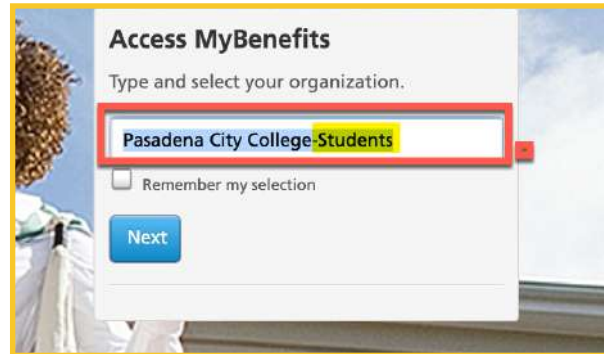




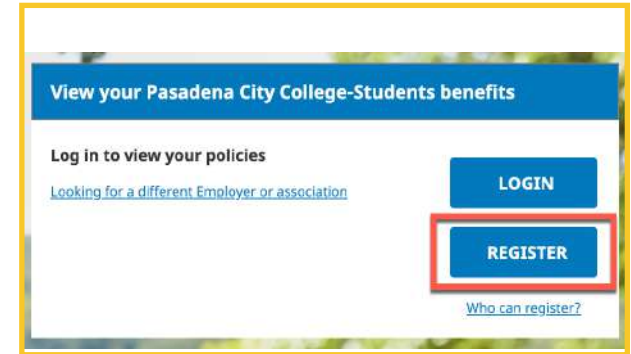
Metlife Dental Registration User Guide



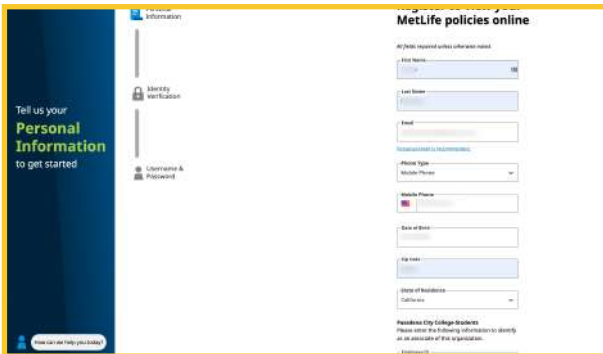
1 Register for Metlife by visiting: mybenefits.metlife.com



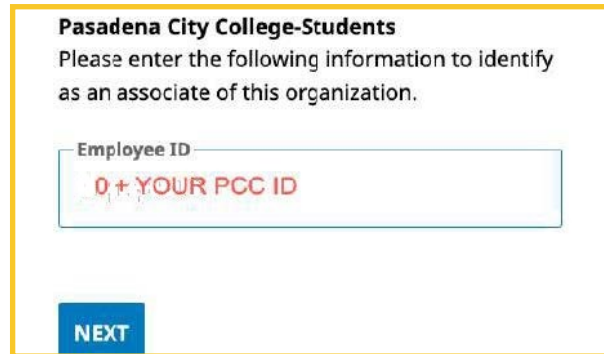
2 For Employer or Association enter: Pasadena City College-Students



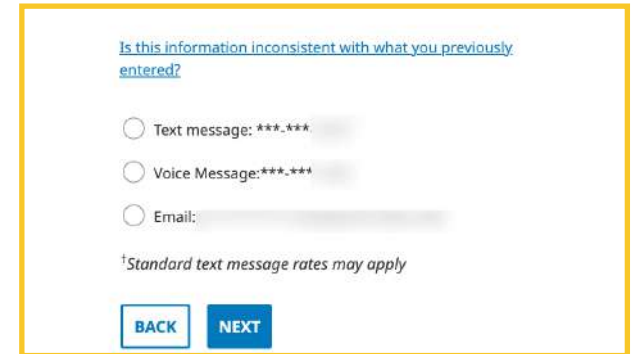
3 Click on register if to create an account



4 Complete the registration form



5 Employee ID
Enter: 0 + Your PCC SID# for a total of 9 digits



6 Select how you would like to receive your security code.

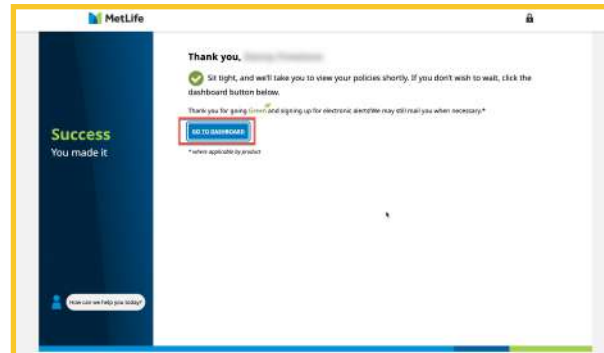
Metlife Dental Registration User Guide

Password Strength : **STRONG**

Password must:

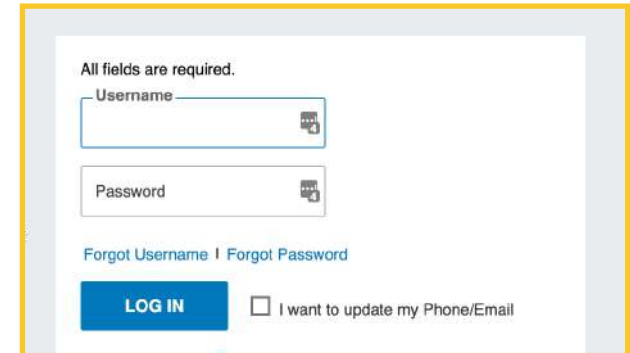
- ✓ contain 8 to 20 characters
- ✓ contain lowercase letter
- ✓ contain uppercase letter
- ✓ contain a number
- ✓ not contain special characters other than hyphen(-) or underscore(_)

7 Create a secure password using the requirements



A screenshot of the MetLife website showing a success message. The text reads: "Thank you, [Name]! Sit tight, and we'll take you to view your policies shortly. If you don't wish to wait, click the dashboard button below." Below this, there is a "GO TO DASHBOARD" button highlighted with a red box. A small note says "Features applicable by product".

8 Select "Go to Dashboard"



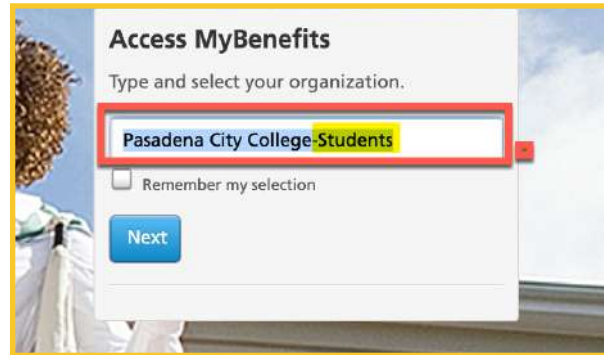
A screenshot of the MetLife login page. It says "All fields are required." and has input fields for "Username" and "Password". Below the fields are links for "Forgot Username" and "Forgot Password". At the bottom, there is a blue "LOG IN" button and a checkbox labeled "I want to update my Phone/Email".

9 Log in using the username and password from steps 1 through 8

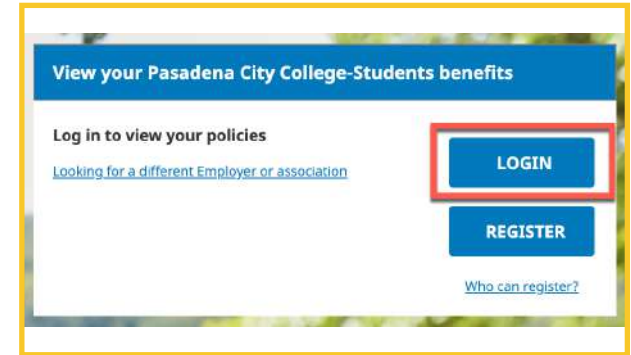
Metlife - Select a Dental Office User Guide



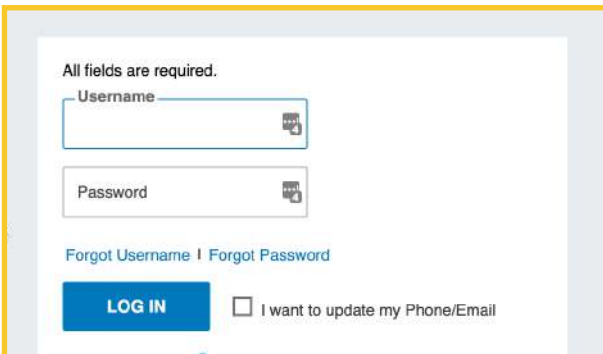
1 Log into Metlife by visiting:
mybenefits.metlife.com



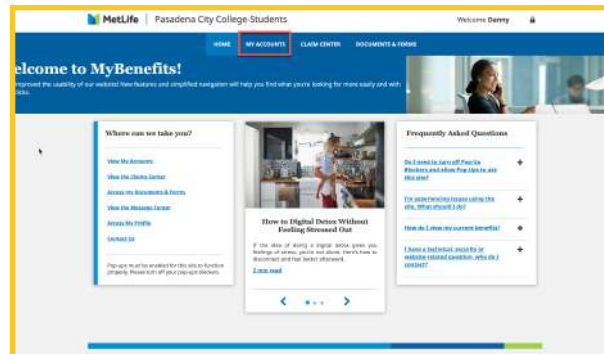
2 For Employer or Association enter: Pasadena City College-Students



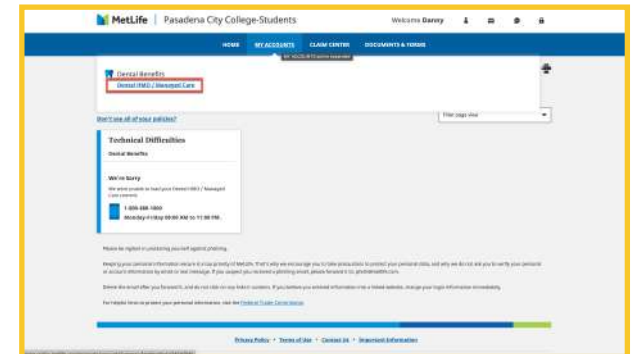
3 Click on "Login"



4 Log into your account

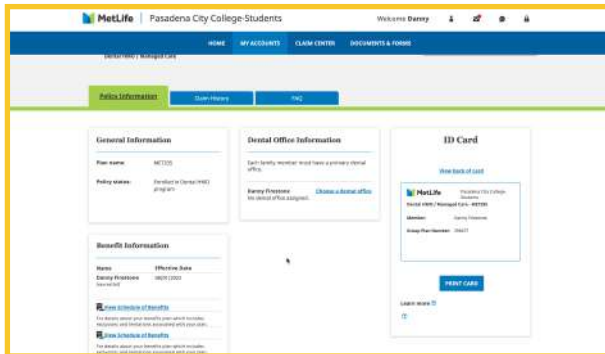


5 Click on "My Accounts"

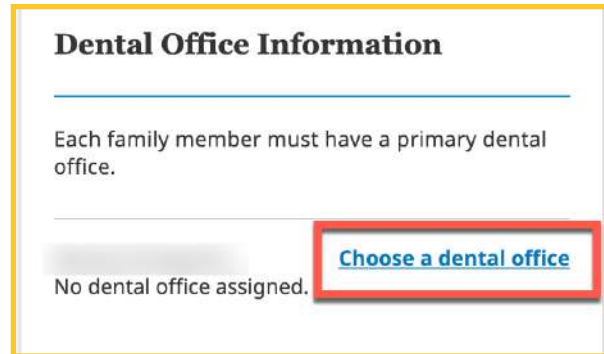


6 Click "My Accounts" again and then locate and click on "Dental HMO / Managed Care" in the drop down.

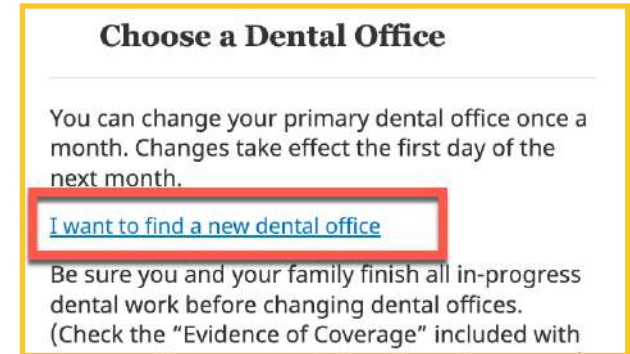
Metlife - Select a Dental Office User Guide



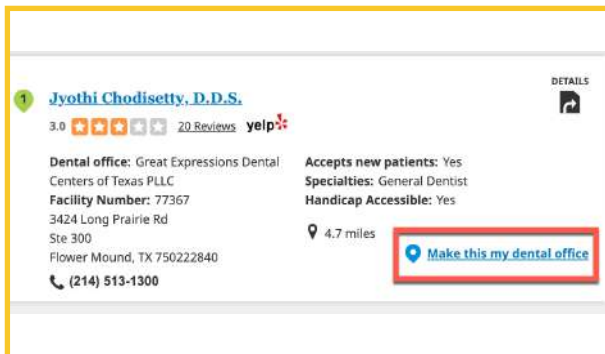
- 1 From the accounts page, locate the “Dental Office Information” section.



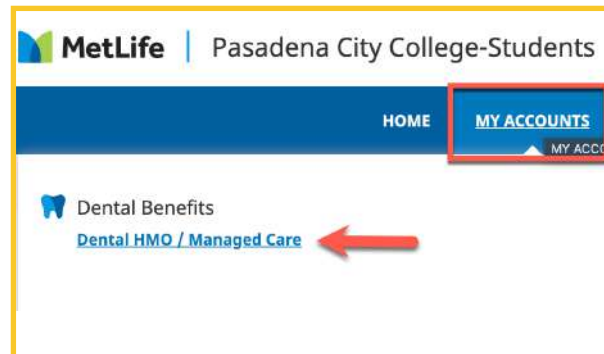
- 2 Click “Choose a Dental Office” link.



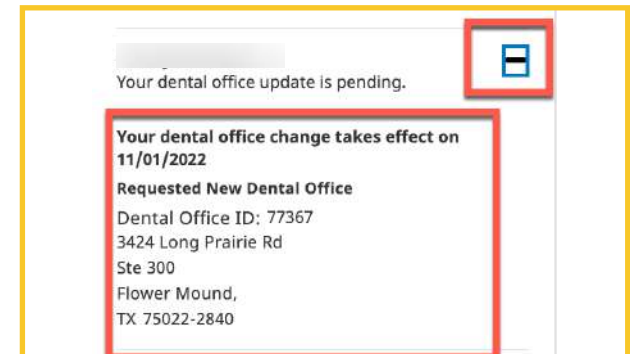
- 3 From pop out on the right side of the screen select “I want to find a new dental office”.



- 4 Enter the postal zip code in the area in which you wish to find a dentist. When you find a dentist that you wish to select, click “Make this my dental



- 5 To confirm your selection, go back to view your account.



- 6 Now in the “Dental Office Information” section, click the “+” to expose your selection