Adding A New Enrollee

## LOG INTO YOUR WEBT ONLINE PORTAL

Once you are logged into your online portal, you will click on the Add New Hire tab.

Then you will enter in all of the information for the new employee. Any box that has a red vertical line next to it denotes a required field.

Add New Hire

If you have the dependent information and wish to add it, you will hit the Add Dependent button.

Add Dependent

After you have entered in employee and dependent information you have a few options. If you hit 'Save and Send Enrollment Link' then that will send an email to the employee and allow them to log in and elect their benefits themselves. If you hit 'Save and Add Benefits' then an email will not go to the employee and you will elect the benefits on behalf of the employee. If you start to enter someone and want to cancel out, just click Clear Form. Click Return to Home to go back to the home page of the portal.

Save and Send Enrollment Link   **Save and Add Benefits**

Return to Home   **Clear Form**

If you choose Save and Add Benefits, then you will need to go through each tab to choose the benefits for the employee. You will also need to make sure the box is checked for each dependent on the product they should have.
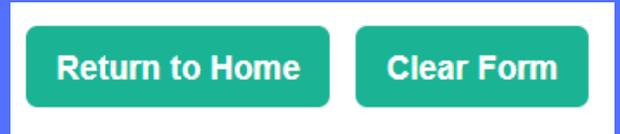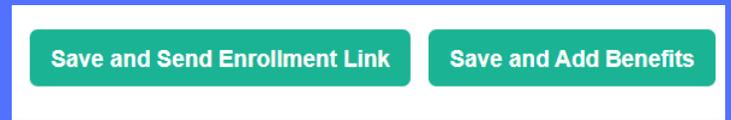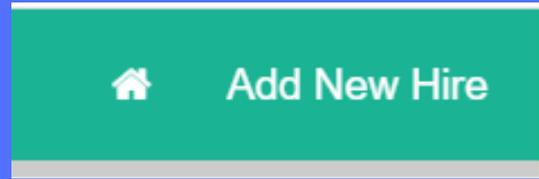
• Benefits
When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

| Medical | Dental | Vision | Life |

Selected Benefits	Plan Name	Start Date	End Date	Benefit Description
○	$1,500 Deductible - Active	7/1/2020	6/30/2021	⬇
○	$2,500 Deductible - Active	7/1/2020	6/30/2021	⬇
○	$1,000 Deductible - Active	7/1/2020	6/30/2021	⬇
○	Waive Coverage			

WONDERING WHAT PLAN TO CHOOSE?

Refer to the Benefit Descriptions for a comparison of the different plan designs.

ADDING DEPENDENTS

You will mark the button next to the plan that you want to choose. If there are dependents to add to the plan, you will do that just below list of plans. If the box is checked, they will be added to the plan.

	Name	Relationship	Gender	DOB	SSN
☑	Ocean Dew	Child	Male	7/8/2012	000-00-0000

Dependents   Add Dependent

ADD A BENEFICIARY

Add multiple beneficiaries by selecting the + sign, inputting their name, relationship, and percent. The total percentage of all primary or contingent beneficiaries should equal 100%.

Primary You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent
+			

Contingent You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent
+			

Select "Preview Benefits" to review your benefits before submitting.

Select "Save & Finish" to submit enrollment.

UPLOAD DEPENDENT VERIFICATION

Upload proof of dependent documentation for any new dependent being added to benefits (ie. birth certificate, marriage certificate, adoption papers, common law certificate, civil union certificate), and press upload. If the documents are not available at the time of enrollment, press Skip and Continue.

Upload Proof of Dependent

If your proof-of-event document doesn't also serve as a proof-of-dependent document, then please upload the proof-of-dependent document here

Skip and Continue

Please upload Proof of Dependent(s) for each applicable dependent **(Ocean Dew)**   Choose Files No file chosen   Upload

REVIEW AND PRINT ELECTIONS

Select "Summarize Coverages" in order to review enrollment.

You may print the election summary for your records or future reference.