MyBenefits Registration

Upon navigation to either <u>online.metlife.com/</u> benefits, you'll see the screen on the right:

Enter **Buncombe County Schools** into the field in the upper-right corner under Access MyBenefits and click next.

You'll be taken to a screen that asks you to select whether you would like to login or register your account.



If you are logging in for the first time, click the REGISTER button.

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. Enter your Social Security Number and click "Next".





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Registration Continued

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.

Click on My Account to print your Insurance card.

