step 1:  Login to MyBenefits Site



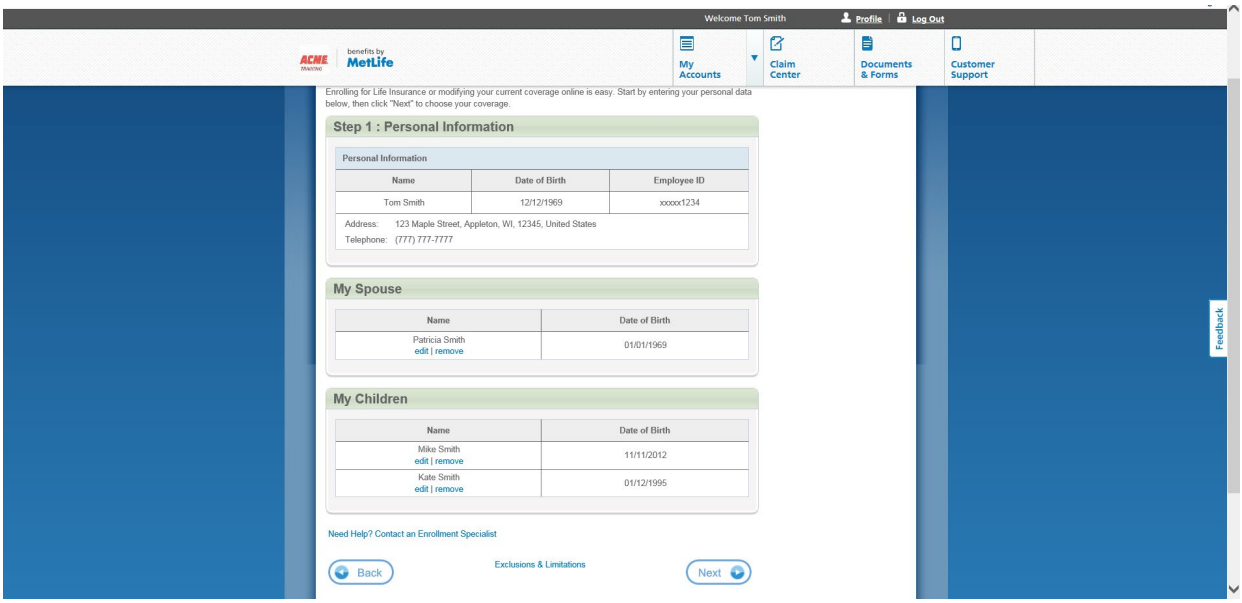

Step 2:  Select the Life Insurance Hyperlink



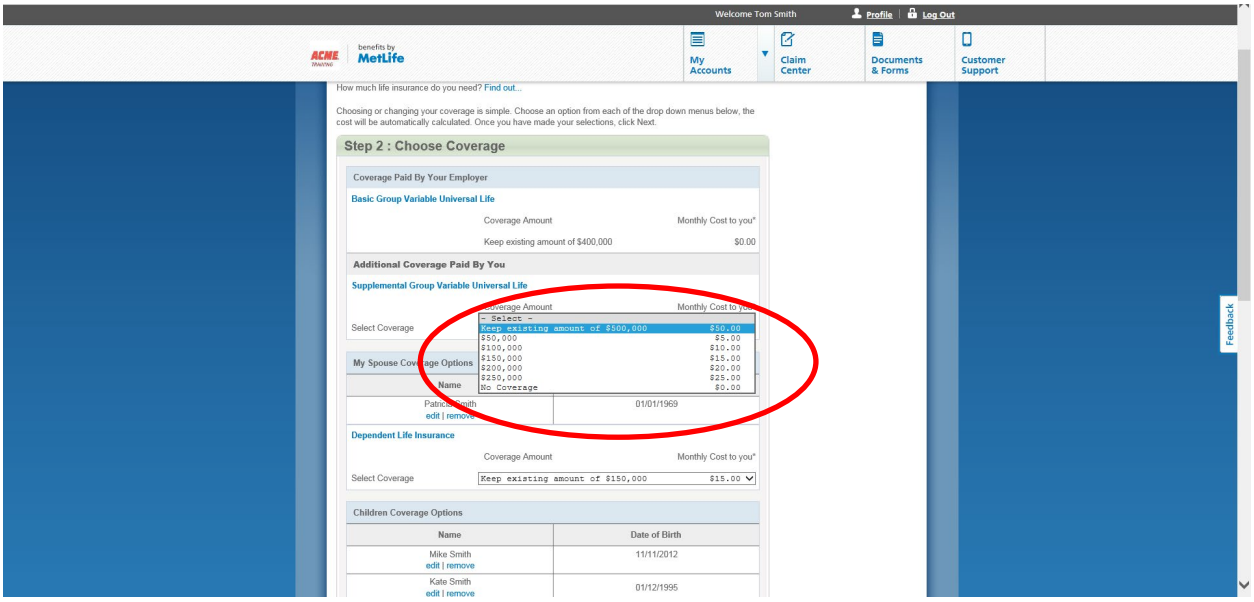
Step 3:  Select the Enroll/Modify Coverage



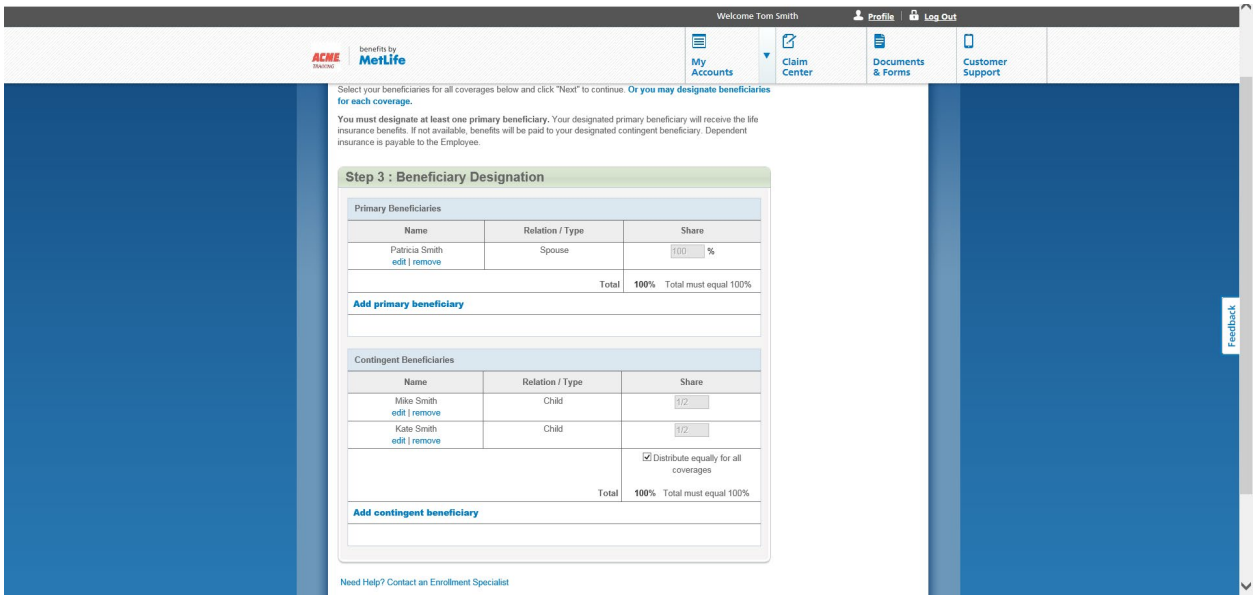

Step 4:  Review Personal Information



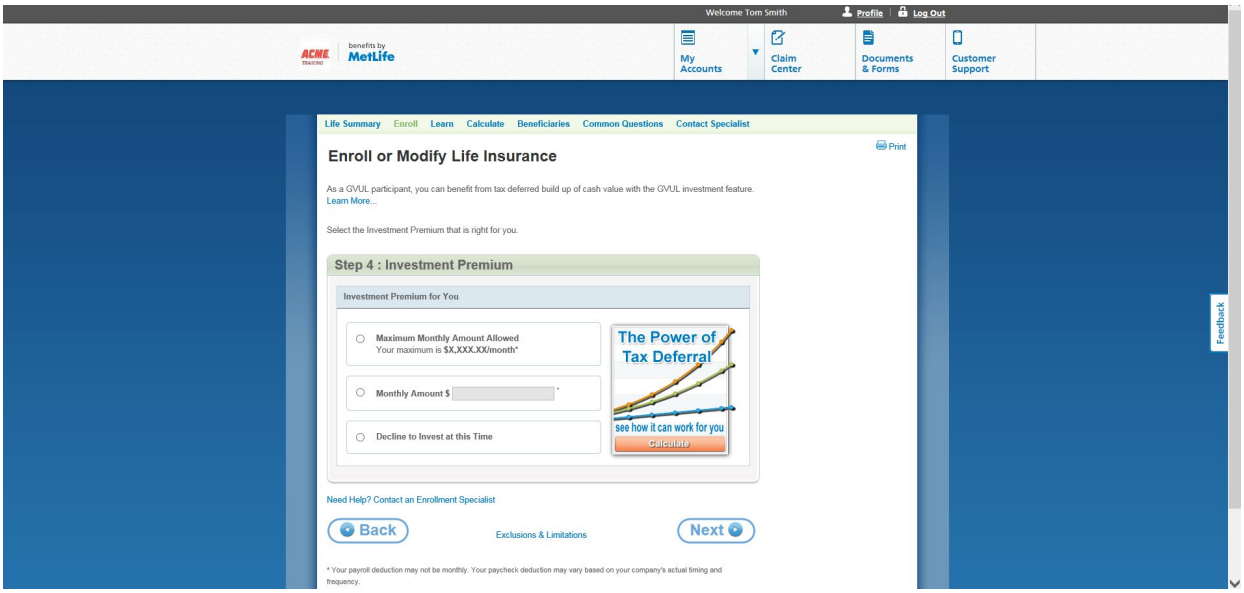
## Step 4:  Select Coverage Desired



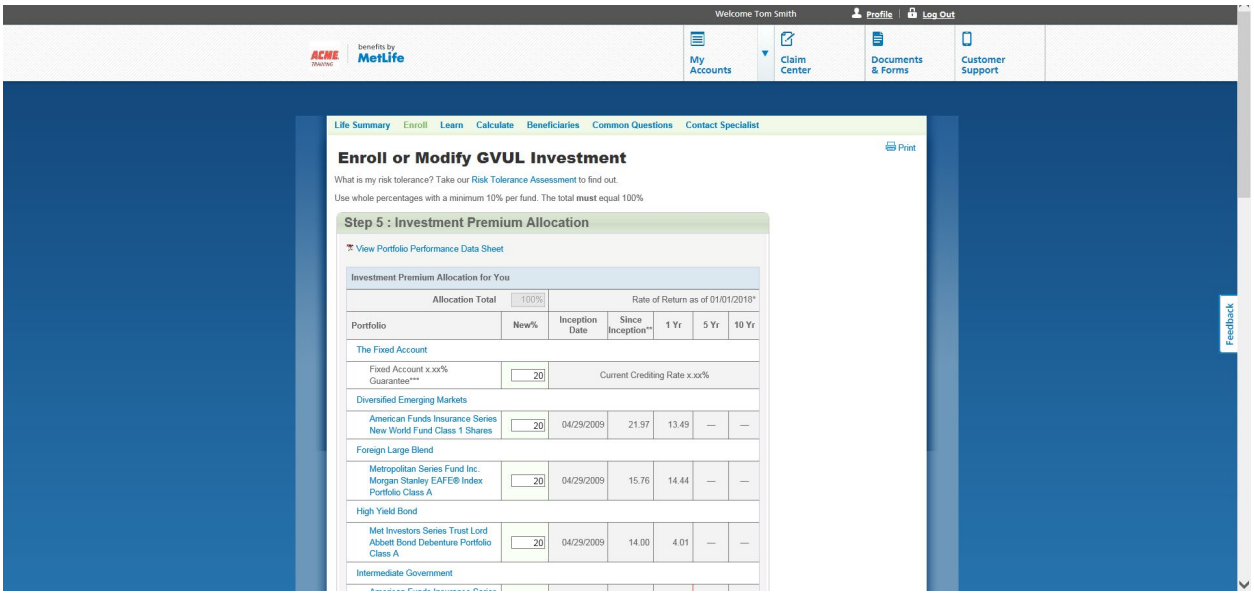

## Step 5:  Elect or Update Beneficiaries



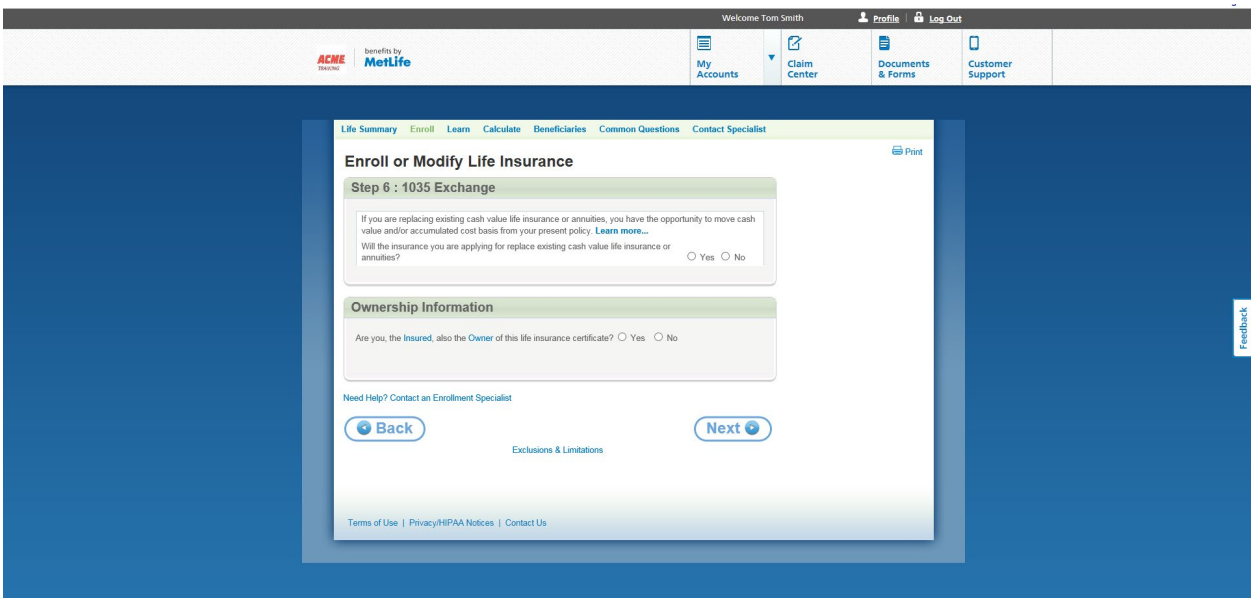
Step 6:  Make Investment Election (optional)



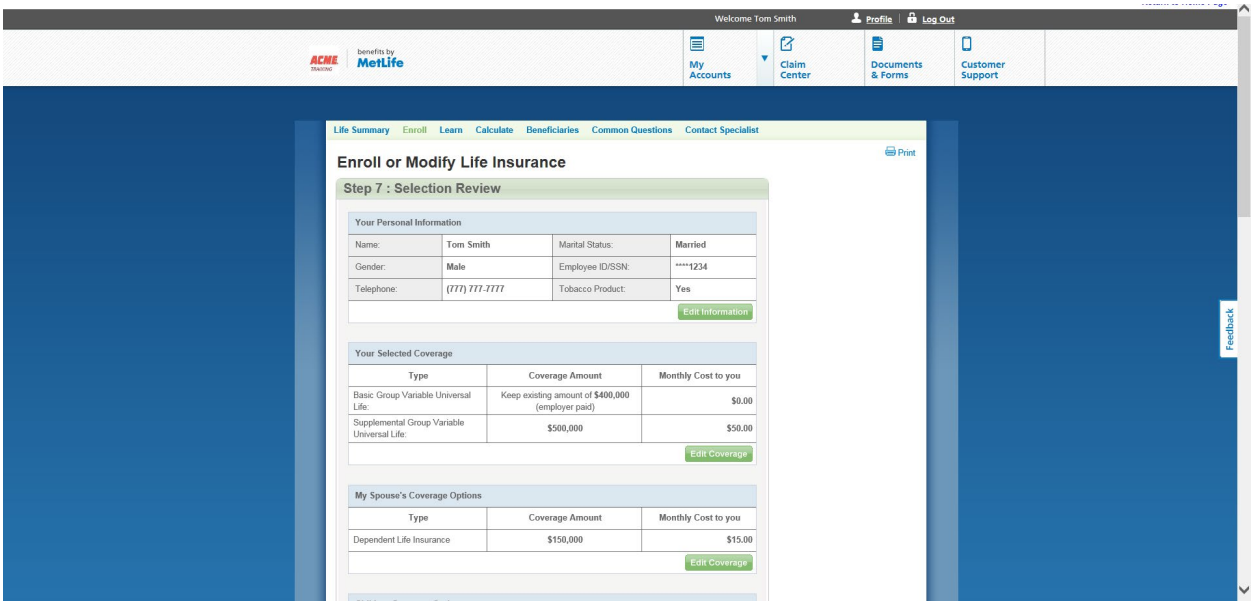

Step 7:  If investing additional fund choose allocation of investments



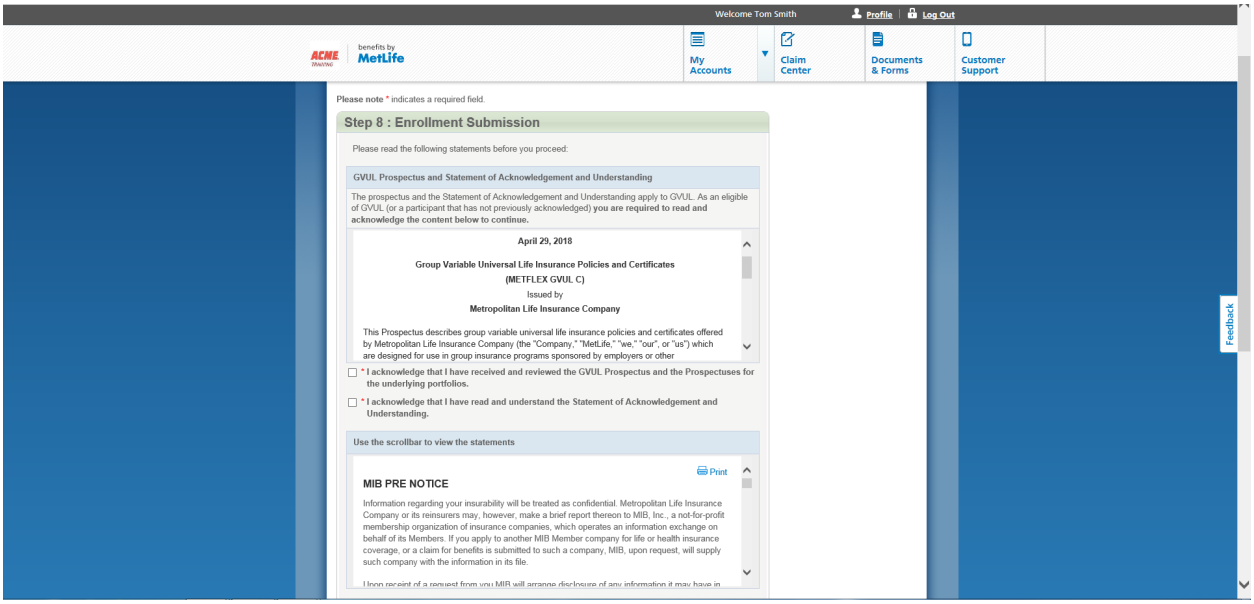
## Step 8:  Confirm Ownership




## Step 9:  Review Elections



Step 9:  Enrollment Submission and Prospectus Acknowledgement




**Step 10**:  Statement of Health Completion (if needed)