

Your Group/Company Name is:  
**Franklin County Board of Commissioners**

For question about the disability program or assistance  
registering online at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits),  
call MetLife at 1-855-JOIN-MET (1-855-564-6638),  
Monday through Friday, 8am - 11pm EST.



[www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

## You Can Benefit from MyBenefits for Enrollment

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 a wealth of easy to access information including planning tools and oral health awareness material.\* MetLife is able to deliver services that empower you to manage your benefits. As a first time user, you will need to register on MyBenefits, requiring you to follow the steps outlined below.

### Registration Process for MyBenefits

#### Provide Your Group Name

Access MyBenefits at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) and enter your group name and click 'Submit.'



#### The Login Screen

On the Home Page, select the "Create an Account" link to begin the account registration process.



#### Step 1: Enter Personal Information

Enter your Social Security Number, last name, date of birth and secure sign on code. The code will be different each time. If you have difficulty reading the code, select the

"Try a different code" link to generate a new one. Then click "Next" to continue.



#### Step 2: Register Your Account

Then you will need to register your account and create a unique user name and password for future access to MyBenefits. All required fields, including security questions, are indicated by an asterisk.

The User Name and Password requirements may vary by company setup. General setup includes a User Name between 6-50 characters and a password containing at least one upper and lower case letter and one number. Note, passwords cannot be the same as the username or the Social Security Number.

When all required information is entered, select "Save."



#### Step 3: Process Complete

You will then see a confirmation message letting you know your registration was successful. Select "Next."



#### Step 4: Terms of Use

Finally, you will be asked to read and agree to the website's Terms of Use. Select "Next" to begin your benefits enrollment process.

\* Available only to dental benefits participants.