

Online Self-Service Enrollment Instructions

Throughout the enrollment process you will receive automated reminder emails prompting you to complete the process until you have fully completed your elections.

At any point during the benefits enrollment, you can enroll online by simply following these steps:

- ▶ **Step 1:** Open up your favorite browser and navigate to the Valcourt login screen at:
 - ▷ <https://metlife.benselect.com/Valcourt>
- ▶ **Step 2:** Login using the default credentials listed below
 - ▷ Default credentials:
 - ▶ Username: Your full Social Security Number (no dashes)
 - ▶ 6 Digit Password: Your last 4 digits of your Social Security Number + the last 2 digits of your year of birth
 - ▷ Example: SSN = 479-13-2143 and DOB = 1983
 - ▷ Example PIN = 214383
- ▶ **Step 3:** Review your personal and existing dependent information for complete accuracy
- ▶ **Step 4:** Review your existing elections and complete your enrollment
- ▶ **Step 5:** Complete your enrollment by signing the Benefit Verification document
- ▶ **Step 6:** You will receive an email outlining your elections within 1 business day of completing your enrollment.

If you have any issues navigating the platform or have questions related to the benefits being offered, please contact the Valcourt enrollment center at [314.997.3848](tel:314.997.3848) or [833.324.2472](tel:833.324.2472) (press 2 for Spanish).

Call Center Enrollment Instructions

If you would rather speak with a benefit counselor to complete the enrollment process you can reach the Valcourt enrollment center:

Monday and Friday - 8 a.m. to 5 p.m. CST

Tuesday through Friday - 8 a.m. to 7 p.m. CST

Sunday - 1 p.m. to 5 p.m. CST

PH: [833.324.2472](tel:833.324.2472) (press 2 for Spanish)

The benefit counselors will provide an overview of the benefits being offered to you and answer any benefit related questions that you may have. They will also fully complete the benefit enrollment process on your behalf if you provide them the authorization to do so.