

MyBenefits Registration

Pre-Registration

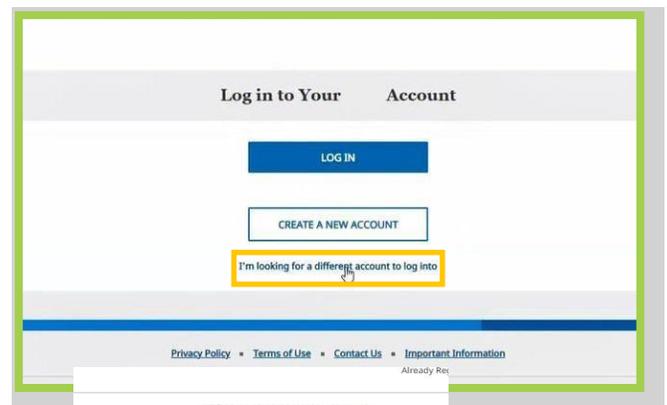
Upon navigation to mybenefits.metlife.com/ADPTotalSource, you'll see the screen on the right:

Enter the name of your employer or organization 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 select whether you would like to login or create a new account. The interface may vary.

Regardless of the interface, select "**Create a New Account**" or "**Register Now**".

If you believe you have selected the wrong organization, click on the link that reads, "**I'm looking for a different account to log into**". This link will take you back to the screen where you can choose a different organization.



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 organization, depending on how your organization has set up its registration process. For example, you may be asked to your Employee ID or SSN. Upon entering the information, click "Next".

All fields required unless otherwise noted.

First Name

Last Name

Email

Personal email is recommended.

Phone Type

Date of Birth

mm/dd/yyyy

Zip Code

State of Residence

Please enter the following information to identify as an associate of this organization.

Social Security Number

XXX-XX-XXXX

NEXT



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 2nd 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.

By entering your information we're able to complete **Identity Verification**

Personal Information

Identity Verification

Username & Password

We will send you a verification code. How would you like to receive the code?
[What is this for?](#)

Text message: ***-***-7890 *
 Voice message: ***-***-7890
 Email: *****@gmail.com

* Standard text message rates may apply

BACK NEXT

By entering your information we're able to complete **Identity Verification**

Personal Information

Identity Verification

Username & Password

We have found you in our records. A text message with a code has been sent to: (***-***-7890
[What is this for?](#)

Enter your code within: 14:23

Verification Code

Reset code.

BACK NEXT

Complete registration by creating your **Username Credentials**

Personal Information

Identity Verification

Username & Password

Create your Username and Password

All fields required unless otherwise noted.

Username
Tom.abott@gmail.com

You can edit your username, however we recommend your personal email.

Password

Confirm Password

Remember this device (optional)

By selecting this option, you will not be required to verify this device when logging in. We recommend that you only select this option when on a trusted, private device.

Terms of Use

I have read and agree to the [Terms of Use](#)

MetLife

Thank you, C S

✔ Sit tight, and we'll take you to view your policies shortly. If you don't wish to wait, click the dashboard button below.

Thank you for going Green and signing up for electronic alerts! We may still mail you when necessary.*

GO TO DASHBOARD

* where applicable by product

MetLife

Welcome to MyBenefits!

Where can we take you?

View My Accounts
View My Claims Center
Access my Documents & Forms
View My Message Center
Access My Profile
Default On

How to (Digital) Debit Without Feeling Stressed Out

How do I view my current benefits?

Frequency Asked Questions

Do I need to pay all my bills?
Questions and answers from your insurance broker.

Do I need to pay all my bills?
Questions and answers from your insurance broker.

How do I view my current benefits?

View My Accounts
View My Claims Center
Access my Documents & Forms
View My Message Center
Access My Profile
Default On