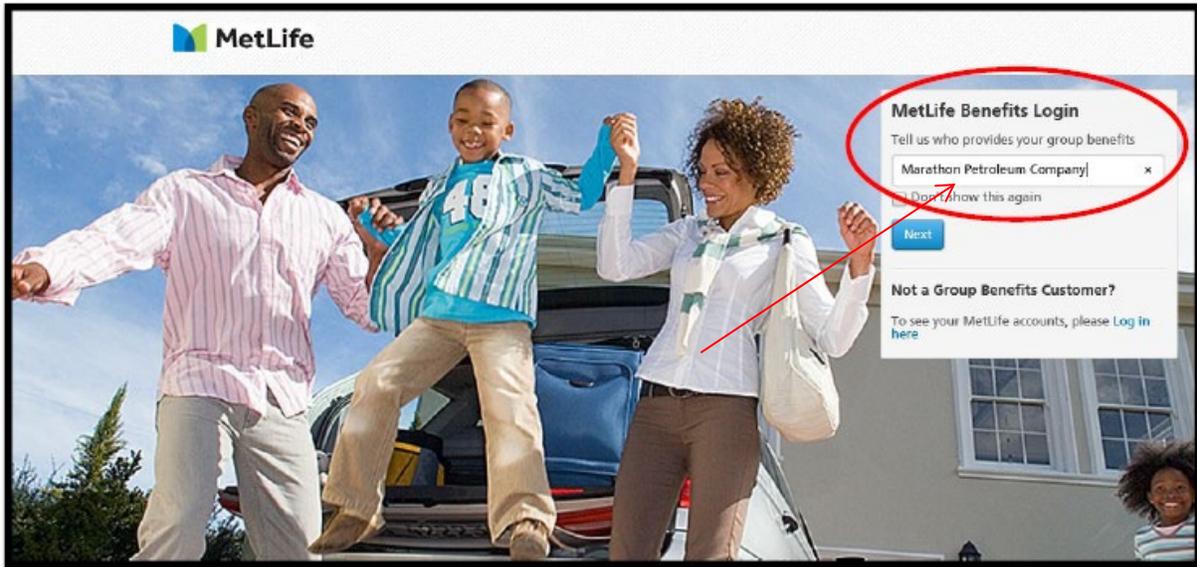


INSTRUCTIONS FOR DESIGNATING A BENEFICIARY WITH METLIFE

Rev 9/15/23

Step #1 – Go to MetLife’s secure website at www.mybenefits.metlife.com. Enter your company name in the **Company Name** field, then click **Submit**. (Enter **Marathon Petroleum Company**)



Step #2 – On the Welcome Page, either register as a first time user **or** if you have already registered, enter your user name and password.



First time users: the following information is needed to register, which includes creating a user name and password:

Register to view your MetLife policies online

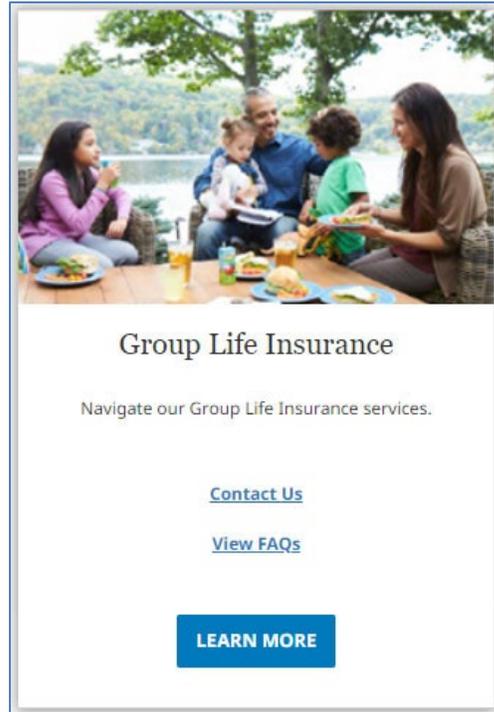
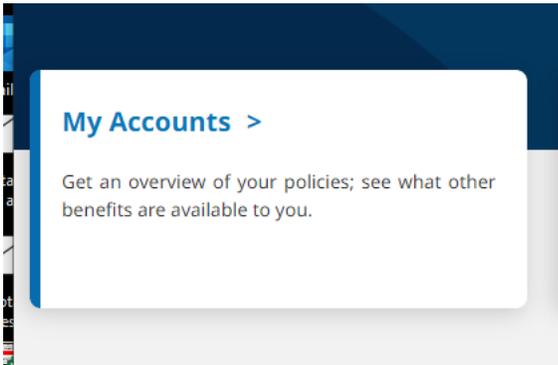
All fields required unless otherwise noted.

[Personal email is recommended.](#)
 
 mm/dd/yyyy

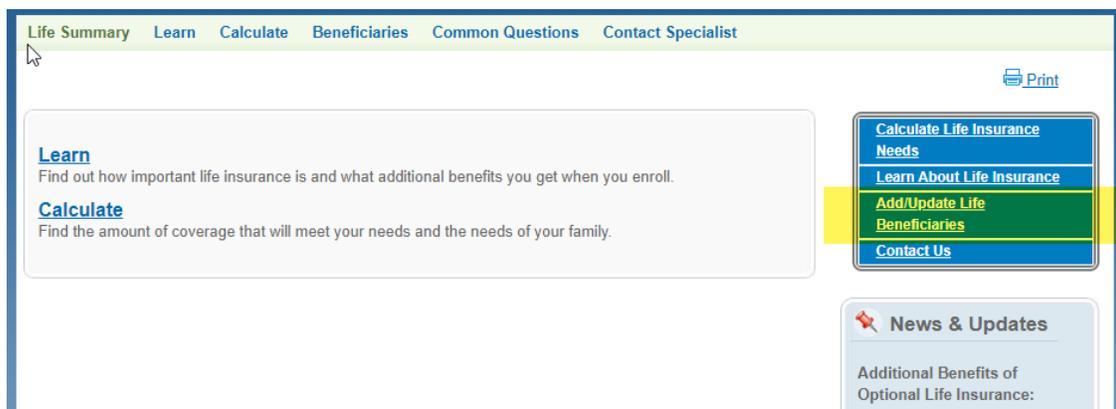
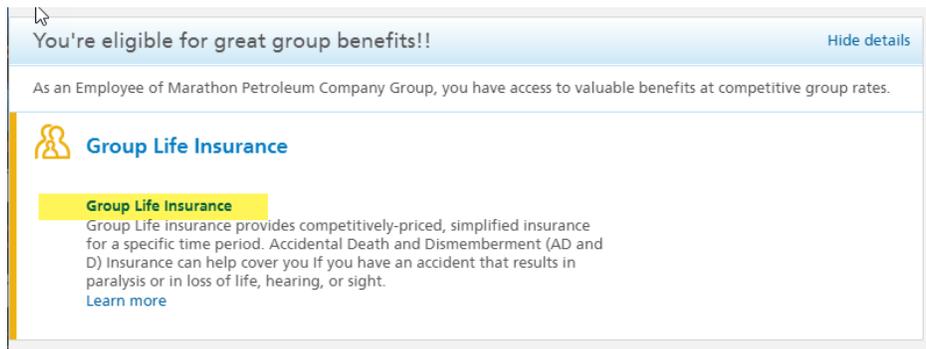
 
MPC
Please enter the following information to identify as an associate of this organization.
 XXX-XX-XXXX 

After you register, go back to the Welcome Page and log in.

Step #3 – Click on **My Accounts**, then click on **Learn More** under the Group Life Insurance tab.



Step #4 – Under **Group Life Insurance**, click on the Group Life Insurance link and select **Add/Update Life Beneficiaries**.



Step #5 – In the next screen, you have the opportunity to Add or Update your Primary and/or Contingent Beneficiaries. Select **Click Here** to designate by the type of coverage.

Step #6 – Under the **Add/Update Beneficiaries** screen you can see and edit existing beneficiaries, add a new beneficiary, or change existing share percentages.

When you log in, you may already have beneficiary information loaded in the system. If the individual you want to designate as a beneficiary does not appear in the screen you will need to add that individual before you can select and designate him/her as a beneficiary.

Basic Life

Primary Beneficiaries (required)

Name	Share
- Select beneficiary -	% <input type="button" value="Add"/> to Designate Beneficiaries
remove Patricia Smith	100%
Total 100% Total must equal 100%	

Contingent Beneficiaries

Name	Share
- Select beneficiary -	% <input type="button" value="Add"/> to Designate Beneficiaries
remove Mike Smith	1/2
remove Kate Smith	1/2
<input checked="" type="checkbox"/> Distribute equally for this coverage	
Total 100% Total must equal 100%	

You can apply this beneficiary to all of your coverages below

Supplemental Life

Primary Beneficiaries (required)

Name	Share
- Select beneficiary -	% <input type="button" value="Add"/> to Designate Beneficiaries
remove Patricia Smith	100%
Total 100% Total must equal 100%	

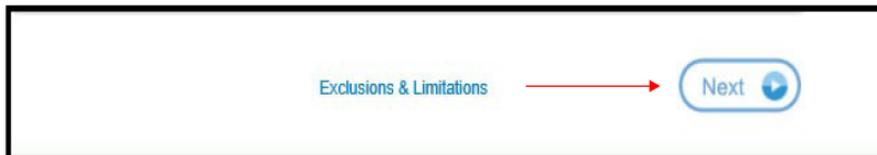
Contingent Beneficiaries

Name	Share
- Select beneficiary -	% <input type="button" value="Add"/> to Designate Beneficiaries
remove Mike Smith	1/2
remove Kate Smith	1/2
<input checked="" type="checkbox"/> Distribute equally for this coverage	
Total 100% Total must equal 100%	

You can apply the same beneficiary to all coverages without entering each one separately by clicking the **Apply to All** button.

Note: if you are splitting between more than one individual, the total must equal 100%.

Step #7 – Once edits are complete, click on the **Next** button, where you will have an opportunity to review for accuracy. Click the **Next** button again when you are finished reviewing.



Life Summary Learn Calculate Beneficiaries Common Questions Contact Specialist

Add/Update Beneficiaries

Please review your information for accuracy. To make changes, click the edit buttons.

Review / Edit

Beneficiaries			
Basic Life—\$50.00			
Beneficiary Name	Relation / Type	Role	Share
Patricia Smith	Spouse	Primary	100%
Mike Smith	Child	Contingent	1/2
Kate Smith	Child	Contingent	1/2
Supplemental Life—0.00			
Beneficiary Name	Relation / Type	Role	Share
Patricia Smith	Spouse	Primary	100%
Mike Smith	Child	Contingent	1/2
Kate Smith	Child	Contingent	1/2

Step #8 – The next screen contains all of the consent disclosures and the electronic signature. Read the text statements and check the box to indicate your agreement. Enter your log in password and click on **Submit**.

STATEMENT ON CONSUMER CONSENT TO THE USE OF ELECTRONIC TRANSACTIONS, SIGNATURES AND RECORDS ("Consent Statement")

Definitions: For purposes of this Consent Statement: "MetLife" means Metropolitan Life Insurance Company, New York, NY and its applicable subsidiaries and affiliates including Metropolitan Property and Casualty Insurance Company, SafeGuard Health Plans, Inc., SafeHealth Life Insurance Company, and Hyatt Legal Plans, Inc.; and, "Web Site" includes this Web Site and all other MetLife Web Sites linked to it, but does not include non-MetLife Web Sites which are linked to this Web Site

To continue, please check the boxes to indicate you have read and understand the following and that you are providing your consent and authorization.

* I acknowledge that I have read and understand MetLife's Consent Statement

Electronic Signature(e signature)

I have read and completed the beneficiary designation form and declare that all information is true and complete to the best of my knowledge and belief. I understand that this information will be used by MetLife for administration of my life insurance. I have read and acknowledge the documents displayed on this page. I understand that by entering my password and clicking the " Submit " button below I am submitting the form and providing my eSignature.

MyBenefits Password: *Note: Passwords are case sensitive.

[If you prefer, you may print out, sign, and mail your Beneficiary form to MetLife.](#)
Note: Please allow additional time for delivery and processing.

[Back](#) [Exclusions & Limitations](#) → [Submit](#)

Step #9 – You will receive a confirmation once your designations are complete and you can print a copy for your files.

[Life Summary](#) [Learn](#) [Calculate](#) [Beneficiaries](#) [Common Questions](#) [Contact Specialist](#)

Add/Update Beneficiaries

Beneficiary Designation Received

Thank you for completing your beneficiary designation online.

Please [print your Beneficiary Designation form](#) for your records.

[Exclusions & Limitations](#)