

# Easy access to legal help through our website

## Simple login and guided process to get the legal help you need

The MetLife Legal Plans website makes it easy for you to access your benefits and find attorneys. You will create an account on the site, giving you access to everything you need to use your legal plan, as well as our digital estate planning solution.

### Getting Started

Visit [members.legalplans.com](https://members.legalplans.com), and create an account with the email of your choice, personal or work, and a password. You will be asked to provide some personal information, including your full name, address and the employer or organization offering the legal plan to confirm your eligibility.

You have the option to set up multi-factor authentication to enhance the security of your account. To set this up, go to “Login settings” and select “Enable” for “Multi-factor Authentication.” You will receive a security code by email that you will use to log in. Once this is enabled, going forward you will receive a code each time you log in that will need to be entered to access the site.

### Eligibility ID

When you create a legal plan account, an Eligibility ID is assigned to you. This Eligibility ID is a unique identifier that you provide to network attorneys to verify eligibility and coverage for services. It is a nine-digit alphanumeric identifier, and can be found at the top right (drop down menu under My Account) of your log-in profile or provided by a Client Service Representative. Your Eligibility ID replaces any previous Membership Number used for a legal plan or account.

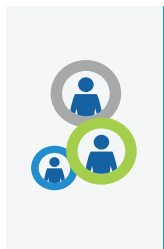
### Using your plan

Once we confirm your eligibility, you will have access to a guided process to see your coverages and be connected to an attorney to help you with your legal issue. After you select an attorney to help you with your issue, we will send you an email with the attorney’s contact information. All you need to do after that is call the attorney to discuss your issue or make an appointment.

### Digital estate planning solution

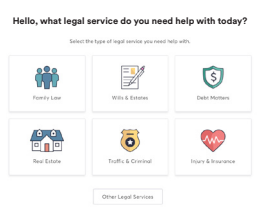
The website also provides you with the ability to create wills, living wills and powers of attorney online in as little as 15 minutes. The self-guided process allows you to create state-specific documents for yourself and your spouse. You can access the service by clicking on “Wills and Estates” from the main menu, and then clicking on “Estate Plan Bundle” from the coverage page. Based on your responses to the screening questions, you will either continue to the online process or you will be directed to an attorney.

In over 20 states, you’ll have the option to notarize your estate planning documents online.



### Adding your dependents

It’s easy to add spouses and dependents online access to view the attorney network, access self help documents and more. Under account settings, go to “Manage Dependents”, click on invite dependents, add their email and confirm their relationship. Dependents will receive an email with instructions on how to create their online account.



**If you need help setting up an account or using the site, please contact us at 800-821-6400.**

Group legal plans are administered by MetLife Legal Plans, Inc., Cleveland, Ohio. In California, this entity operates under the name MetLife Legal Insurance Services. In certain states, group legal plans are provided through insurance coverage underwritten by Metropolitan General Insurance Company, Warwick, RI. For costs and complete details of the coverage, call or write the company. Some services not available in all states.