

# How to access your Accident and Health Certificate of Insurance



## What you need to know

Your coverage is effective on the date shown on the “Covered Person Specifications” page located at the beginning of the Certificate. Please note that other eligibility provisions may apply, please see your certificate for more details.

The MyBenefits website, [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits), is a quick and easy way for you to access and print your Certificate of Insurance.

## Access your certificate online

Go to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits), enter your company name and click ‘submit.’

On the Home Page, click on ‘**Register Now**’ and perform the one-time registration process, if you don’t already have an account.

- Enter your first and last name, identifying data and email address
- Create a unique user name and password for future access to MyBenefits
- For security purposes, choose and answer three identity verification questions to be utilized in the event you forget your password
- Read and agree to the website’s Terms of Use
- A confirmation of your registration will be sent to the email address you provided
- Once you have selected the applicable product, click on the ‘**Certificate Detail**’ tab
- Click on the ‘**View My Most Recent Certificate or Schedule of Insurance**’ link to download and print your certificate

Your Certificate contains the specific terms and provisions of your coverage. Please read carefully and maintain with your records.

**If you have any questions, please feel free to call a MetLife Customer Service Representative toll-free at 1 800 GET-MET8 (1-800-438-6388).**

## Certificate of insurance terms and coverage details

### What You will find within your certificate of insurance

- Definitions
- Schedule of Benefits
- Eligibility
- Health Screening Information
- Required Proof
- Exclusions

### Benefits of registering online:

- Faster processing time
- Less paper waste
- Claims can be submitted 7 days a week
- Submit questions via email

### MetLife Mobile App

Employees can also access claim information on-the-go. Our mobile app has many of the same features as the MyBenefits web portal — employees can view and edit details for claims and absences.



[Download the MetLife app from the iTunes App Store or Google Play](#)

Before using the MetLife US App, you must register at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) from a computer. Registration cannot be done from your mobile device.

**Employees can register at <http://mybenefits.metlife.com>**

[metlife.com](http://metlife.com)

Certificates of Insurance for Texas Life Whole Life Insurance and Worksite Short Term Disability (“WSTD”) coverage are not available online. Like most group insurance policies, MetLife’s group policies contain certain exclusions, limitations and terms for keeping them in force. Please contact MetLife or your benefits administrator for more information.



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