

## 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**

**Password**

Login

[Forgot Your Password?](#)

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

The screenshot shows the WEBT Online Portal interface. At the top is a green navigation bar with the following links: Home, Add New Hire, Manage Employees, Life Event, Change Requests, Manage Support Cases, Reports, Contact Us, Login Info, and Logout (Elaine Anderson). Below the navigation bar is a large white box with a grey border. On the left side of this box, the text 'Test Group' is displayed in a large, bold, grey font. To the right of 'Test Group' is a teal-colored text box containing the following message: '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.' Below this box is another white box with a grey border. On the left side of this box is a teal-colored person icon, followed by the text 'Account Detail' and 'Test Group' below it. On the far left of the page is a vertical stack of five teal-colored icons: a Twitter bird, a person with a plus sign, a circular arrow, a gear, and a calendar with a checkmark. A blue arrow points from the 'Manage Employees' link in the navigation bar to the 'Test Group' section. Another blue arrow points from the 'Test Group' section to the vertical stack of icons.

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.

The screenshot shows the 'Manage Employees' interface with the 'Employee Search' section. The search bar contains the text 'Marley' and the search button is highlighted. The results table shows two entries:

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

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

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Edit ID Card Terminate

**Personal Information**

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

The screenshot shows the 'ID Cards' page with two navigation options: 'BCBSWY Card' (selected) and 'Delta Dental Card'. Below the navigation is a sample ID card for a Wyoming member. The card includes the Wyoming logo, member name 'Bob Marley', ID number, medical and RX information, and office visit copay. To the right of the card are two buttons: 'Print' and 'Order Card'. A blue arrow points from the text above to the 'BCBSWY Card' link, and another blue arrow points from the text below to the 'Print' and 'Order Card' buttons.

**ID Cards**

[BCBSWY Card](#) [Delta Dental Card](#)

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

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**  
Member Services : 1-800-210-6642  
Providers : 1-888-359-6592  
Pharmacists : 1-888-424-7094  
TTY : 711

**Providers : Prior Authorization Review Required**

**Print** **Order Card**

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**

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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!

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[Edit](#)

**Additional Information**

<b>Status</b>	Open	<b>Priority</b>	Medium
<b>Case Reason</b>	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.