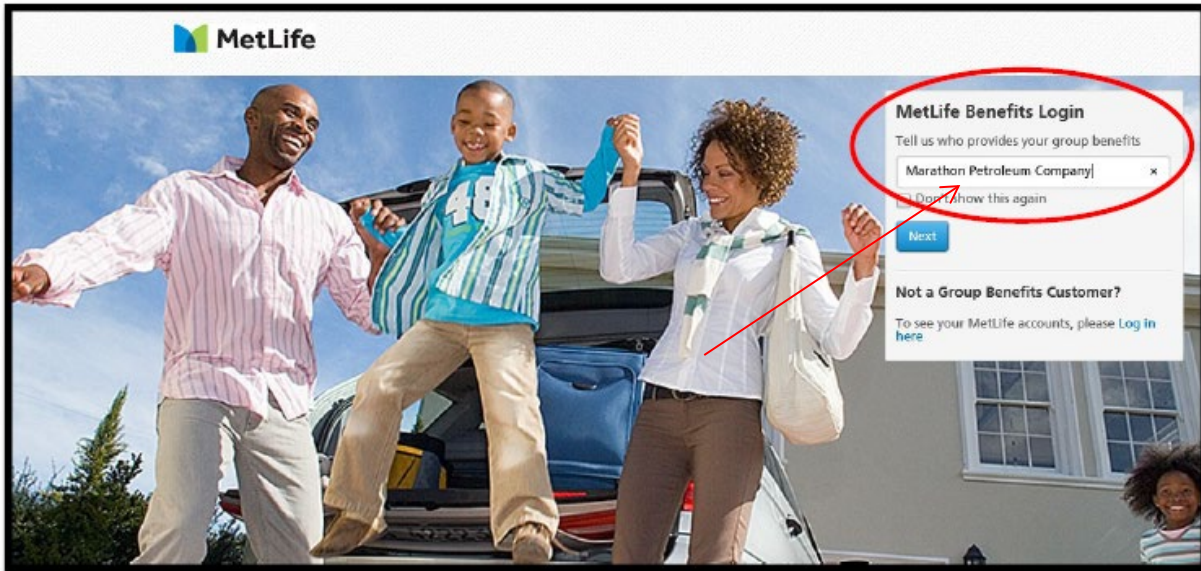


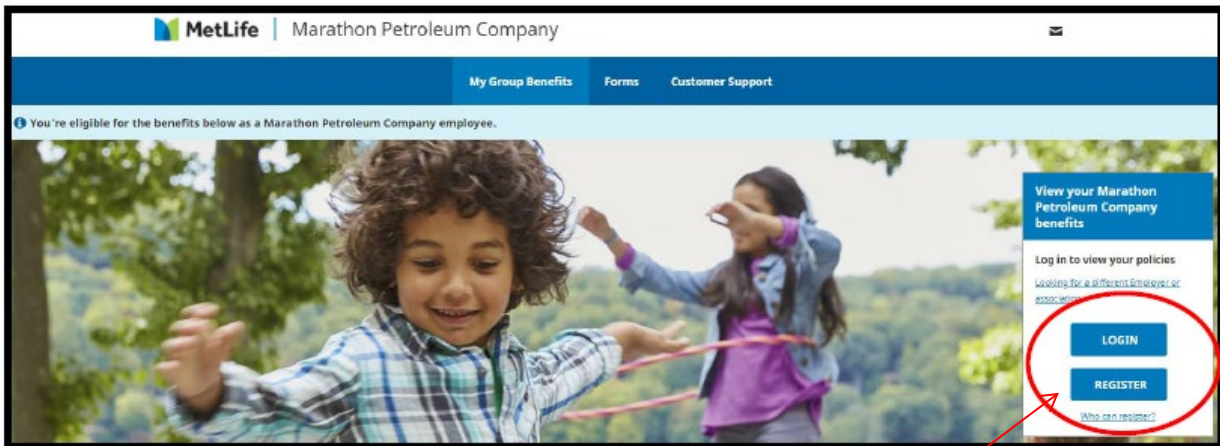
INSTRUCTIONS FOR DESIGNATING A BENEFICIARY WITH METLIFE

Rev 5/24/21

Step #1 – Go to MetLife’s secure website at <https://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:

Registration is quick and easy.

[Learn more about who can register.](#)

Enter your identification and contact information below.

All fields required unless noted

First Name

Last Name
Marathon

Please answer a few questions that identify you as an associate of this organization.

Social Security Number

Date Of Birth
Email Address ✔ This email address is available.
Confirm Email

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

Step #3 – After clicking on **My Accounts**, click on **Learn More**.

Group Life Insurance

Find out more about Metlife Group Life Insurance.

[Contact Us](#)

[View FAQs](#)

LEARN MORE ←

Step #4 – On the *Group Life Insurance* page, again click on *Learn More*.

You're eligible for great group benefits!! [Hide details](#)

As an Employee of Marathon Petroleum Company Group, you have access to valuable benefits at competitive group rates.

Group Life Insurance

Group Life Insurance
Group Life insurance provides competitively-priced, simplified insurance for a specific time period. Accidental Death and Dismemberment (AD and D) Insurance can help cover you if you have an accident that results in paralysis or in loss of life, hearing, or sight.
[Learn more](#)

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.

HOME MY ACCOUNTS CLAIM CENTER DOCUMENTS & FORMS

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

Add/Update Beneficiaries

Only the owner may designate beneficiaries.

If you wish to designate beneficiaries separately by type of coverage, please [click here](#).

Note: A person named as a Primary Beneficiary should not be named as a Contingent Beneficiary

You may have more than one Primary or Contingent Beneficiary. If you wish to add more than one Primary or Contingent Beneficiary, Please enter the information below. Otherwise, click Next to continue.

Designate Your Beneficiaries

Primary Beneficiaries: All Coverages		
Name	Relation / Type	Share
JOHN DOE edit remove	Spouse	<input type="text" value="100.0"/> %
		100.0 % Total
Add primary beneficiary		

Contingent Beneficiaries		
Name	Relation / Type	Share
Add contingent beneficiary		

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.



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.

A screenshot of a web page titled 'Add/Update Beneficiaries'. At the top, there is a navigation menu with links: 'Life Summary', 'Learn', 'Calculate', 'Beneficiaries', 'Common Questions', and 'Contact Specialist'. Below the title, a message reads: 'Please review your information for accuracy. To make changes, click the edit buttons.' A green header section contains the text 'Review / Edit'. Below this is a table with two main sections: 'Basic Life—\$50.00' and 'Supplemental Life—0.00'. Each section contains a table with four columns: 'Beneficiary Name', 'Relation / Type', 'Role', and 'Share'.

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](#)