

Know your coverage: Access your Certificate of Insurance.



The specific terms and provisions of your insurance with MetLife can be found in your **Certificate of Insurance**, available online at mybenefits.metlife.com.

MyBenefits is your online destination for all things MetLife

Here's how to register:

1. Visit MyBenefits

If prompted, enter USA Today in the Employer or Association field.

2. Click Register Now

Create a username and password, add your personal email address.

3. Agree to the terms of use

You'll receive a confirmation email to know you're set!

Access your Certificate of Insurance

1. Login to mybenefits.metlife.com
2. Click on **My Accounts** and navigate to the relevant coverage
3. Use the **I want to...** dropdown menu to select **"Go to my coverage"**
4. Click **Certificate of Insurance**

What's included in a Certificate of Insurance?

- Coverage effective dates
- Definitions
- A Schedule of Benefits
- Eligibility information
- Health Screening Benefit details
- Required Proof for filing a claim
- Exclusions

Please read it carefully and maintain with your records.

Questions? Call 1-800-GET-MET8 (1-800-438-6388)

Like most group insurance policies, MetLife's group policies contain certain exclusions, exceptions, limitations and terms for keeping them in force. Please contact MetLife or your benefits administrator for more information.