

## **How to Get Two Free Life Insurance Policies** **in 8 Easy Steps**

**Step 1:** Go to [ctamemberbenefits.org](http://ctamemberbenefits.org).

**Step 2:** Choose Log In if you already have an account, or choose Sign Up to create an account. You'll need your CTA ID# from your membership card. Write down your username and password if that's the kind of thing you're likely to forget.

**Step 3:** Click on Member Benefits at the top of the page. Click on Insurance, and you'll see the complimentary CTA Death & Dismemberment Plan. On the right hand side, follow the directions to designate your beneficiary. Be sure to click Submit Information.

**Step 4:** Let your beneficiary know about the policy and/or print the confirmation.

**Step 5:** Go to [neamb.com](http://neamb.com). This is the NEA Member Benefits website.

**Step 6:** Choose Insurance, then Life Insurance, then NEA Complimentary Life Insurance.

**Step 7:** Sign in or register a new account. Once again, write down your username and password if that's the kind of thing you're likely to forget.

**Step 8:** Click on Your Beneficiaries and fill in their information. Be sure to fill in the payout percentage (100% unless you're splitting it up) and choose Save Registration. You will receive an email confirmation to share with your beneficiary.