

Participant Online Registration

How to enroll online in your Employer-Sponsored Retirement Savings Plan

Welcome to the Osseo Area Schools MetLife 403(b)

As you prepare to enroll in the MetLife 403(b) plan, please consider contacting our MetLife representative, [Shawn Wermershirchen, CASL](#) (link) for additional assistance or guidance in the enrollment process, including investment selections. SWermerskirchen@financialguide.com or 952-769-2169

Also consider reviewing the [403\(b\) Retirement Planning Guide](#) (link) on the my279 Staff Portal. Included in this document is a risk tolerance assessment starting on page 7 to help identify your investment selections.

Additional resources and education are available on the [my279 Staff Portal](#) (link).

Contact payroll@district279.org with any other questions.

In just a few short steps, you will be on your way to saving for your future.

Go to mlr.metlife.com to get started.

MetLife MY RETIREMENT PLAN Plan Service Center

Start planning now to retire ready later.

LEARN MORE

Participant Login

Username

Password

Sign in help?

SIGN IN

REGISTER

MetLife Navigating life together

Start by clicking **Register!**

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

SOCIAL SECURITY NUMBER

ZIP / POSTAL CODE

LAST NAME (GENERALLY INCLUDES SUFFIX)

DATE OF BIRTH MM/DD/YYYY

NUMERIC PORTION OF STREET ADDRESS OR P.O. BOX

Option 1: I do not have a PIN

Enter your **Social Security Number, ZIP, Last Name, Date of Birth** and **Numeric Portion of Street Address** here.

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

SOCIAL SECURITY NUMBER

PIN

Option 2: I have a PIN

Enter your **Social Security Number** and **PIN** here.

MetLife MY RETIREMENT PLAN Plan Service Center

Account verification

Enter the information below to verify your account.

I do not have a PIN I have a PIN I have a plan enrollment code

GROUP ID / PLAN NUMBER

PLAN ENROLLMENT CODE

Option 3: I have a plan enrollment code

Enter your **plan enrollment code** here along with the **Plan ID**.

Next steps: create your account and enroll in the plan.

1

4

2

5

3

6

Select a **dollar** amount you wish to deduct per pay period.

Next step is to select your investment options.

MetLife Overview Account Investing Planning Retirement Education Español CM Log out

My Allocations

Osseo Area Schools 403(b) Retirement Savings Plan

How would you like to invest?

Help Me Do It
Choose a strategic, pre-selected portfolio that is made up of the funds available in your plan.

Based on a model portfolio

Do It Myself
Build your own portfolio from the funds available in your plan.

Choose individual funds

Back

Asset allocation and balanced investment options and models are subject to the risks of the underlying funds, which can be a mix of stocks/stock funds and bonds/bond funds. For more information, see the prospectus and/or disclosure documents.

Currently, the **Model Portfolios** are not working in the enrollment process. If you want to select a **model portfolio**, select individual funds to enroll initially and you can change to a **Model Portfolio** in your MetLife on-line account after enrollment.

Feel free to contact MetLife directly for additional assistance or contact **Shawn Wermerskirchen, CASL**
SWermerskirchen@financialguide.com
952-769-2169

They can help you get set up in the appropriate **model portfolio** and assist with any other questions you may have.

OR

Select **“Choose individual funds”** to build your own portfolio from the core funds available in your plan.

If you choose to invest in one the **model portfolios**, you can make the change in your MetLife on-line account after you complete your initial enrollment

Model Portfolios are not currently available in the enrollment process. If you choose to select a model portfolio, you can do so your MetLife on-line account after you complete the enrollment process. See previous page for more information.

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My Allocations

Osseo Area Schools 403(b) Retirement Savings Plan

Select a model portfolio

Changing your investment allocation will result in your current account balance and future contributions being allocated to your selected investment(s).

Model portfolios contain a mix of funds offered by your plan and your allocations will be automatically rebalanced on a periodic basis. The underlying funds, allocations, and rebalance frequency of the portfolio are subject to change by your plan. By selecting a model portfolio, you can view the funds within the portfolio.

SELECT	INVESTMENT
Model portfolios marked with a star are the most appropriate model(s) based on your retirement age and investment style.	
<input type="radio"/>	INCOME
<input type="radio"/>	CONSERVATIVE
<input type="radio"/>	MODERATE
<input type="radio"/>	GROWTH
<input type="radio"/>	AGGRESSIVE

Back Continue

Click **Continue/Submit** to complete your selections and confirm allocations on the following page.

If you decide to build your own portfolio choose from the options below:

MetLife Home Retirement Education Guidance JANE DOE Log out

Home / Guidance Print

ABC Company

Build Your Own Portfolio

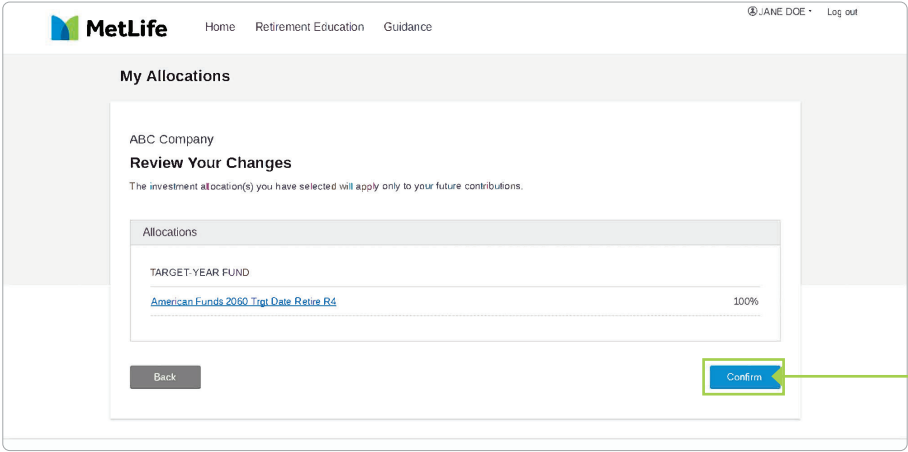
+ Add/View all funds

DEL	INVESTMENT	MIX	ASSET CLASS	ALLOCATION
X	Templeton Global Bond Adv	50 50	International Funds	12 %
X	Royce Low Priced Stock Svc	50 50	Small Cap Funds	19 %
X	T. Rowe Price Mid-Cap Growth Fund - Adv	50 50	Mid Cap Funds	19 %
X	MFS Growth A	50 50	Large Cap Funds	24 %
X	Waddell & Reed Advrs Wilshire Glb Alloc A	50 50	Balanced	23 %
X	TCW Total Return Bond I	50 50	Bond	3 %

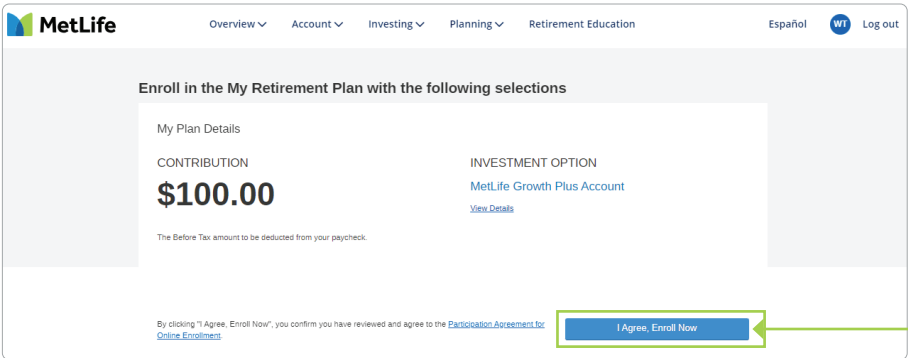
+ Add/View all funds Total: 100%

Back Reset All Changes Submit

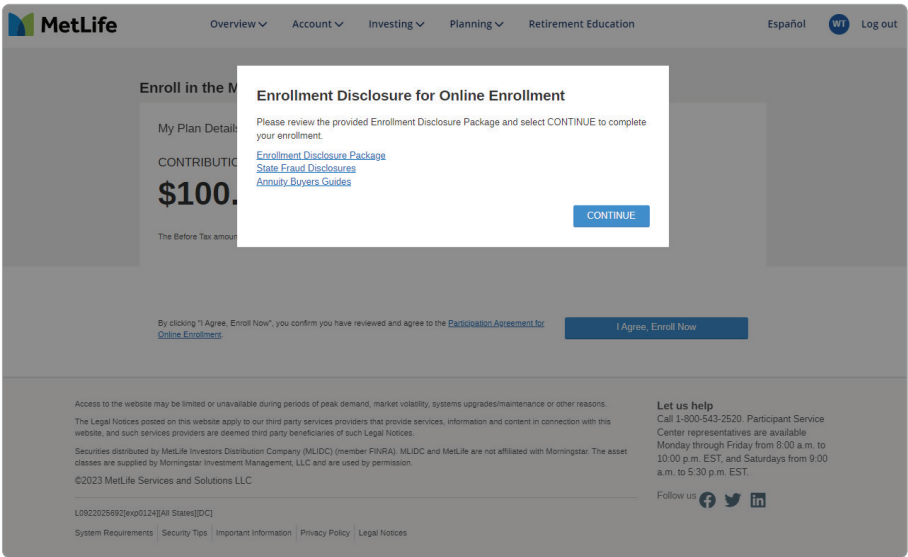
Review and confirm your changes.



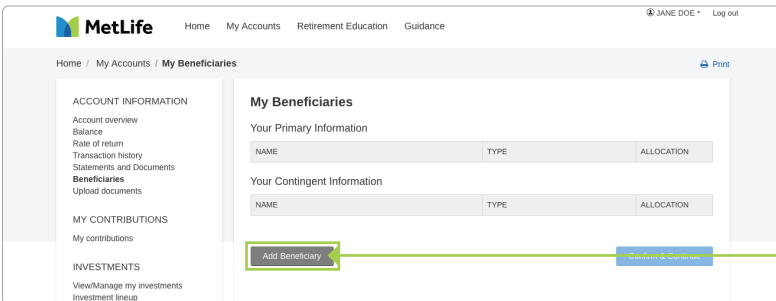
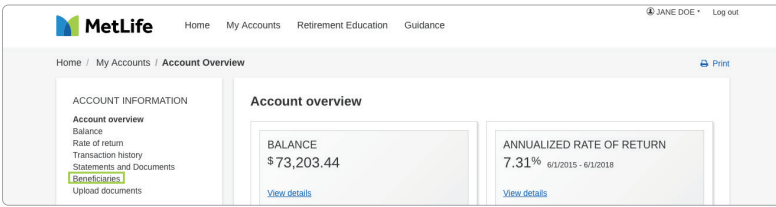
Click **Confirm** allocations to complete the selection of your investment options.



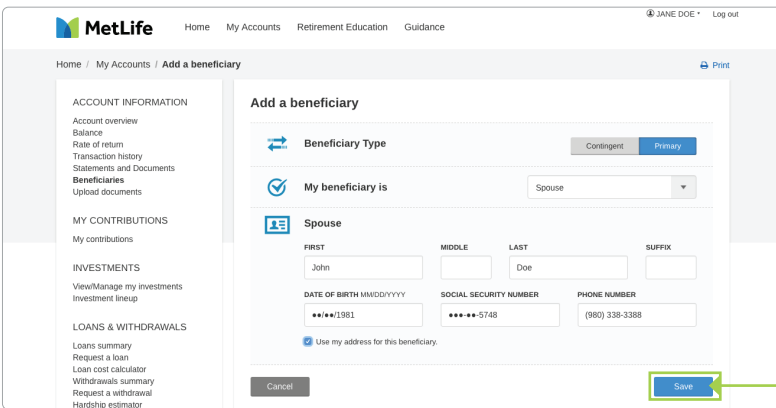
Click **I Agree, Enroll Now** to review the *Agreement for Online Enrollment* and complete the enrollment process.



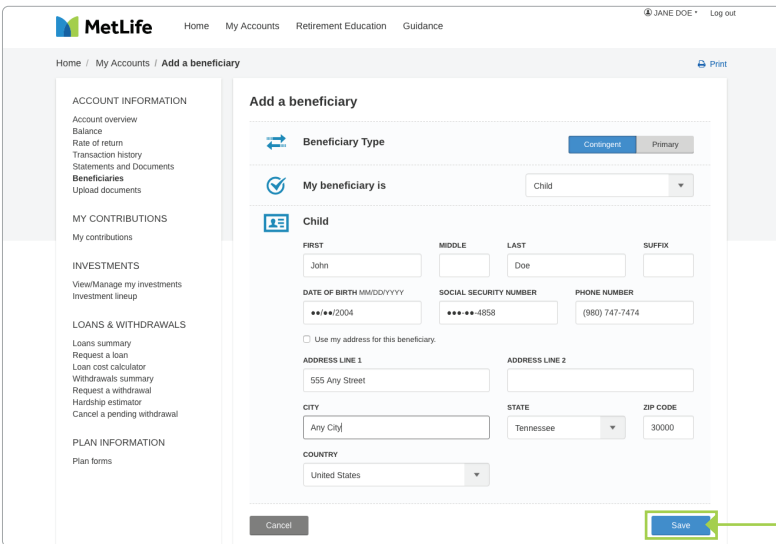
Once you've completed enrolling, go to **My Accounts>Beneficiaries** menu option to add beneficiary.



Click **Add Beneficiary**.

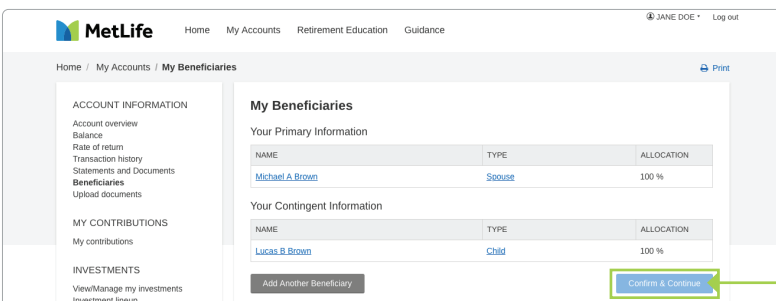


Click **Save** to update the primary beneficiary.



Click **Save** to update the contingent beneficiary.

Click on **Confirm & Continue** to complete the beneficiary update of the enrollment process.



Congratulations!

You have completed enrollment in the retirement savings plan and updated beneficiary information. Now you can monitor, manage and update your Plan account online and explore the tools available. You can log directly into your account at mlr.metlife.com. If you have any questions about the online enrollment process or getting started with any of the features or functions of your Plan website, please call 1-800-543-2520.

The screenshot samples presented within are for illustrative purposes only. The participant information, investment funds, and Plan features shown here do not represent your actual account and may or may not reflect the features or functions of your Plan website. Annuity contracts contain exclusions, limitations, reduction of benefits, surrender charges and terms for keeping it in force. You should read your contract carefully. If you have any questions, please contact MetLife at the service center number reflected on your enrollment materials.

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