

# MetLife MyBenefits Registration



University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

## Pre-Registration

Upon navigation to either [online.metlife.com/benefits](https://online.metlife.com/benefits) or [mybenefits.metlife.com](https://mybenefits.metlife.com), you'll see the screen on the right:

Enter the name- "University of Missouri System" into the field in the upper-right corner. A dropdown menu of organizations may appear with options to choose from (if more than one match is found, select the organization you want to register and click "Next").



You'll be taken to a screen that asks you to Login or Register. Select "REGISTER."select



## Registration

From here, you'll be taken to Step 1 of the registration process.

1. Enter your first name, last name, email address
2. Select the type of phone number you have (mobile or landline) and enter your phone number
3. Enter your DOB, zip code, state
4. After entering all this information, you may be prompted to enter information specific to your employer or organization, depending on how your organization has set up its registration process. For example, you may be asked to enter your Employee ID or SSN. Upon entering the information, click "Next".

### Register to view your MetLife policies online

All fields required unless otherwise noted.

First Name

First Name is a required field.

Last Name

Email

[Personal email is recommended.](#)

Phone Type

Date of Birth

mm/dd/yyyy

Zip Code

State of Residence

The Curators of the University of Missouri  
Please enter the following information to identify as an associate of this organization.

Social Security Number

XXX-XX-XXXX

NEXT



Navigating Life Together

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# Registration Continued

If your identifying information does not match publicly available information about your identity, you may be prevented from creating an account.

Next, you'll be asked to verify your identity via a **verification code** on the screen below. Select whether you'd like to receive the code via text message or voice message, and sometimes an email if that information is already available to MetLife.

You'll be taken to the 2<sup>nd</sup> screen on the right. Retrieve the code, then enter it in the text field. The code will expire after 15 minutes, in which case you will need to generate another code. Click **"Next"**.

Your email address will be a suggested username in the first text field. We recommend using this as your username, but you may change it.

Enter and confirm your desired password in the next two text fields.

If you'd like MetLife to remember your device, so that you don't have to verify your identity every time you login to your online account, select the **"Remember this Device"** checkbox. Your device will be remembered for a maximum of six months.

Choose whether you'd like to receive paperless documents by selecting one of the radio buttons at the bottom of the page. You may view the eConsent Policy by clicking on the relevant links. Click **"Submit"**. Upon successful submission, you should receive a congratulatory confirmation message.

Finally, select **"Go To Dashboard"** and you will be taken to your Dashboard.

The registration process consists of several steps:

- Identity Verification:** A screen titled "By entering your information we're able to complete Identity Verification" with a progress bar showing "Personal Information", "Identity Verification", and "Username & Password". The "Identity Verification" step is active. The user is asked "We will send you a verification code. How would you like to receive the code?" with options: "Text message: \*\*\*-\*\*\*-7890" (selected), "Voice message: \*\*\*-\*\*\*-7890", and "Email: \*\*\*\*\*@gmail.com".
- Code Entry:** A screen titled "By entering your information we're able to complete Identity Verification" with a progress bar. The "Identity Verification" step is active. The user is asked "Enter your code within: 14:23" and "Verification Code" is entered. A "Next" button is highlighted.
- Create Username and Password:** A screen titled "Complete registration by creating your Username Credentials" with a progress bar. The "Identity Verification" step is active. The "Create your Username and Password" step is active. The user is asked to enter a Username (suggested: "Tom.abott@gmail.com"), Password, and Confirm Password. A "Remember this device (optional)" checkbox is selected. A "Next" button is highlighted.
- Thank you message:** A screen titled "Thank you, C S" with a green checkmark and a "GO TO DASHBOARD" button.
- Welcome to MyBenefits!:** A dashboard screen with a navigation bar (HOME, MY ACCOUNT, CLAIM CENTER, DOCUMENTS & FORMS) and a "Welcome C S" message. The dashboard includes sections for "Where can we take you?", "How to Digital Docus Without Feeling Stressed Out", and "Frequently Asked Questions".