



Capital Insurance  
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"We're Here to Help You!"



# MetLife

**MetLife Legal** is now conducting a benefits enrollment online at:

[MetLife Legal Online Enrollment](#)

Online enrollment with BenSelect is simple, secure, and can be done in a few minutes from any computer with internet access. After enrolling online, you will have access to your benefit information 24 hours a day, from any computer.

## What you need to get started...

During the enrollment process, you will be asked to provide some basic information that you should have available.

- Your social security number

## Username and PIN/Password

If you currently have the MetLife Legal plan, you will use the below instructions to log in. If you are not currently enrolled in the MetLife Legal plan, please select "New Employee? Click here" and follow the registration steps to complete your profile and enroll.

The screenshot shows the 'Enrollment Site' login page. On the left, there are two input fields: 'Employee ID or SSN' and 'PIN'. Below the PIN field is a 'Forgot Password' link. A yellow box highlights the text 'New Employee? Click here' with a 'Log in' button next to it. At the bottom left, there is a small disclaimer: 'By entering your user ID and Personal Identification Number, you are agreeing to the terms of the Consent to Enroll Electronically.' On the right side, there is a text block: 'To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.' Below this text are three icons: 'Security Info', 'Privacy Policy', and 'Admin Site'.

**CURRENT Participant INSTRUCTIONS:** Your login is your Social Security Number. The initial PIN/password for the system is the last four numbers of your social security number plus the last two of your birth year.

**Example:**

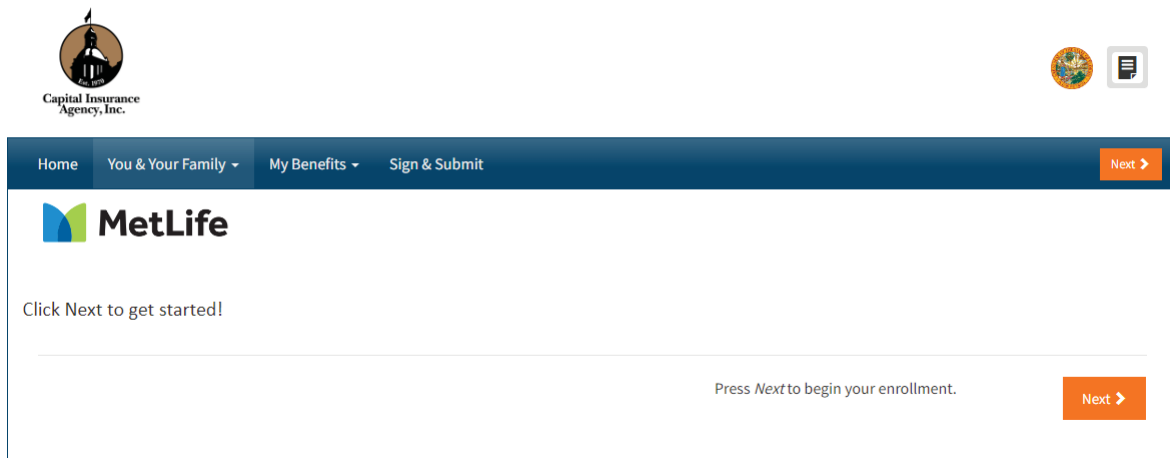
**Employee Name:** Matt Sample  
**Employee ID Number:** 123456789  
**Birth Year:** 1989

**Employee ID:** 123456789  
**PIN:** 678989



## 1. Welcome Page

After your initial login, the system will take you to the WELCOME PAGE. From this screen, you should follow the navigation using the **Next** buttons. The Your Benefit Options box includes the benefit enrollments screens that will appear during the enrollment process.



## 2. Personal Information

The system will now take you to the PERSONAL INFORMATION section:

- Make any changes to Personal Info, such as Address, Phone Number, or Email.

When you are finished, click **Next** to save and move to the next screen



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## 4. Enrolling in Benefits

The system will now start to navigate through the benefit election screens, in the order in which they appear on the Welcome Screen. Apply or decline the benefits on each screen, selecting the coverage tier that you wish to apply for within that benefit.

	Per Month
MetLife Legal	<input checked="" type="radio"/> \$20.75

I wish to enroll in this coverage

I wish to waive this coverage

← Back
Next →



The My Benefits box will update as you navigate through each benefit. Green checks indicate benefits that you have enrolled in. Red checks indicate benefits that you declined.



If at any time you wish to access additional resources provided by your employer, click this icon in the upper right-hand and corner of the screen to access the Forms Library.

## Completing Your Enrollment

Once you have gone through enrollment for each plan available, the system will take you to the Sign and Submit page. This screen will show you a summary of the information you entered and the benefits elections you made. At this time, if you want to make any changes, click on the underlined benefit to navigate back to that benefit screen.

- To complete the enrollment process, click *next*.
- Review/Sign Forms that open next – using your login password as the signature PIN.
- If you need to log off before completing enrollment, any data you entered will be saved.
- Enrollment is completed when you see the **CONGRATULATIONS!** On the Sign/Submit Complete screen.
- **Always make sure to log out upon completion.**