

# Participant Online Registration

How to enroll online in your Employer-Sponsored  
Retirement Savings Plan

# In just a few short steps, you will be on your way to saving for your future.

Go to [mlr.metlife.com](http://mlr.metlife.com) to get started.

MetLife MY RETIREMENT PLAN Plan Service Center

Start planning now to retire ready later.

LEARN MORE

Participant Login

Username

Password

Log in help?

SIGN IN

REGISTER

Start by clicking **Register!**

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

SOCIAL SECURITY NUMBER

ZIP / POSTAL CODE

LAST NAME (GENERALLY INCLUDES SUFFIX)

DATE OF BIRTH MM/DD/YYYY

NUMERIC PORTION OF STREET ADDRESS OR P.O. BOX

## Option 1: I do not have a PIN

Enter your **Social Security Number, ZIP, Last Name, Date of Birth** and **Numeric Portion of Street Address** here.

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

SOCIAL SECURITY NUMBER

PIN

## Option 2: I have a PIN

Enter your **Social Security Number** and **PIN** here.

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

GROUP ID / PLAN NUMBER

PLAN ENROLLMENT CODE

## Option 3: I have a plan enrollment code

Enter your **plan enrollment code** here along with the **Plan ID**.

# Next steps: create your account and enroll in the plan.

**1**

**4**

**2**

**5**

**3**

**6**

Next step is to select your investment options.

The screenshot shows the MetLife 'My Allocations' interface. At the top, there is a navigation bar with the MetLife logo, 'Home', 'Retirement Education', and 'Guidance' links. On the right, it displays the user's name 'JANE DOE' and a 'Log out' link. The main heading is 'My Allocations'. Below this, the page is titled 'ABC Company' and asks 'How would you like to invest?'. There are two main options: 'Help Me Do It' and 'Do It Myself'. The 'Help Me Do It' option includes a description of target date funds and a blue button labeled 'Choose a target date fund'. The 'Do It Myself' option includes a description of building a portfolio and an orange button labeled 'Choose individual funds'. A 'Back' button is located below the 'Choose a target date fund' button. At the bottom of the main content area, there is a disclaimer: 'Asset allocation and balanced investment options and models are subject to the risks of the underlying funds, which can be a mix of stocks/stock funds and bonds/bond funds. For more information, see the prospectus and/or disclosure documents.' Two green arrows point from the callout boxes below to the respective buttons.

Select **“Choose a target date fund”** if you need assistance in selecting funds to invest.

OR

Select **“Choose individual funds”** to build your own portfolio from the funds available in your plan.

If you choose a target date funds option, continue to select the fund.

The screenshot shows the 'My Allocations' section for 'ABC Company'. The main heading is 'Select a target date fund'. Below this is a table with columns for 'SELECT', 'INVESTMENT', and 'DETAILS'. The 'SELECT' column contains radio buttons, with the first one selected. The 'INVESTMENT' column lists various target date funds, and the 'DETAILS' column contains 'Details' buttons for each. At the bottom, there is a 'Back' button and a 'Continue' button highlighted with a green box and an arrow pointing to it.

SELECT	INVESTMENT	DETAILS
<input checked="" type="radio"/>	American Funds 2060 Trigt Date Retire R4	Details
<input type="radio"/>	American Funds 2055 Trigt Date Retire R4	Details
<input type="radio"/>	American Funds 2050 Target Date Fund R4	Details
<input type="radio"/>	American Funds 2045 Target Date Fund R4	Details
<input type="radio"/>	American Funds 2040 Target Date Fund R4	Details
<input type="radio"/>	American Funds 2035 Target Date Fund R4	Details
<input type="radio"/>	American Funds 2030 Target Date Fund R4	Details
<input type="radio"/>	American Funds 2010 Target Date Fund R4	Details

Each fund above has a date in its name - the fund's target date - designed to be the approximate retirement year when withdrawals begin. This is for informational purposes only, is not considered investment advice, and should not be relied upon as investment advice. For more information, please refer to your plan materials.

Back Continue

Click **Continue/Submit** to complete your selections and confirm allocations on the following page.

If you decide to build your own portfolio choose from the options below:

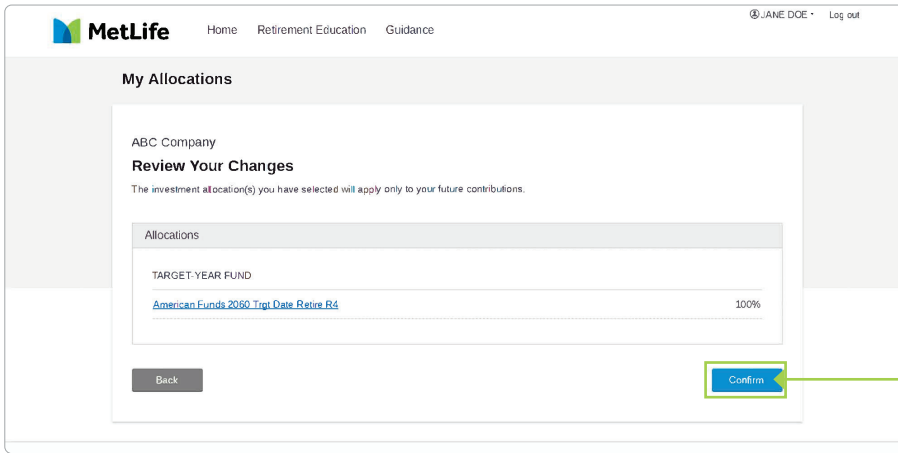
The screenshot shows the 'Build Your Own Portfolio' section for 'ABC Company'. It features a table with columns for 'DEL', 'INVESTMENT', 'MIX', 'ASSET CLASS', and 'ALLOCATION'. Each row represents a fund with its name, a '50/50' mix indicator, an asset class, a slider for allocation, and a percentage. At the bottom, there is a 'Back' button, a 'Reset All Changes' link, and a 'Submit' button highlighted with a green box and an arrow pointing to it.

DEL	INVESTMENT	MIX	ASSET CLASS	ALLOCATION
X	Templeton Global Bond Adv	50 50	International Funds	12 %
X	Royce Low Priced Stock Svc	50 50	Small Cap Funds	19 %
X	T. Rowe Price Mid-Cap Growth Fund - Adv	50 50	Mid Cap Funds	19 %
X	MFS Growth A	50 50	Large Cap Funds	24 %
X	Waddell & Reed Advcs Wilshire Glb Alloc A	50 50	Balanced	23 %
X	TCW Total Return Bond I	50 50	Bond	3 %

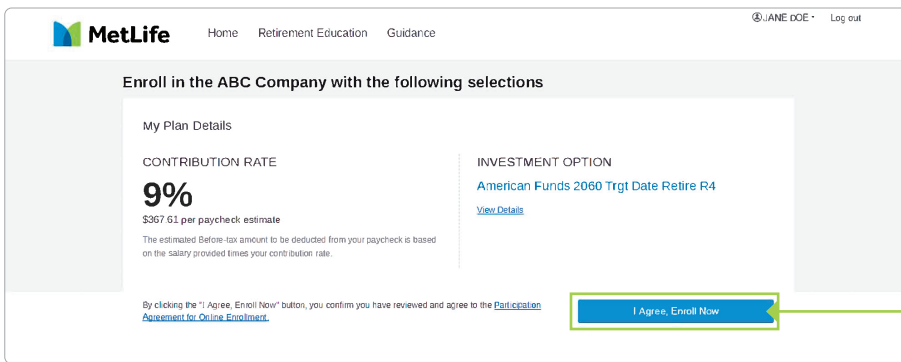
Total: 100%

Back Reset All Changes Submit

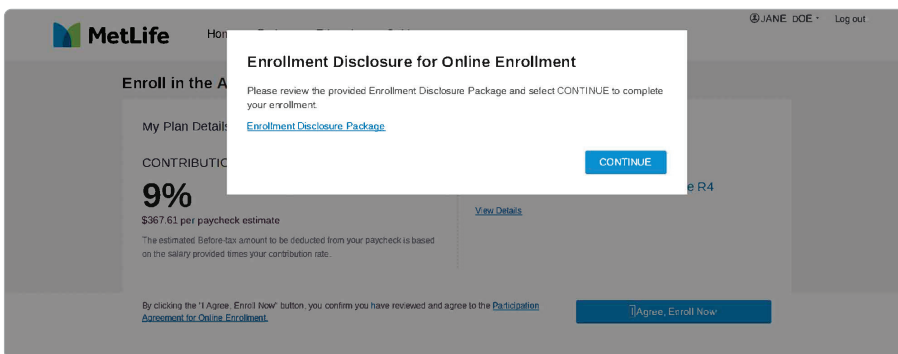
# Review and confirm your changes.



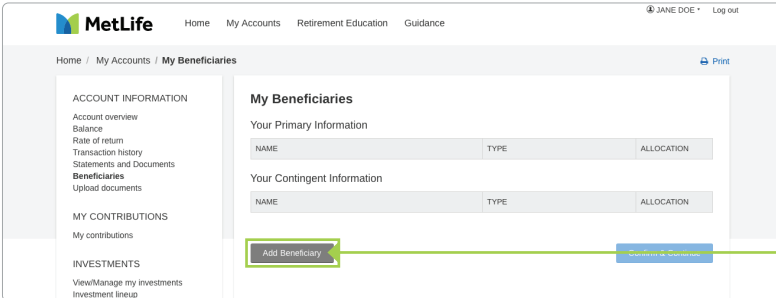
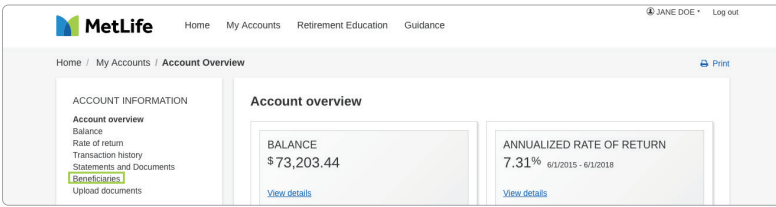
Click **Confirm** allocations to complete the selection of your investment options.



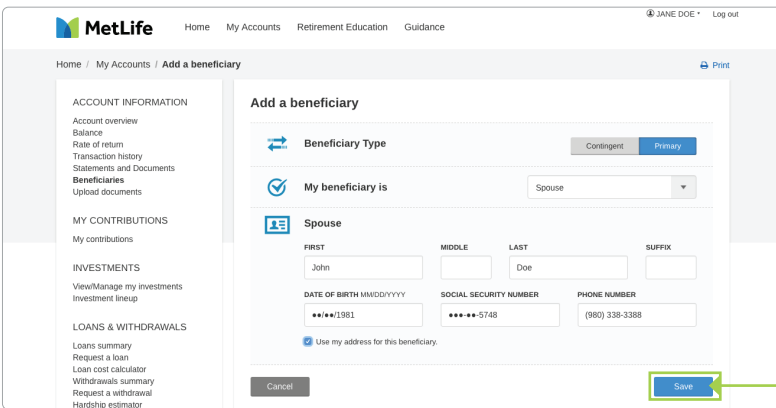
Click **I Agree, Enroll Now** to review the *Agreement for Online Enrollment* and complete the enrollment process.



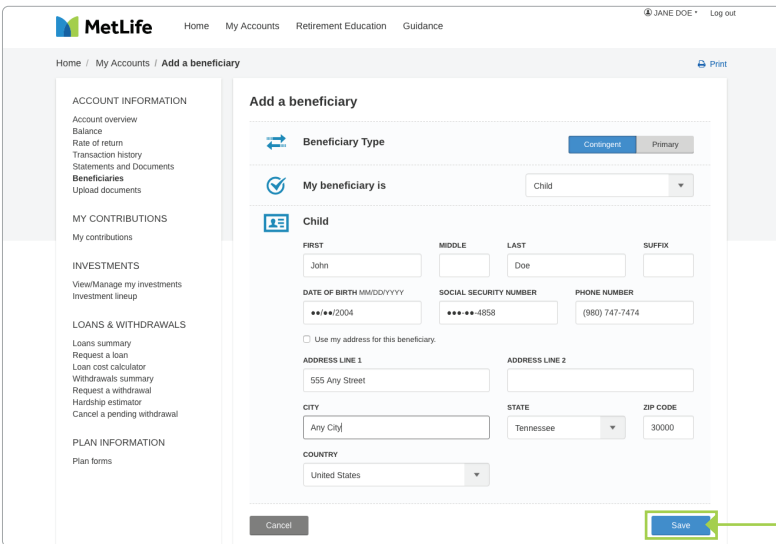
Once you've completed enrolling, go to **My Accounts>Beneficiaries** menu option to add beneficiary.



Click **Add Beneficiary**.

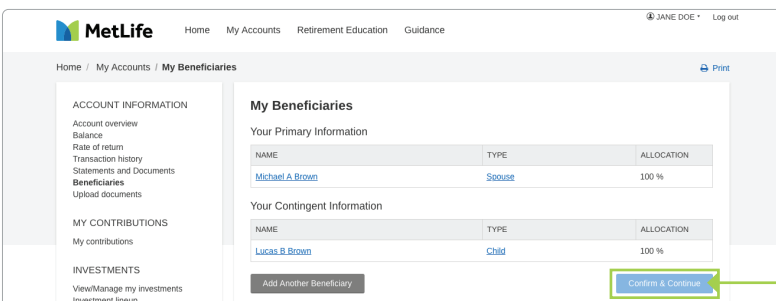


Click **Save** to update the primary beneficiary.



Click **Save** to update the contingent beneficiary.

Click on **Confirm & Continue** to complete the beneficiary update of the enrollment process.



### Congratulations!

You have completed enrollment in the retirement savings plan and updated beneficiary information. Now you can monitor, manage and update your Plan account online and explore the tools available. You can log directly into your account at [mlr.metlife.com](http://mlr.metlife.com). If you have any questions about the online enrollment process or getting started with any of the features or functions of your Plan website, please call 1-800-543-2520.

The screenshot samples presented within are for illustrative purposes only. The participant information, investment funds, and Plan features shown here do not represent your actual account and may or may not reflect the features or functions of your Plan website. Annuity contracts contain exclusions, limitations, reduction of benefits, surrender charges and terms for keeping it in force. You should read your contract carefully. If you have any questions, please contact MetLife at the service center number reflected on your enrollment materials.

