

Is your life insurance beneficiary information up to date?

You should name a beneficiary for your MetLife insurance coverage. This ensures that MetLife will distribute the policy proceeds the way you want after your death.

If you don't name a beneficiary, or if your beneficiary passes away before you, your life insurance proceeds will be paid in accordance with the Facility of Payment as outlined in your Summary Plan Description (SPD) for Life benefits, listed below in the following order:

- Your spouse or domestic partner
- Your child(ren)
- Your parent(s)
- Your siblings

We encourage you to take a few minutes to review your beneficiary designations, especially after a life event, such as marriage, divorce, birth of a child, etc.



Still have questions?

- Please call MetLife at 1-866-492-6983

What you need to do?

Log in to the MyBenefits website:

Please complete the steps below to name or update your beneficiaries as soon as possible:

1. Gather the following information about each of your beneficiaries:
 - For individuals, you need the beneficiary's full name, full address, phone number and date of birth.
 - For trusts, you need the trust name, address, phone number and trust date.
2. **Visit our website at [metlife.com/mybenefits](https://www.metlife.com/mybenefits) and enter Los Alamos National Laboratory (LANL) in the Company Name field.** Click the 'Next' button.
3. Log in to your MyBenefits account with your username and password **or register as a new user.**
4. After you log in, choose Group Life insurance. At the top of the page, choose the link for 'Beneficiaries'.
5. Enter details about each of your beneficiaries and print a copy for your records.

Changes to your beneficiary are effective immediately. You will also receive an electronic confirmation notice, which allows you to easily print a paper copy of your designations for your records.

If you don't have access to the internet, contact MetLife at the phone number above and they will send you a Beneficiary Designation Form.