



## How to submit a MetLife Accident Insurance, Hospital Indemnity Insurance or Critical Illness Insurance claim

Submitting an Accident Insurance, Hospital Indemnity Insurance or Critical Illness Insurance claim doesn't have to be challenging. Below you'll find the information and tools you need to make the process as smooth as possible.

**How to submit an Accident Insurance, Hospital Indemnity Insurance or Critical Illness Insurance claim online:**

**1**

To initiate your claim\* visit [mybenefits.metlife.com/ADPTotalSource](https://mybenefits.metlife.com/ADPTotalSource), download the [MetLife Mobile App](#) or call **877-ADPTS01**.

**2**

Answer some questions about your claim and upload your medical documentation to support your claim. The whole process takes just minutes!

**3**

Visit [MyBenefits](#) or your [MetLife Mobile App](#) to certificate of insurance, check claim status, letters and benefit payments.

\*For Critical Illness Insurance claims, a Physician Statement, which is available on [MyBenefits](#), needs to be completed by your physician.

### What happens next

A MetLife claims specialist will review your information, request any additional medical information (if necessary).

### Online claim Submission can be hassle-free!

You can register at [mybenefits.metlife.com/ADPTotalSource](https://mybenefits.metlife.com/ADPTotalSource) or on the [MetLife Mobile App](#).



**Benefits of registering to process claims online:**

- Faster processing time
- Less paper waste
- Claims can be submitted 7 days a week

## MyBenefits: easy online claim submission

**MyBenefits is the web portal for MetLife group participants.**

**Once registered, you can log in to:**

- Submit a claim and upload medical documentation
- See claim status, history, and payments
- Set up direct deposit of benefits
- Read correspondence from MetLife
- Download claim forms
- View your certificate of insurance and designate beneficiaries

### MetLife Mobile App

Employees can also submit, and access claim information on-the-go. Our mobile app has the same features as the MyBenefits web portal — employees can register and submit claims online, view claim status, letters and benefit payments.



[Download the MetLife app from the iTunes App Store or Google Play](#)

METLIFE'S ACCIDENT (AX), HOSPITAL INDEMNITY (HI) AND CRITICAL ILLNESS (CII) INSURANCE POLICIES ARE LIMITED BENEFIT GROUP INSURANCE POLICIES. The policies are not intended to be a substitute for medical coverage providing benefits for medical treatment, including hospital, surgical, and medical expenses, and do not provide reimbursement for such expenses. Certain states may require the insured to have medical coverage to enroll in these policies. Like most group accident and health insurance policies, MetLife's AX, HI and CII policies contain certain exclusions, limitations and terms for keeping them in force. Product features and availability may vary by state. The policies may be subject to a Benefit Reduction Due to Age provision. For HI and AX, prior hospital confinement may be required to receive certain benefits, and there may be a pre-existing condition exclusion for hospital sickness benefits, if applicable. Hospital does not include certain facilities such as nursing homes, convalescent care or extended care facilities. For CII, there may be a pre-existing condition exclusion, and a Benefit Suspension Period between recurrences of the same Covered Condition or occurrences of different Covered Conditions. MetLife offers CII on both an Attained Age basis, where rates will increase when a Covered Person reaches a new age band, and an Issue Age basis, where rates will not increase due to age. Rates are subject to change. MetLife reserves the right to raise premium rates for Issue Age CII on a class-wide basis. A more detailed description of the benefits, limitations, and exclusions applicable to MetLife's AX, HI and CII products can be found in the applicable Disclosure Statements or Outlines of Coverage/Disclosure Documents available at time of enrollment. For complete details of coverage and availability: for AX and HI, please refer to the group policy form GPNP12-AX, GPNP13-HI, GPNP16-HI or GPNP12-AX-PASG; and for CII, please refer to the group policy form GPNP07-CI, GPNP09-CI, GPNP10-CI, GPNP14-CI, GPNP19-CI, or contact MetLife for more information. Benefits are underwritten by Metropolitan Life Insurance Company, New York, New York.