Welcome to Printing/Ordering an ID card for an employee on the WEBT Online Portal System!

This guide will walk you through the steps necessary to print and/or order an ID card for an employee. Please note: If you offer vision, there is not a separate ID card, members will use their SSNs as their ID number.

To begin, please log into the WEBT Online Portal:

Welcome to Your WEBT
Benefit Plans Portal

Username

elaine1.m1.anderson1@willistowerswatson.com

Password

••••••••••••

Login

Forgot Your Password?

Once you log into the portal, you will utilize the Manage Employees link to begin.

| 🏠 | Add New Hire | Manage Employees | Life Event | Change Requests | Manage Support Cases | Reports | Contact Us | | Login Info | Logout (Elaine Anderson) |

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.

👤 **Account Detail**
   Test Group

Please Note: You may also choose to utilize the icons that run down the left-hand side of the page to navigate your way through the online portal.

Please enter the name of the employee you are wishing to print and/or order an ID card for and hit the Search button.

🏠 Add New Hire	Manage Employees	Life Event	Change Requests	Manage Support Cases	Reports	Contact Us	Login Info	Logout (Elaine Anderson)

Manage Employees
Employee Search

Search For   Marley   🔍 Search

Number of records   5 ▾

	Member Name	Employee	Type	SSN	Birthdate	Enrollee Status	Action
	Marley, Baby	Bob Marley	Dependent	xxx-xx-0000	10/13/2020	Active	View Edit
+	Marley, Bob		Subscriber	xxx-xx-7777	6/6/1960	Active	View Edit

Please click the View button on the employee you are wanting to print and/or ordering a new ID card for. This will redirect you to the Employee Detail screen where you may print and/or order an ID card.

Once you land on the Employee Detail screen, please click on the ID Card button.

Bob Marley

Employee Detail
Bob Marley

Back

Edit   ID Card   Terminate

Personal Information

Member Name	Bob Marley	**Middle Initial**	
Age	60	**SSN**	xxx-xx-7777
Date Of Birth	6/6/1960	**Gender**	Male
Email	groovydude@yahoo.blm	**Phone**	7777777777
Username		**Enrollee Status**	Active

Once you land on the ID Cards page, you may select the type of benefit card by clicking on the benefit type across the top of the page

ID Cards

BCBSWY Card   Delta Dental Card

Print   Order Card

WYOMING
An independent licensee of the Blue Cross and Blue Shield Association

WEBT

Member Name: WEBT
Bob Marley
ID :

Medical, RX   Office Visit Copay $40
RxBIN   800001
RxPCN   BCSWY
Plan Code   371

WYOMING
An independent licensee of the Blue Cross and Blue Shield Association

YourWyoBlue.com

Providers : Prior Authorization   Member Services :   1-800-210-6642
Review Required   Providers :   1-888-359-6592
                                       Pharmacists :   1-888-424-7094
                                       TTY :   711

You may then choose to print or order the type of card needed by utilizing the Print and Order Card buttons on the right side of the page. The Print button will allow you to print to your local printer automatically.

Please Note: You may prefer to utilize the BCBSWY website to print and/or order ID cards

The Order Card button will create a new case to be reviewed by you WEBT associate.

Case Edit
New Case

Save   **Cancel**

Additional Information

Case Reason

ID Card Request

Member Name

Bob Marley

Choose ID Card Request

☐ BCBSWY ID Card Request

☐ Delta Dental ID Card Request

Acknowledge Receipt/Close Case   ☐

Description Information

Description

The New Case Information will be pre-populated with your request and individual. Please check the box(es) of the type of ID card you would like to request. Once you have completed the request, please click the Save button to create the case and send it to WEBT.

The system will auto-generate a case for your records.

📁 Case
00002071 has been created on your behalf. Please feel free to utilize the sections below to edit your case or attach any documents associated with the case. Once your case has been reviewed, you will be notified. Thank you!

Back

Edit

Additional Information

Status	Open		Priority	Medium
Case Reason	BCBSWY ID Card Request			
			Acknowledge Receipt/Close Case	☐

Description Information

At any time, before or after completing your request, you may utilize the home button at the top of your screen to return to your Employer Group Page.

🏠   Add New Hire   Manage Employees   Life Event   Change Requests   Manage Support Cases   Reports   Contact Us

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.