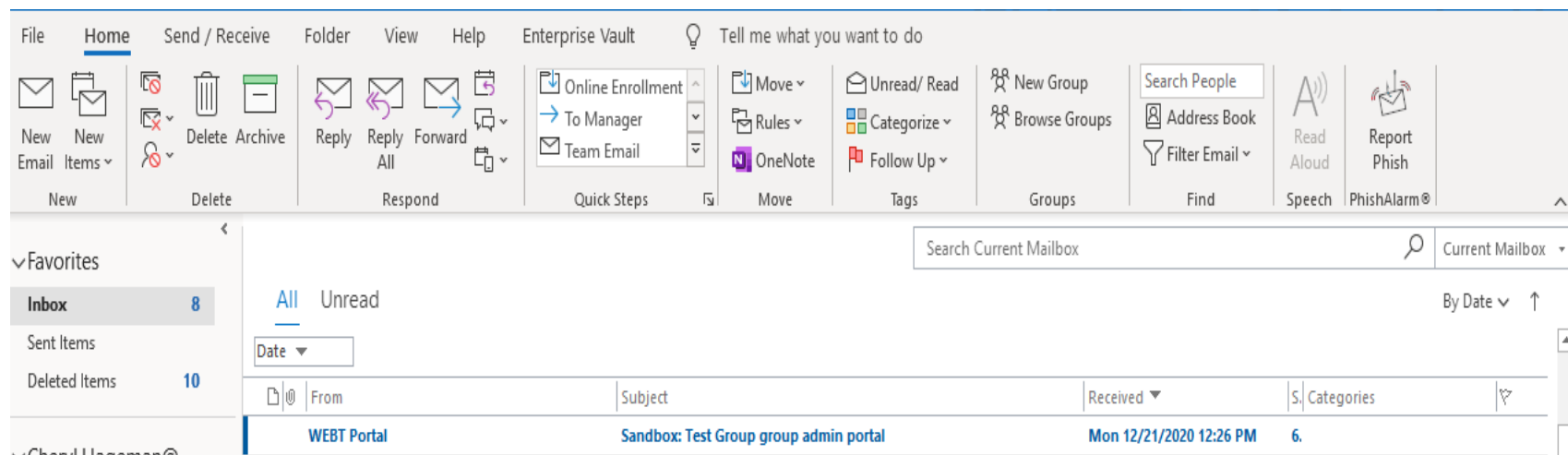


## Welcome to Establishing your WEBT Online Portal System Access!

This guide will walk you through the steps necessary to establish your Group Admin account on the portal so you may begin utilizing the system.

As an assigned group admin, you will receive an email from the WEBT Portal:



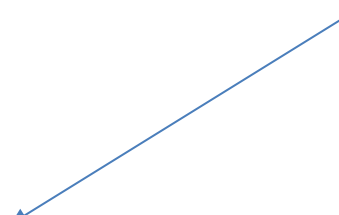
Please open the email and utilize the “click here button” to re-set your password and establish your account:

### Sandbox: Test Group group admin portal



WEBT Portal <cheryl.hageman@willistowerswatson.com>  
To ✓ Hageman, Cheryl

WEBT welcomes you to your WEBT group admin portal. To get started, [click here](#).  
Your username is [cheryl.hageman2@willistowerswatson.com](#)



**\*\*\*\*Please be sure to save your username for future reference as it must be used to access your account\*\*\*\***

Once you hit “click here”, you will be redirected to the screen below to establish your password. Your password should be at least 8 characters in length and include 1 letter and 1 number:



## Change Your Password

Enter a new password for  
**cheryl.hageman2@willistowerswatson.com**. Make sure  
to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 12/21/2020 11:25 AM.

Please follow the “Change Password” link to enter the WEBT Online Portal:



## Change Your Password

Enter a new password for  
**cheryl.hageman2@willistowerswatson.com**. Make sure  
to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password

 Good

\* Confirm New Password

 Match

Change Password

Password was last changed on 12/21/2020 11:25 AM.

## Employer Group Page

You may utilize Login Info to update your username or password



The screenshot shows the top navigation bar with the following items: Home, Add New Hire, Manage Employees, Life Event, Change Requests, Manage Support Cases, Reports, Contact Us, Login Info, and Logout (Cheryl Hageman). Below the navigation bar is a large white box with a teal border. On the left side of this box is a vertical stack of five teal icons: a Twitter bird, a person with a plus sign, a circular arrow, a steering wheel, and a calendar with a checkmark. The text inside the box reads: "Welcome to the WEBT Online Portal! A place to manage your employees and their eligible dependents, change coverages and review standardized reports pertaining to your membership. Feel free to open a case under the 'Manage Support Cases' section to request information on benefits/eligibility, claims and/or enrollment! You may also request a new ID card or any WEBT supplies you may need." The text "Test Group" is displayed in a large, bold, grey font on the left side of the box.

The screenshot shows a form titled "Login Info" with a sub-heading "Change Username". The form contains two rows of input fields. The first row is labeled "Old Username" and contains the text "cheryl.hageman2@willistowerswatson.com". The second row is labeled "New Username" and contains the text "cheryl.hageman2@willistowerswatson.cor". Below the input fields are two teal buttons: "Update username" and "Change Password".

You may utilize Logout to end your session and return to the WEBT Benefit Plans Portal Log-In Screen



## Test Group

Welcome to the WEBT Online Portal! A place to manage your employees and their eligible dependents, change coverages and review standardized reports pertaining to your membership. Feel free to open a case under the “Manage Support Cases” section to request information on benefits/eligibility, claims and/or enrollment! You may also request a new ID card or any WEBT supplies you may need.

# Welcome to Your WEBT Benefit Plans Portal

**Username**

**Password**

**Login**

[Forgot Your Password?](#)

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*Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need assistance with your employer portal site.*