

# How to register on MyBenefits

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. As a first time user, you will need to register on MyBenefits, by following the steps outlined below.



## Registration Process for MyBenefits

### Step 1: Provide your group name

Access MyBenefits at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) and enter the **ASPENHR PEO** and click to select it and then click 'Next.'

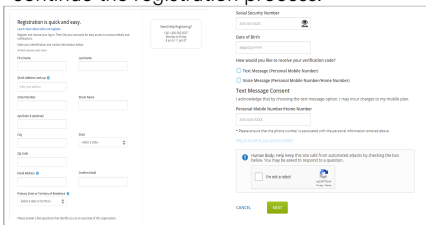


### Step 2: The login screen

On the Home Page, you can access general information. To begin accessing personal plan information, click on 'Log In' at the top-middle of the page and on the next screen select 'Create New Account' and complete the registration process. Going forward, you will be able to log-in directly.

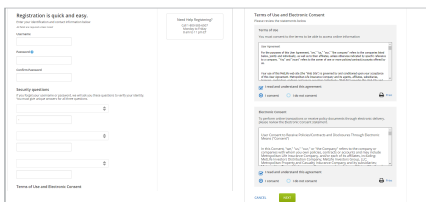
### Step 3: Enter authentication information

Begin by entering your personal information including your name, address, e-mail address, SSN, date of birth, and phone number to confirm your identity. You will then receive a code via mobile phone text message or voice message that you will need to enter to continue the registration process.



### Step 4: Establish account credentials

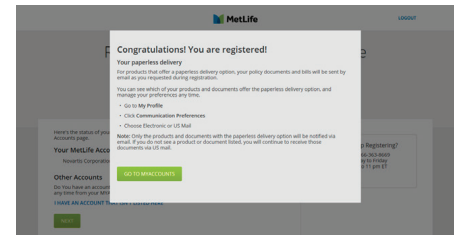
You will need to create a unique user name and password for future access to MyBenefits. You will also need to choose and answer three identity verification questions, to be used in the event you forget your password. In addition to reading and agreeing to the website's Terms of Use, you will be asked to opt into electronic consent.



### Step 5: Process complete

Now you will be brought to the "Thank You" page.

Lastly, a confirmation of your registration will be sent to the email address you provided during registration.



We are committed to providing you with a trusted and secure customer experience. Multi-factor authentication is in place to:

- Strengthen site security
- Ensure devices are compliant and approved by the user
- Simplify the log-in process

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