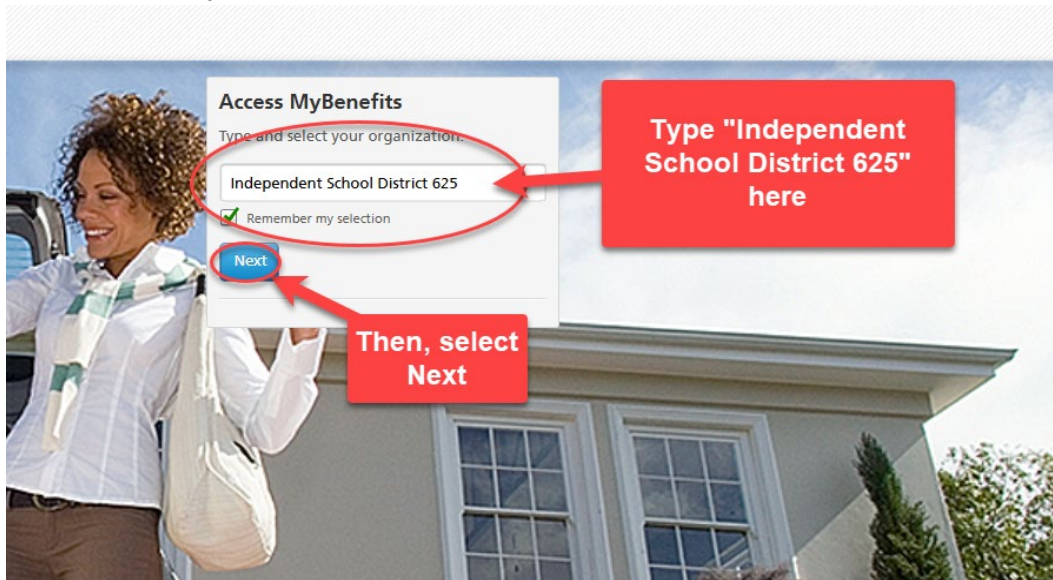


How to: Access MetLife's Dental Portal and View/Print Your Dental Cards

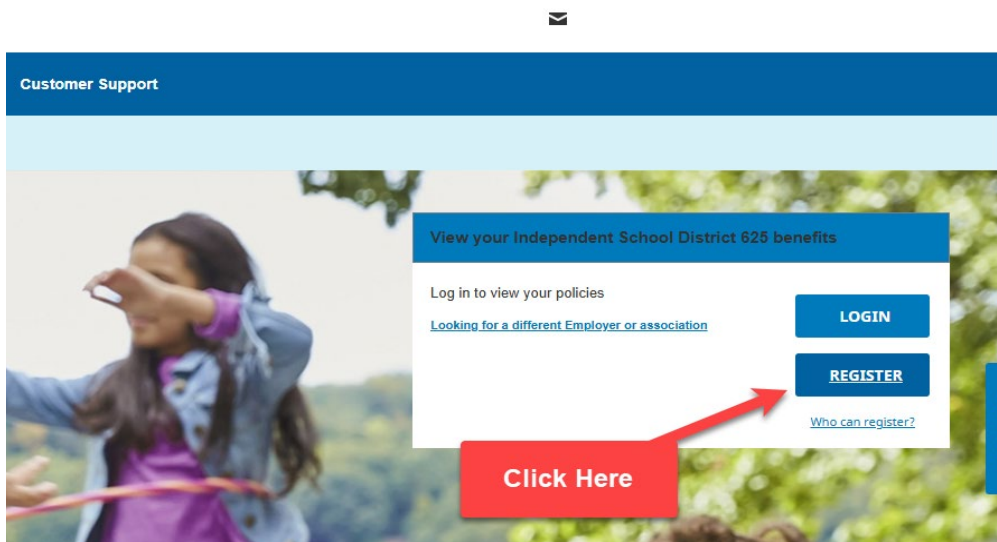
***Important to note: MetLife will not be sending out physical Dental cards for 2025.**

Please refer to this helpful link for App Instructions - [Mobile App Flyer](#)

1. Employees will need to go to <https://www.metlife.com/mybenefits> and register for portal access. You should use "Independent School District 625" as the name for our company.



2. Click "Register" on the home page.



3. Please fill out all blank spaces that appear next. Register using your Employee ID number (if you remember it) or SSN.

Already Registered? [LOGIN](#)

Register to view your MetLife policies online

All fields required unless otherwise noted.

[Personal email is recommended.](#)

Independent School District 625
Please enter the following information to identify as an associate of this organization.

- Verify with Employee ID
 Verify with Social Security Number

Fill in all red boxes

Register using your Employee ID number (if you remember it) or SSN.

- Next, you will verify your identity using text, phone call, or email. I recommend using your phone as there have been reported errors when using email.

Already Registered? [LOGIN](#)

We have found you in our records. A text message with a code has been sent to:



[What is this for?](#)

Enter your code within : 14 : 57

Verification Code

Verification Code is a required field.

[RESEND](#) code

[BACK](#)

[NEXT](#)

Verify identity using text, phone call, or email. Then, type in the respective verification code here.

Click Next

5. You will then create your username and password as directed on the next page.

Create your Username and Password

All fields required unless otherwise noted.

Username
[Red circle around the input field]

Password
[Red circle around the input field]

Create a password that:

- contains 8 to 20 characters
- contains a lowercase letter
- contains an uppercase letter
- contains a number
- does not contain special characters except dashes and underscores
- not contain the words "MetLife" or "password"
- not contain your username

Confirm Password
[Red circle around the input field]

Remember this device (Optional)
By selecting this option, you will not be required to verify this device when logging in.

Terms of Use
 I have read and agree to the [Terms of Use](#)

Electronic Consent

Go Green...Sign up for electronic alerts!

I agree to the [eConsent Policy](#)

I do not agree to the [eConsent Policy](#)

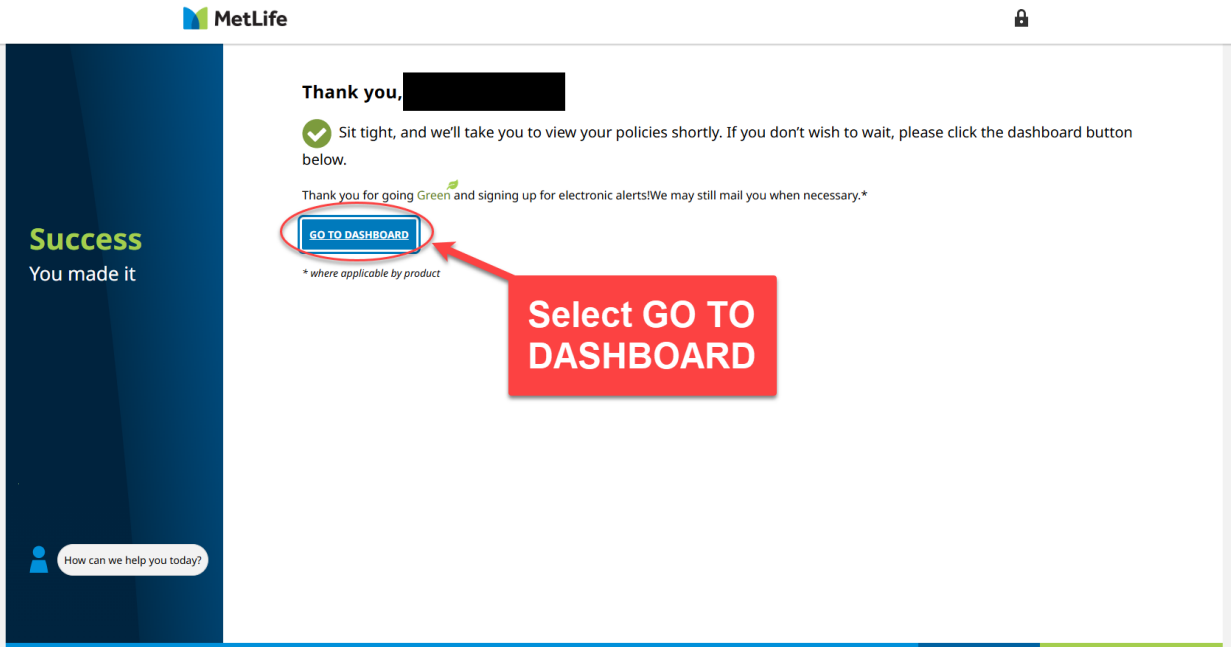
By agreeing to our eConsent policy you consent to receive Policies/Contracts and Disclosures electronically, where applicable by law.

Not all communications are available via email or SMS for all products so you may still receive mail. Communications required by law will be mailed to you or sent electronically, whichever is available.

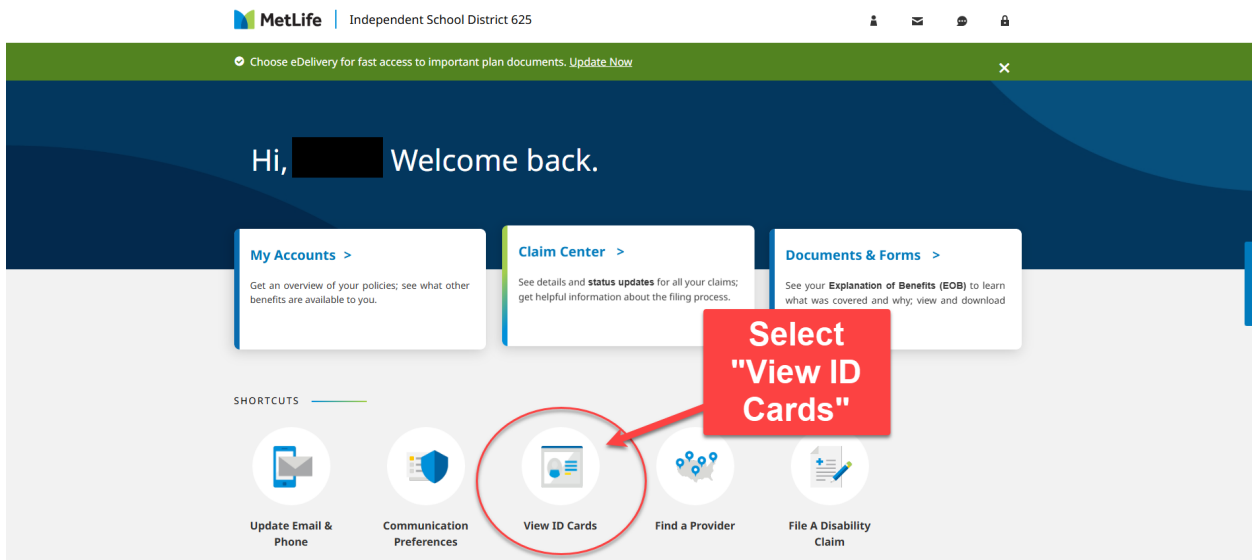
Callouts:

- Red box: "Fill in all circled sections" with arrows pointing to the Username, Password, and Confirm Password fields.
- Red box: "Check this box" with an arrow pointing to the Terms of Use checkbox.
- Red box: "Click Submit" with an arrow pointing to the SUBMIT button.

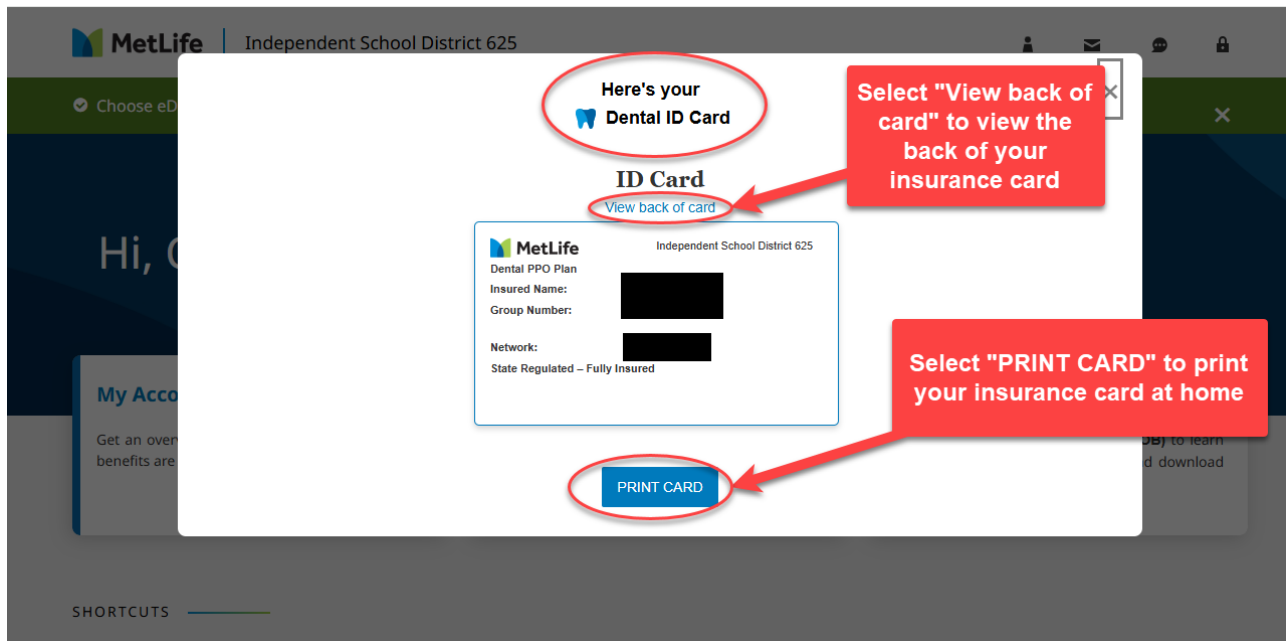
6. This should be the confirmation screen after successfully creating your MetLife portal. You will then click "GO TO DASHBOARD".



7. To view or print your MetLife dental ID card, you will need to select "View ID Cards", which is circled in red below.



8. This will then allow you to view or print your MetLife dental ID card.



9. If you are having trouble getting into the portal online, you will need to call MetLife directly, as you likely do not have a phone and/or email setup in order to authenticate your account for security purposes. Please give them a call at 1-800-585-6507.