



## Help ensure your life insurance proceeds benefit your loved ones

Dear NCSRCC Member:

Life insurance can help provide financial security for loved ones when you die. Your life insurance beneficiary serves a very important purpose — making sure your benefits are distributed as you intended.

As a member of NCSRCC, you are provided with valuable MetLife Basic Life and Accidental Death & Dismemberment (AD&D) Insurance coverage. We highly recommend you take some time to designate a beneficiary.

### How to complete your beneficiary designations:

To complete your online beneficiary designation, you will need your beneficiary's full name, full address, phone number and date of birth. For trusts, you will need the trust name, address, phone number and trust date. Please follow the steps below:

1. Access MetLife MyBenefits at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)
2. You will then see the 'Welcome to MyBenefits' page where you can register as a MyBenefits user or, if you have already registered, enter your name and password.
3. From the **My Accounts** summary page, select **View your policy information**.
4. Click on **Term Life Insurance and Accidental Life and Dismemberment Insurance**.
5. Across the top of the next page, you will see Life Summary, Learn, Calculate, Beneficiaries, Common Questions, Contact Specialist. Click on **Beneficiaries** and follow the instructions to complete.

Changes to your beneficiary are effective immediately. You can easily print a paper copy of your life insurance beneficiary designation for your records.

### If you do not designate beneficiary(ies):

Having an up-to-date beneficiary designation on file is extremely important. This information is essential to ensure that your life insurance benefits will be paid in accordance with your wishes. If there is no beneficiary designation on record, life insurance proceeds are paid according to the group certificate, which may not correspond with your wishes.

### Questions:

If you have any questions regarding making a beneficiary designation, please contact MetLife at **(866) 549-2401**. Representatives are available to assist you Monday through Friday, 8:00 a.m. to 11:00 p.m. (Eastern Time).

MetLife provides service you can count on; we look forward to servicing your life insurance needs.

Sincerely,

MetLife

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