

## eForms: How to Use MyForms AST Procedural Support “How-To” Series Use MyForms to Create and Maintain Your Most Frequently Used Forms in eForms

The MyForms feature in eForms allows you to **create and maintain** a folder containing **just the forms you most frequently use**, separated by franchise.

### Adding a Form to Your MyForms Folder

To add a form to your MyForms, **first find the form you want to add**. There is no restriction on how you search for the form. When you have the form listing displayed, **click the blue star to the right of the form number**. The example below shows adding the a life insurance application for the state of Pennsylvania:

Number	Name	View/Print	Description	MyForms	Em
APP-PACK-PA (05/05)	PA Life Insurance Application				

When you click the form, a box will appear notifying you that you have successfully added the form to your MyForms:



There is **no limit** on how many forms you can have in your MyForms. **Using Your MyForms** When you want to use one of your MyForms, simply **click the MyForms tab**. MyForms is available **anywhere** in eForms.



## eForms: How to Use MyForms AST Procedural Support “How-To” Series

When you click the MyForms tab, a page with your selections will appear. Forms are organized by franchise:

#### MyForms - MetLife

Number	Name	View/Print	Description	eMail	Fax	Remove
04013670	Recruiting Postcard					

[Remove all forms from MetLife MyForms](#)

#### MyForms - Annuities

Number	Name	View/Print	Description	eMail	Fax	Remove
11886-1/2B-FL (09/00)	FL Comparative Information Form/Existing Insurance					

[Remove all forms from Annuities MyForms](#)

#### MyForms - Life Insurance

Number	Name	View/Print	Description	eMail	Fax	Remove
APP-PACK-PA (05/05)	PA Life Insurance Application					

[Remove all forms from Life Insurance MyForms](#)

You can **view, print, e-mail or fax** your MyForms the same way as before. **Removing a Form**

**from your MyForms** To **remove** a form from MyForms, **click the trash can** icon underneath the

Remove heading as

shown above:

You can also remove **all** your forms selected for a franchise by clicking the **Remove All Forms** link under each of the franchise groupings as shown above:

**Note: You must have cookies enabled to use My Forms.**

#### Questions?

Please contact Oliver Wischmeyer, Manager, Corporate Electronic Publishing, via e-mail at **eForms@metlife.com**, or via phone at **732-893-3743**, with any "how to" questions, or comments and suggestions. For **network access or other technical problems**, please call the Consolidated Service Desk at 1-800-ASK-MET2.