Participant Online Registration

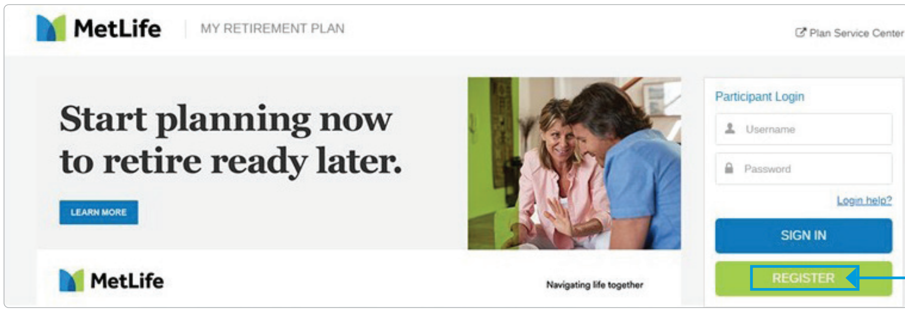
How to enroll online in your Employer-Sponsored Retirement Savings Plan

MetLife

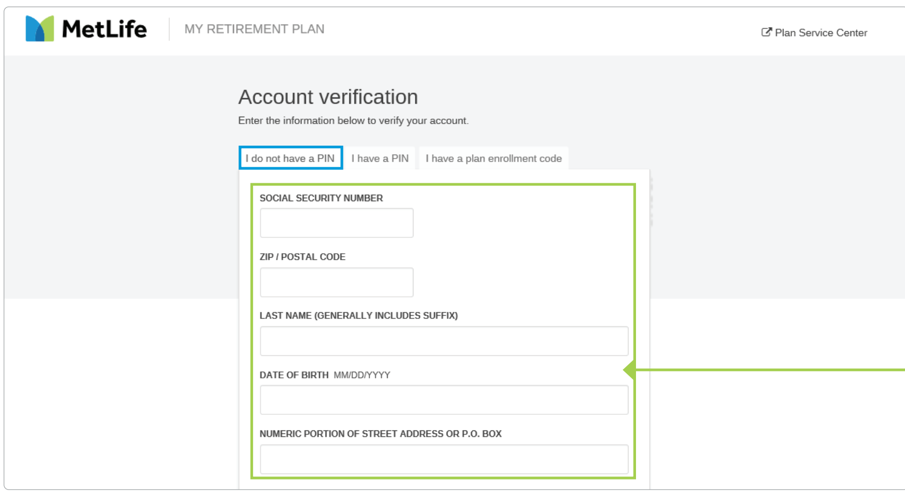
Navigating life together

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

Go to **mlr.metlife.com** to get started.

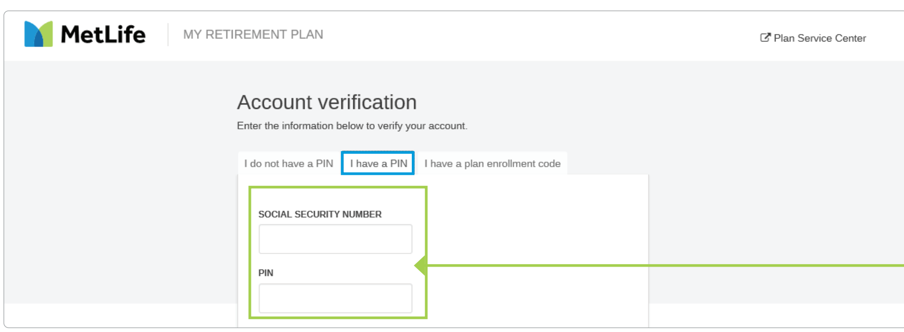


Start by clicking **Register!**



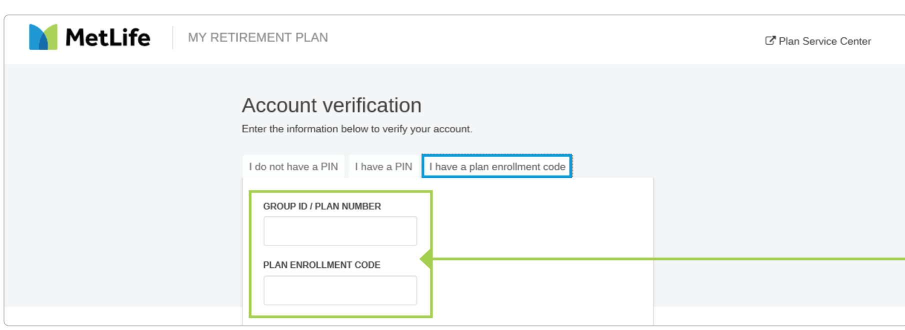
Option 1: I do not have a PIN

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



Option 2: I have a PIN

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

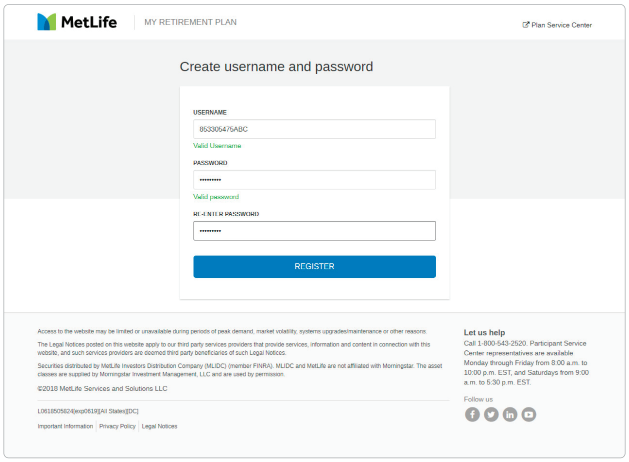


Option 3: I have a plan enrollment code

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

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

1



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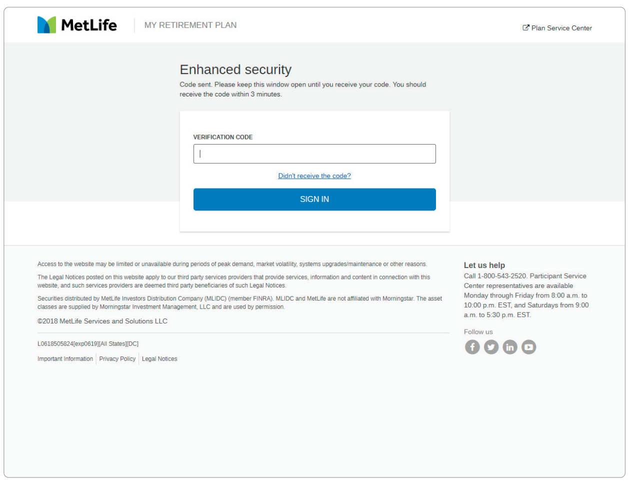

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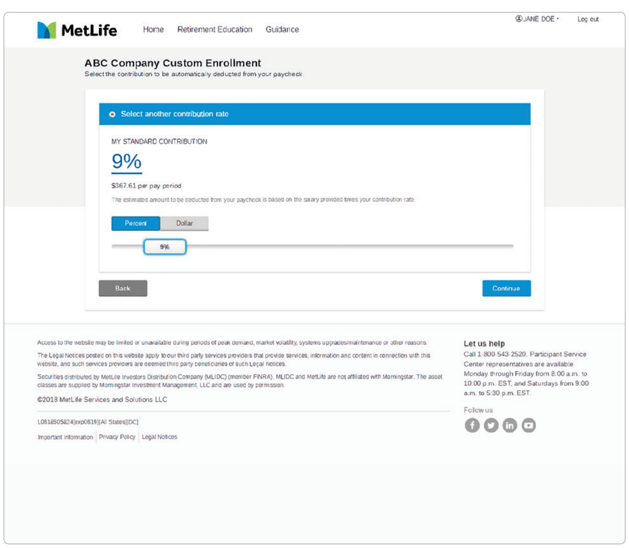

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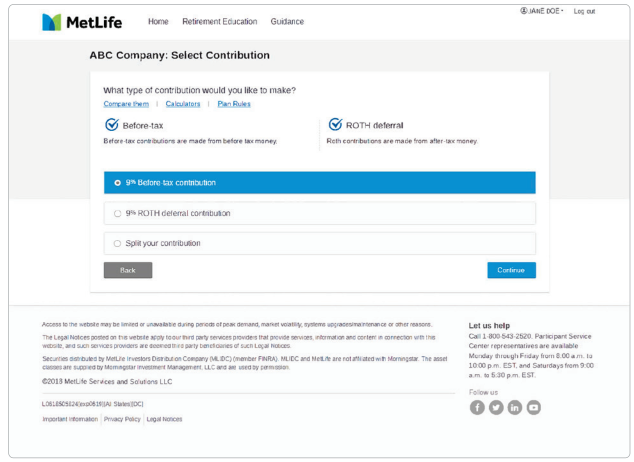

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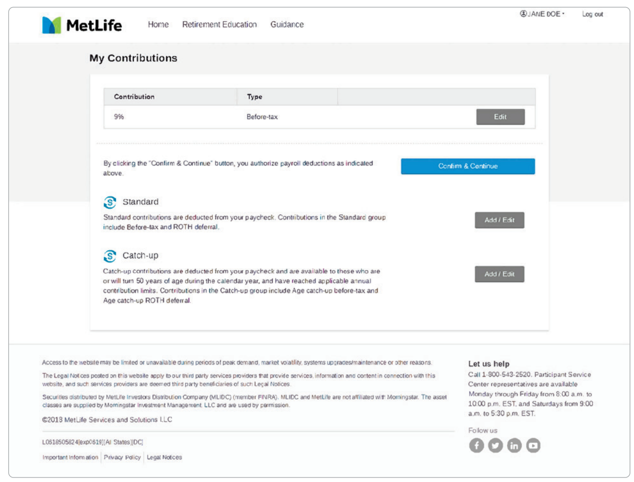

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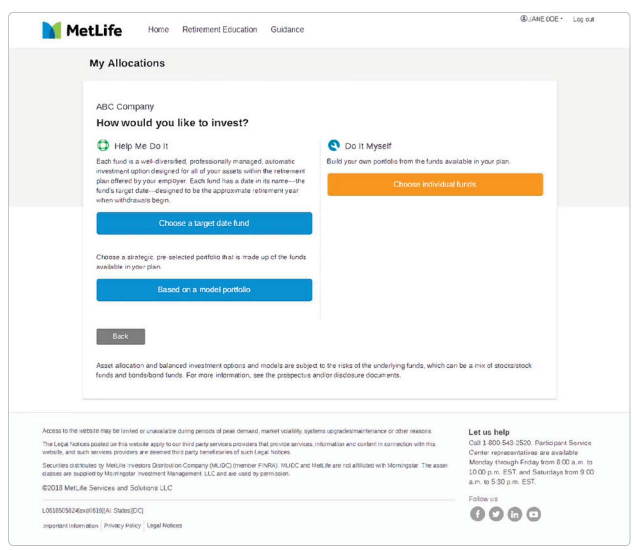
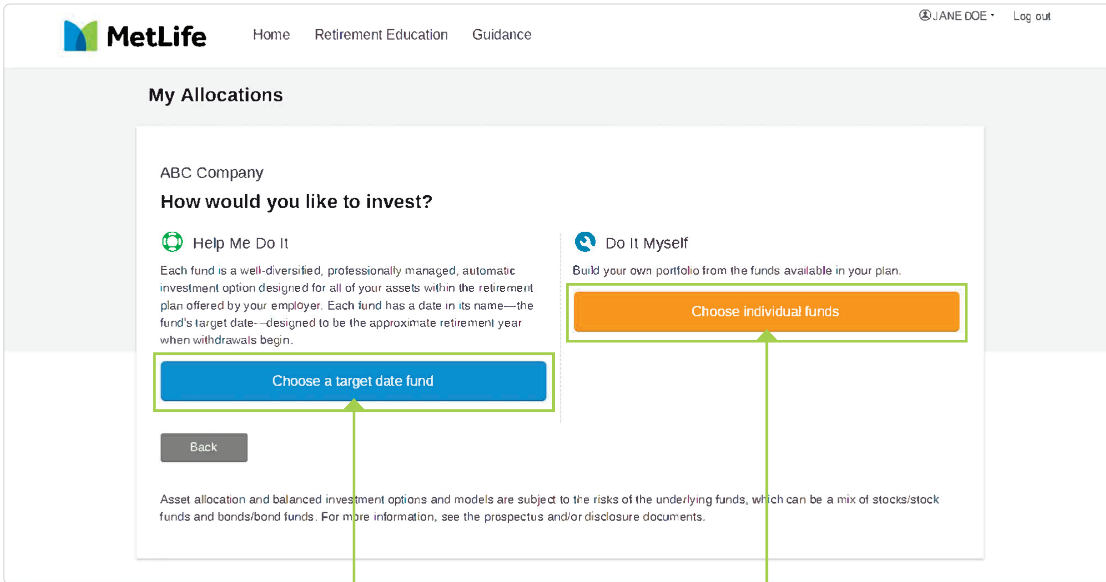


Next step is to select your investment options.

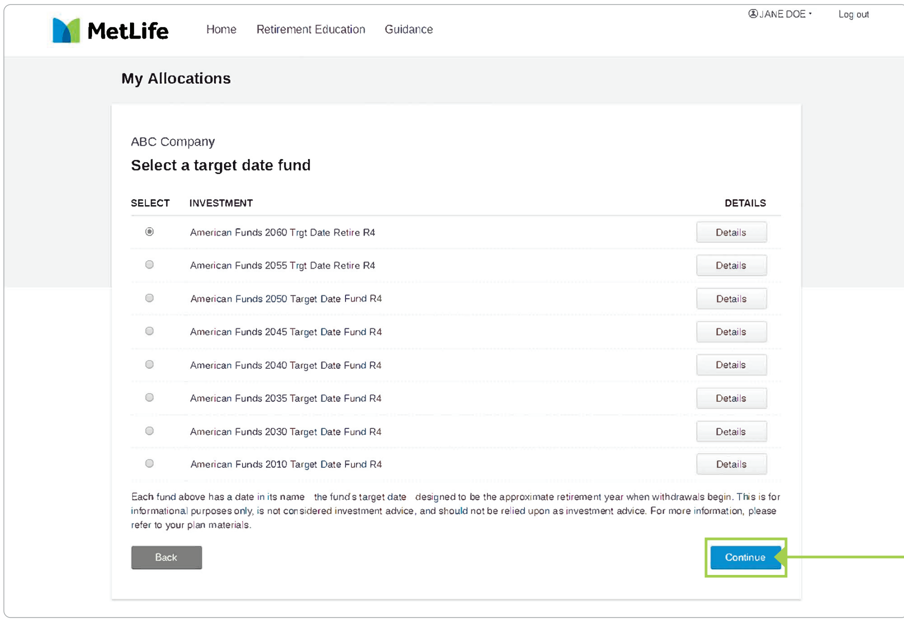


Select **"Choose a target date fund"** if you need assistance in selecting funds to invest.

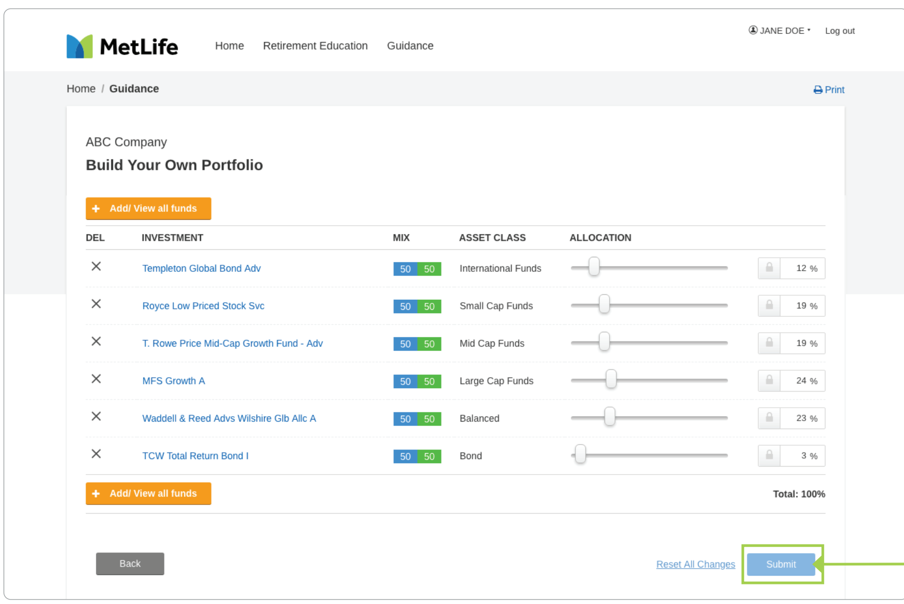
OR

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.

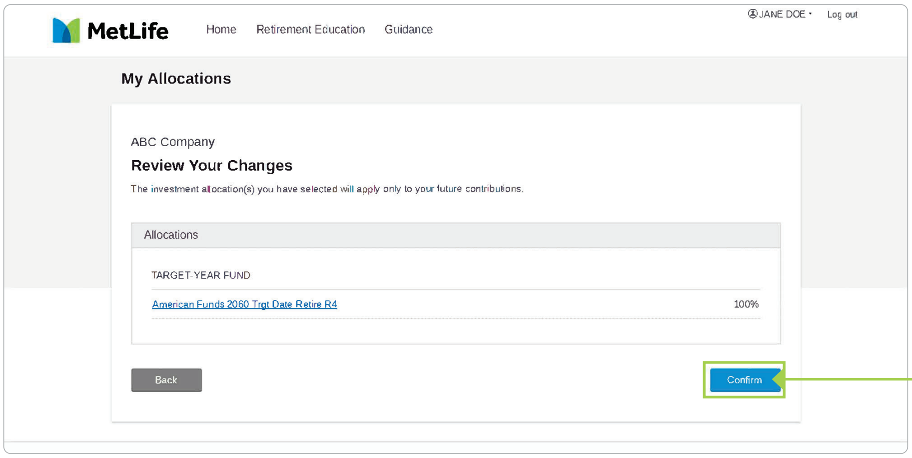


If you decide to build your own portfolio choose from the options below:

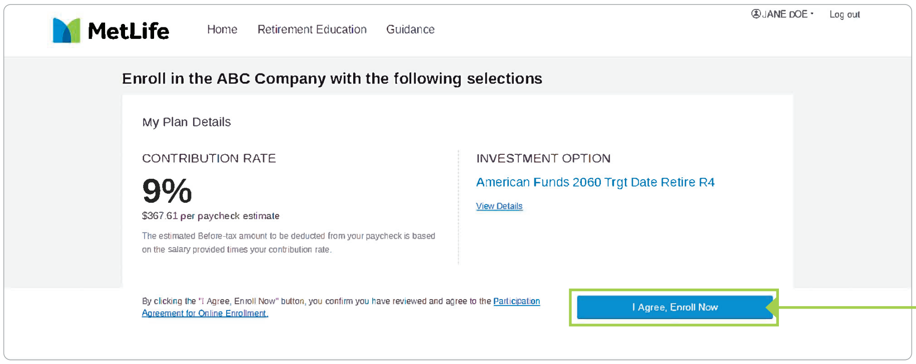


Click **Continue/Submit** to complete your selections and confirm allocations on the following page.

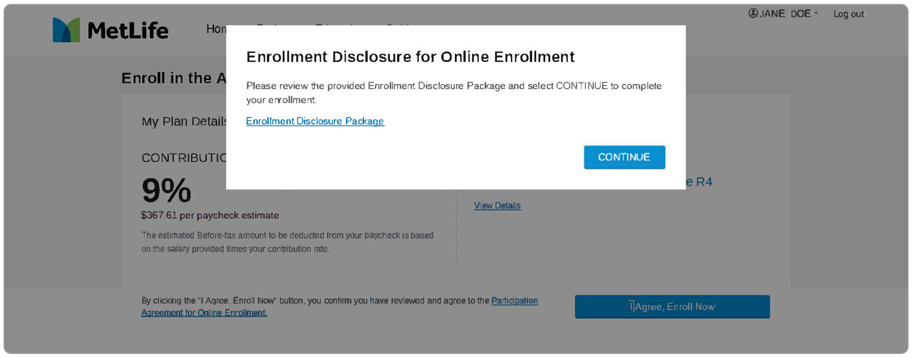
Review and confirm your changes.



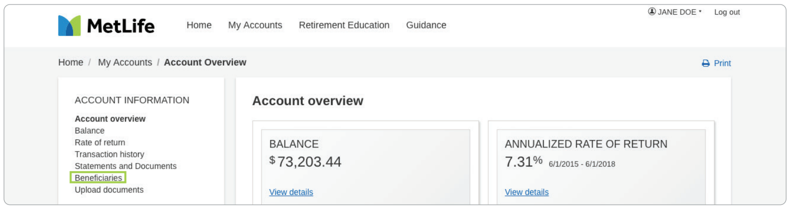
Click **Confirm** allocations to complete the selection of your investment options.

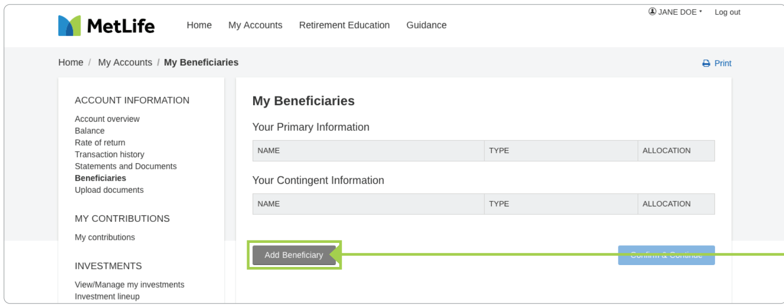


Click **I Agree, Enroll Now** to to review the *Agreement for Online Enrollment* and complete the enrollment process.

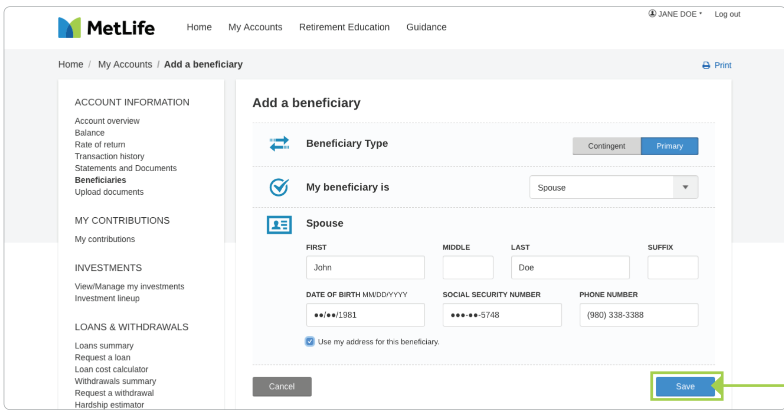


Once you've completed enrolling, go to **My Accounts>Beneficiaries** menu option to add beneficiary.

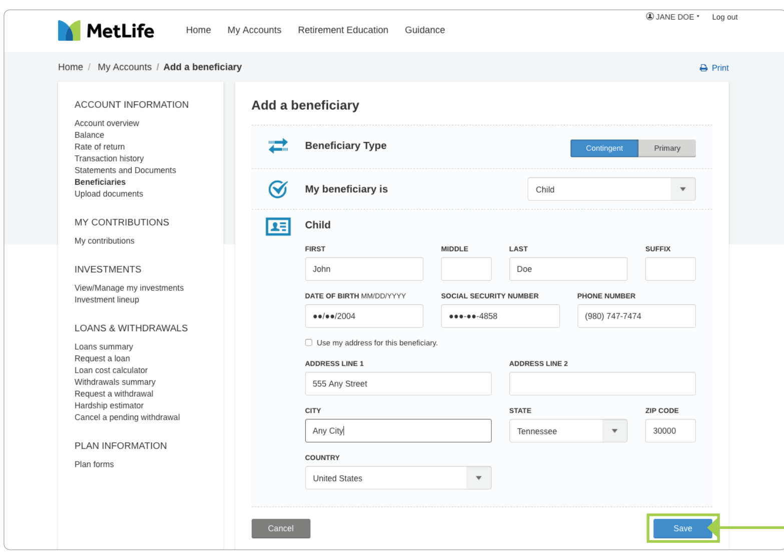




Click **Add Beneficiary**.

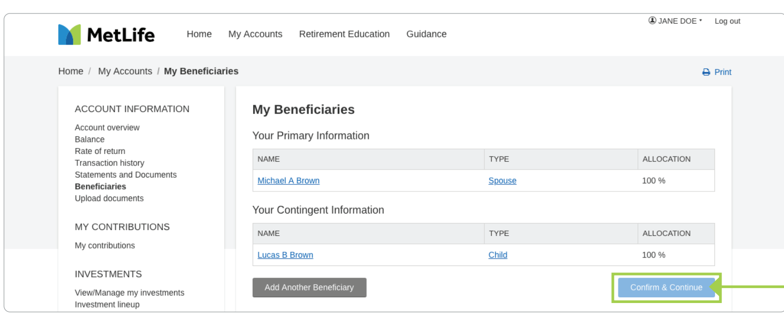


Click **Save** to update the primary beneficiary.



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. 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.

