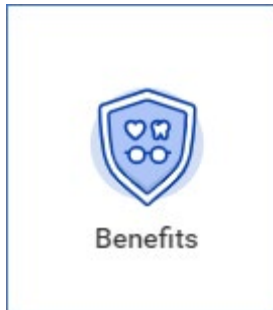




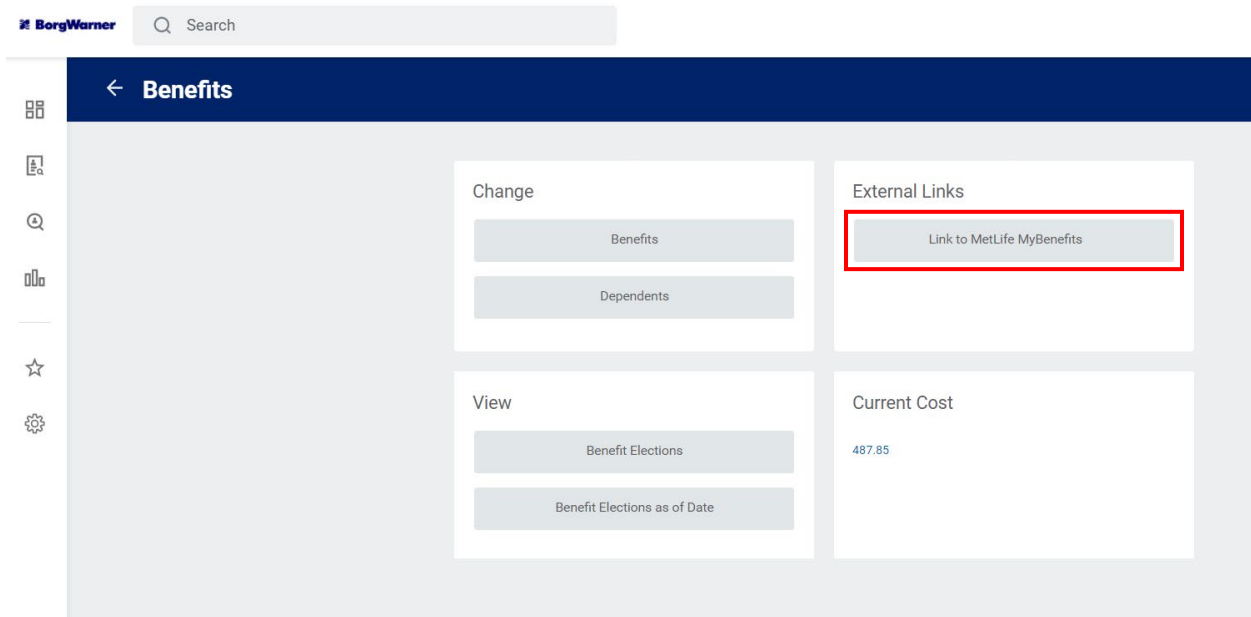
# MetLife Single Sign-On Instructions

**NOTE:** When using the Single Sign-On (SSO) feature for the first time through Workday, you may or may not be required to complete a one-time registration. This is based on what information MetLife has in their system and whether you have used the MyBenefits website before.

To access the SSO link, open the Benefits application group on your homepage in Workday.



You find the SSO link here. Click on it to connect to the MetLife MyBenefits site.





# MetLife Single Sign-On Instructions

If you are required to register before moving forward, follow these steps:

Update your primary email address with MetLife and then select “Update & Continue”:

Step 1 of 4  
**Update Your Primary Email Address**

Looks like you do not have a primary email address on your profile. Please provide one below.

**What is a primary email address?**  
Your primary email address is the to which we send important account communications. (You can also choose to receive communications at other email addresses or by US Mail.)

**Enter a new email address**

**Confirm email address**

**Update & Continue**

**Have Questions?**  
Call 1-800-504-0746  
Monday to Friday  
8 a.m. to 11 p.m. ET

Select your primary state of residence and then select “Update & Continue”:

Step 2 of 4  
**Please Tell Us Your Primary State of Residence**

You're just a few quick steps away from viewing your accounts online. Tell us your primary state or territory of residence.

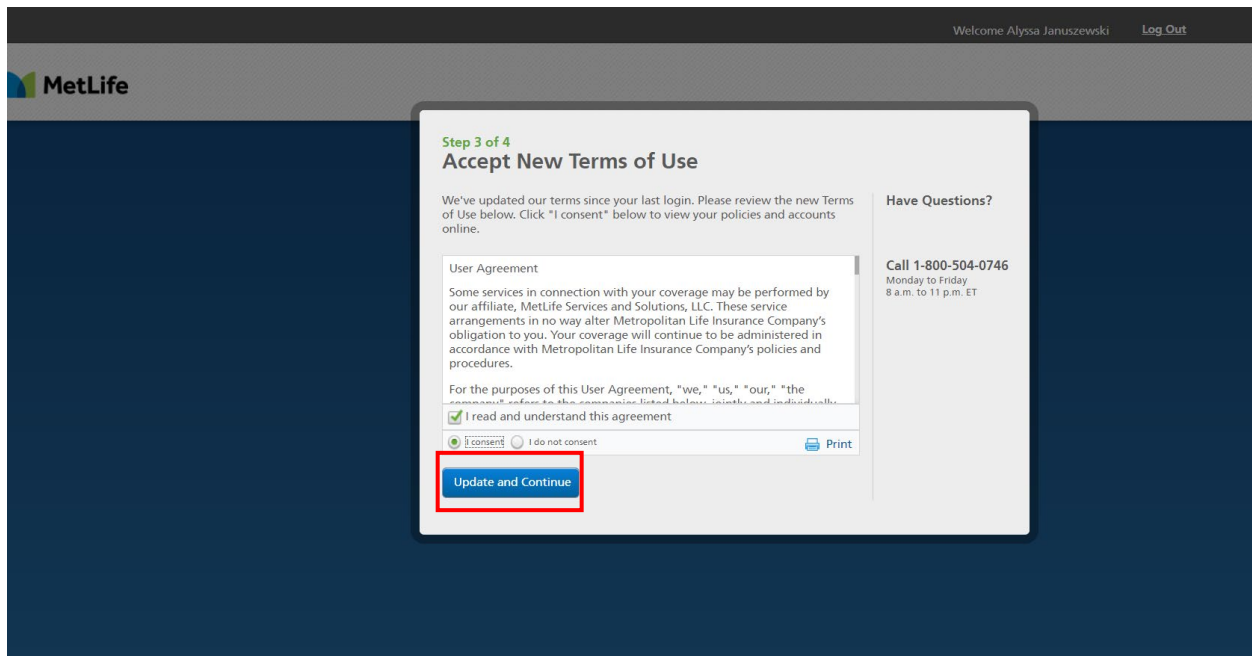
**Primary State or Territory of Residence** ⓘ

**Update & Continue**

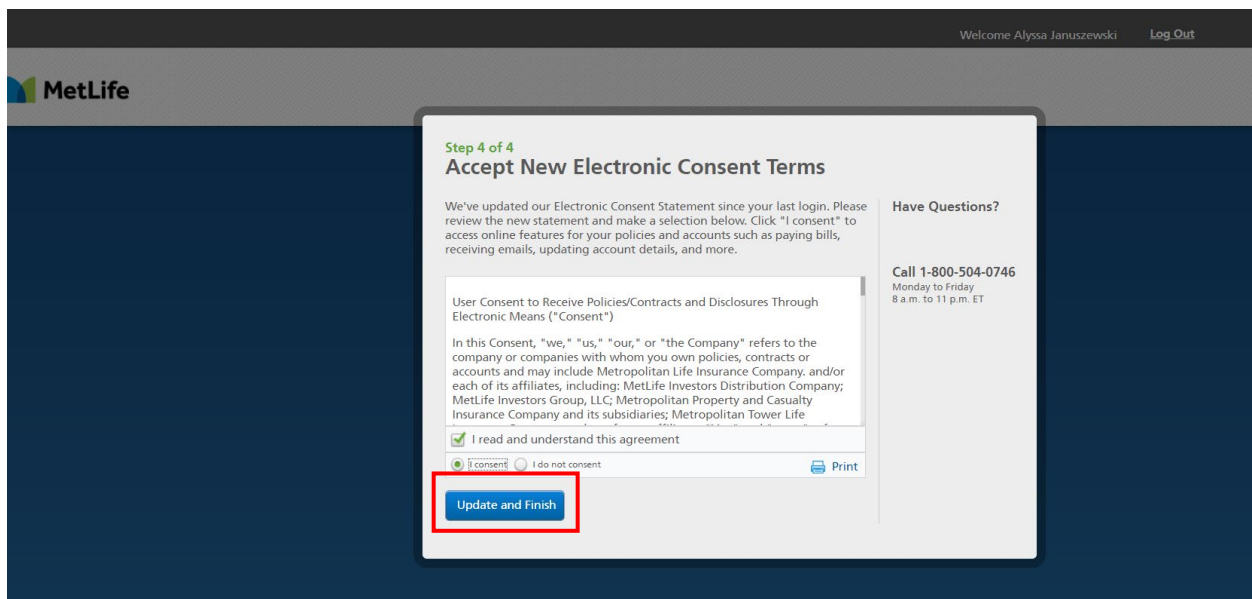
**Have Questions?**  
Call 1-800-504-0746  
Monday to Friday  
8 a.m. to 11 p.m. ET



Read and accept New Terms of Use. Select the box stating “I read and understand this statement”, then select “I consent” or “I do not consent”. Select “Update & Continue”:



Read and accept New Electronic Consent Terms. Select the box stating “I read and understand this statement”, then select “I consent” or “I do not consent”. Select “Update & Continue”:



Once complete, you will automatically be connected to MetLife’s website when you click the link in Workday going forward. This is a one-time process and won’t need to be completed again.