

Instructions for Establishing MetLife “MyBenefits” Account and Printing Vision/Dental ID Cards

Office of Human Resources – January 2016

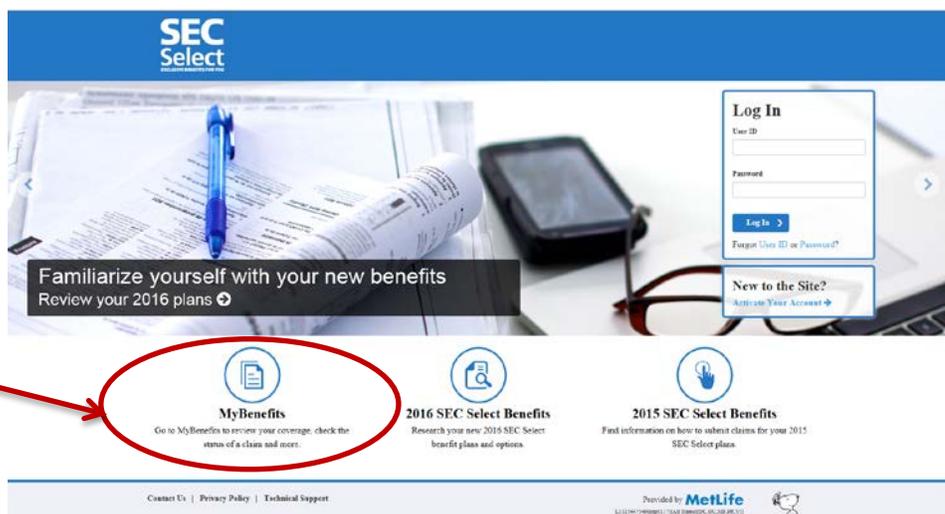
To take full advantage of your new MetLife supplemental benefits, SEC employees must establish an online account, known as *MyBenefits*, on MetLife’s website. The *MyBenefits* page will be your “go to” location for your claims and other valuable information about your MetLife benefits. The initial registration process for first-time users to access *MyBenefits* will take approximately 5 minutes.

MetLife dental and vision ID cards can be printed from your *MyBenefits* page by following the instructions below. You may then present your cards to dental and vision providers to assist them in locating your MetLife account information.

*Please note: if a vision provider requests your Social Security Number, you can provide only the last four digits along with your full name and date of birth. For dental, the provider can call 1-877-638-3379 and provide your full name to get the plan group number.

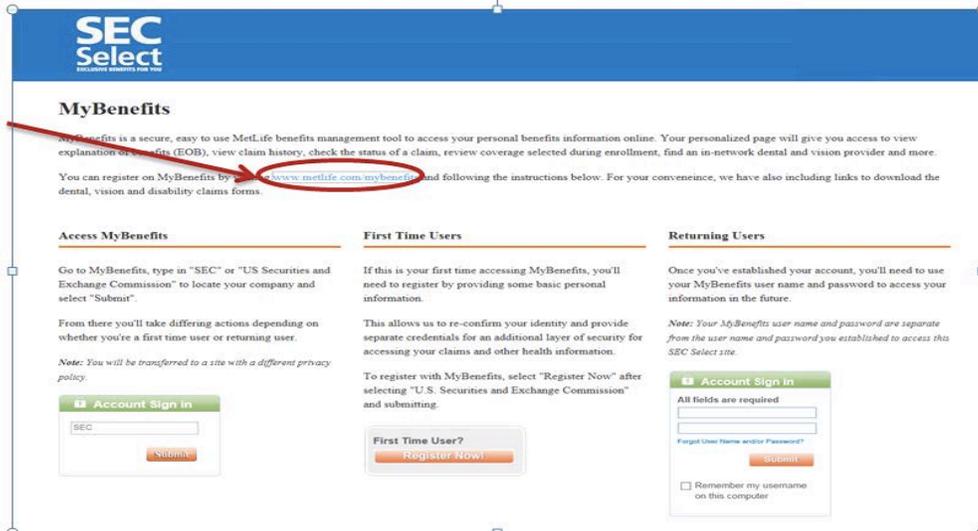
Access Website

1. Go to the SEC Select website located at www.sec.gov/secselect. On the lower left hand side is a link to *MyBenefits* – click on this link.



2. By clicking on the *MyBenefits* link, it will redirect you to the external MetLife website used for claims information. This is a separate system from the SEC Select website. As a result, you will need to register as a “First Time User” even if you have activated your account on

the SEC Select site, as that was for enrollment purposes only. Click on the hyperlink to www.metlife.com/mybenefits to transfer to the MyBenefits site.



3. On the right side, type "SEC" or "US Securities and Exchange Commission" in the "Account Sign In" box and click "Submit."



4. Select "U.S. Securities and Exchange Commission" and click "Submit" from the dropdown menu under "Please select your company's name."

Please select your company's name

The company name entered was either not found or has multiple matches. Please select a company name from the list.

- S.E.C. Commercial Realty Group, Inc
- Sec Group, Inc.
- Sec Inc. Sec Simmons Engineering Com
- US Securities and Exchange Commission**

You have selected US Securities and Exchange Commission
If your company name was not found, select "Cancel" and try again. If you continue to have problems, contact Customer Service at 1-877-963-8932

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5. This will transfer you to the SEC landing page. Click on the "First Time User?" box on the right hand side.



Register on MyBenefits (first time only)

1. Complete the "Register for MyBenefits" form and click on Register. Please note that you must fill in all fields, including providing your social security number and date of birth. These two fields are used by MetLife to confirm your identity and locate your coverage information.

Register for MyBenefits

All fields are required

Create Your Profile. It's Simple and Secure

Step 1: Personal Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Date of Birth:	month <input type="text"/> day <input type="text"/> year <input type="text"/>
Email Address:	<input type="text"/> <small>Why do we ask for your email address?</small>
Confirm Email Address:	<input type="text"/>

Step 2: User Name and Password

Please check this box to use the above email address as your user name.

User Name:	<input type="text"/> 8 - 20 characters
Password:	<input type="password"/> Password must be 6-20 alphanumeric characters and contain at least 1 letter and 1 number with no spaces.
Confirm Password:	<input type="password"/> Passwords are case sensitive

Step 3: Security Questions

These questions will be used to validate your identity.

Question 1:	--Select a Question-- <input type="text"/>
Question 2:	--Select a Question-- <input type="text"/>
Question 3:	--Select a Question-- <input type="text"/>

Step 4: Terms of Use

Print

Metropolitan Life Insurance Company, NAIC Company Code Number 65978, is licensed to do business in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands. Metropolitan Life Insurance Company is a domiciliary of, and has its principal place of business in, the State of New York.

MetLife®
Terms of Use for MyBenefits Website
("Terms of Use")

I acknowledge that I have read and understand MetLife's Terms of Use

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2. Once you are registered, a confirmation screen will appear with the option to elect paperless explanations of benefits. Mark your election and click on "Save & Continue."

The screenshot shows the MetLife website interface. At the top left is the MetLife logo, and at the top right is the text "US Securities and Exchange Commission". Below this, the date "Friday, January 15, 2016" and a "Print" icon are visible. The main heading is "Confirmations". Below that, a message reads "Thank you, [redacted] You are now registered on MyBenefits". A box displays the user's registration details: "User Name: [redacted]@sec.gov" and "E-mail Address: [redacted]@sec.gov".

The "Go Paperless! (requires Dental eAlerts to be checked)" section contains the following text: "Receive your Dental Explanations of Benefits (Claim Statements) online. You will receive an email alert when your statement is available to view online. These alerts will be sent to the email address you used for registration." Below this text is a checked checkbox with the label "Yes! I want to go paperless and receive my Dental Explanations Of Benefits Online only." An "Important Note" follows: "You can change or update your email address and preferences at any time on the MyBenefits Profile page. Sign in to MyBenefits and select 'Update Profile' below your name."

A scrollable area contains a "STATEMENT ON CONSUMER CONSENT TO THE USE OF ELECTRONIC TRANSACTIONS, SIGNATURES AND RECORDS ('Consent Statement')". Below the title, a "Definitions" section states: "For purposes of this Consent Statement: 'MetLife' means Metropolitan Life Insurance Company, MetLife Aflac and its applicable Affiliates and 'MyBenefits' denotes the website and all other...". At the bottom of this section is an unchecked checkbox with the text: "I have read and agree to the 'Consent Statement' above for Go Paperless! (requires Dental eAlerts to be checked)".

At the bottom right of the page is an orange "Save & Continue" button.

3. This will bring up your *MyBenefits* page.

Welcome to MyBenefits

Print

Long Term Disability (LTD)

- Check the status of a claim
- Find out more about your Disability coverage.



- Review Dental Coverage
- Go Green! Online Dental EOB
- Print Your Dental ID Card
- Check a Disability Claim
- Procedure Fee Tool
- Contact Us

Preferred Dentist Program

The Network you are currently enrolled in is PDP PLUS

- View your plan information
- Check the status of a claim or pretreatment estimate.
- Update your dental claim preference: paper or online EOB



You do not have any claims to display

Find a Dentist: [Advanced Search](#)

YOUR NEW
**PDP PLUS
NETWORK**
offers more choices
and more ways
to save.
[FIND A DENTIST >](#)

Vision Benefits

You are currently enrolled in MetLife Vision. Managing your benefits is easy. You have online access to your personalized benefit information, provider directory and personalized identification card.

- View your plan information



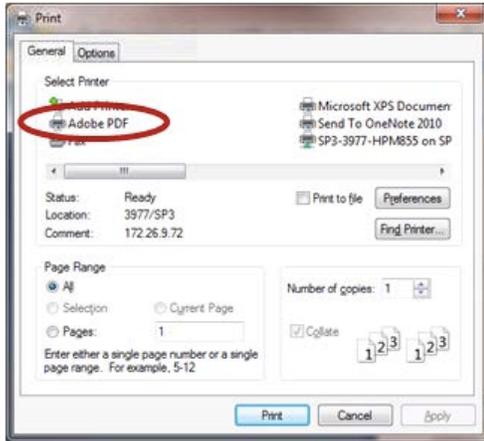
Find a Provider: [Advanced Search](#)

Print out a Dental ID Card

1. On the right hand side of your *MyBenefits* page is the link "Print Your Dental ID Card." Click here.



2. Click on the Print link on the upper right side. Select a physical printer or "Adobe PDF" to create a pdf of your Dental ID Card.

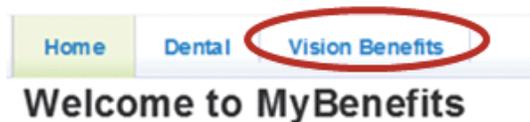


Print out a Vision ID Card

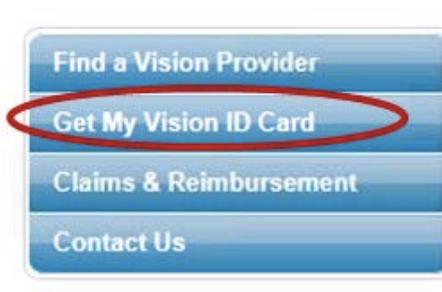
1. At the top of your *MyBenefits* page, there are tabs labeled “Vision” or “See All Benefits,” depending on your MetLife elections. Click on the “Vision” tab to transfer to your vision information.



2. You can also click on “See All Benefits” and then click on “Vision Benefits” to transfer to your vision information.



3. On the right hand side of the Vision page is a link “Get My Vision ID Card.” Click here.



4. Select your “State” from the drop-down menu, then click “Go.”

Vision Identification Card

Below is your Vision Identification Card, available for the primary subscriber only. While you are not required to present this card to your vision provider as proof of coverage or confirm your eligibility, you may print this page and present it to your vision provider at your next appointment.

MetLife provides all vision providers with access to patient eligibility and benefit information online and via a dedicated vision provider toll-free number. All you need to do is notify your vision provider that you have a MetLife Vision plan when scheduling an appointment.

State

Select

5. Print your card to a physical printer or select "Adobe PDF" as your printer to create a PDF copy.

