Employee Portal Open Enrollment Instructions

This guide will walk you through the steps required to enroll in benefits and/or add eligible dependents to your existing coverage during Open Enrollment. Open enrollment is held annually during the month of November, with an effective date for benefits of January 1st.

You may access your WEBT Online Portal by visiting www.webt.org or you may utilize the following link:
https://webt-production.force.com/employee/employeecommunitylogin

Welcome to WEBT Online Portal Employee Login

Username

dorothy1.kouba1@willistowerswatson.com

Password

••••••••

Login

Forgot Your Password?   Sign Up

WEBT employee? Log In

Once you have completed your log-in, you will be directed to your Employee Home Page

Teresa Christie ⇄

Test Group

🏠 Home

👤 Manage Profile

🔄 Your Benefits

💳 ID Card

✉ Contact Us

✉ Login Info

↪ Log out

Open Enrollment

Update Benefits Due To Life Event

New Hire Benefit Selection
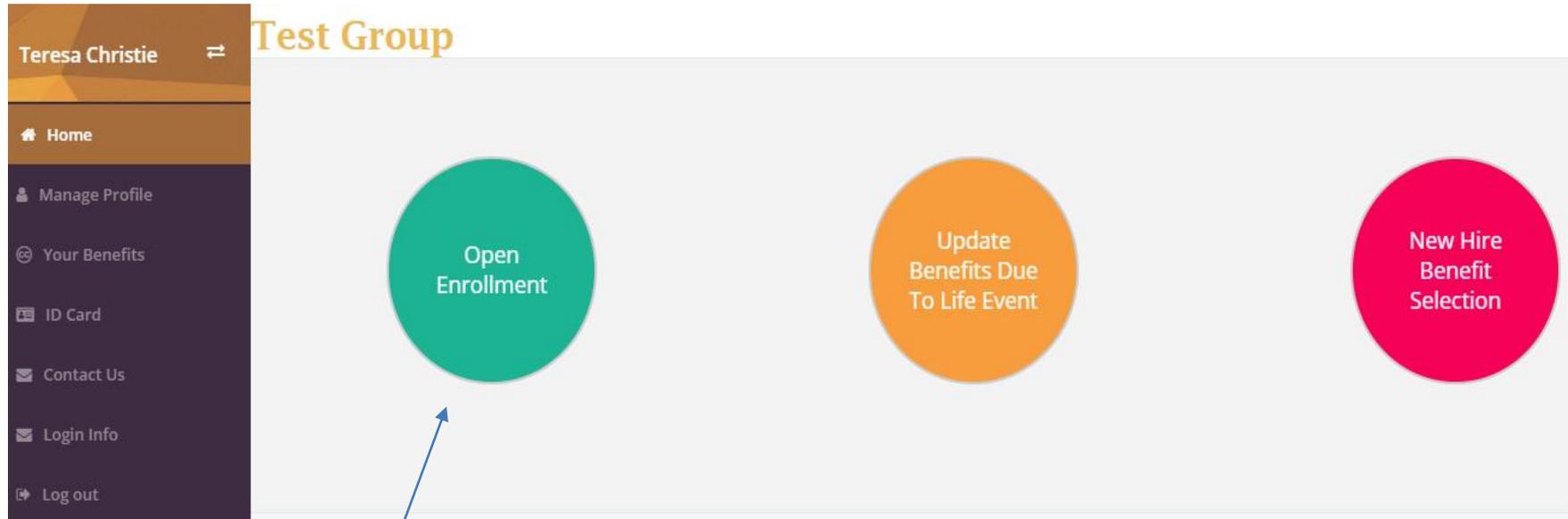
Please click on the "Open Enrollment" button to be directed to the Open Enrollment screen.

You will utilize this portion of the system to enroll in coverages and/or add eligible dependents that were not previously covered under your benefit plan.

Each tab represents the type of benefit for which the new enrollee is eligible. **Please note**: If you are a current enrollee, your current benefits are pre-populated, and cannot be changed. Plan selection changes are allowed annually during the month of May for a July 1 effective date.

Open Enrollment

- **Benefits**
  When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical   Dental   Life

Selected Benefits	Plan Name	Start Date	Benefit Description	Employee Contribution would be $0.00 per month
○	$1,000 Deductible - Active	7/1/2021	⬇	
○	$1,500 Deductible - Active	7/1/2021	⬇	
◉	$2,500 Deductible - Active	7/1/2021	⬇	
○	Waive Coverage			

If you are utilizing the Open Enrollment period to add your eligible dependents, please click on the "Add Dependent" button to be redirected to the New Dependent screen.

- Please make sure to verify the dependents you wish to cover have a check mark next to their name

Dependents   Add Dependent

	Name	Relationship	Gender	DOB	SSN
☐	Matt Christie	Child	Male	7/23/2000	000-00-0000
☐	Bob Christie	Spouse	Male	8/22/1965	000-00-0000
☐	Jacob Christie	Child	Male	2/22/2021	000-00-0000

New Dependent

First Name	Last Name	Relationship	Gender	DOB (MM/DD/YYYY)	SSN
John	Christie	Child	Male	08/22/2019	123485986

Save Dependent   Cancel

Once you populate the New Dependent screen, click on the "Save Dependent" button to be redirected to the benefits enrollment screen.

You will utilize this portion of the system to enroll in your new benefits if you are enrolling in specific benefit plans for the first time and/or adding dependents to your current plan. **Please note**: If you are a current enrollee, your current benefits are pre-populated, and cannot be changed. Plan selection changes are allowed annually during the month of May for a July 1 effective date.

Each tab represents the type of benefit for which the new enrollee (employee and/or dependent) is eligible.

- **Benefits**
  When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical   Dental   Life

Selected Benefits	Plan Name	Start Date	Benefit Description	Employee Contribution would be $0.00 per month
○	$1,000 Deductible - Active	7/1/2021	⬇	
○	$1,500 Deductible - Active	7/1/2021	⬇	
●	$2,500 Deductible - Active	7/1/2021	⬇	
○	Waive Coverage			

Dependents   Add Dependent

	Name	Relationship	Gender	DOB	SSN
☐	Matt Christie	Child	Male	7/23/2000	000-00-0000
☐	Bob Christie	Spouse	Male	8/22/1965	000-00-0000
☑	Jacob Christie	Child	Male	2/22/2021	000-00-0000
☑	John Christie	Child	Male	8/22/2019	123-48-5986

Next

You must confirm enrollment for each eligible dependent by marking the appropriate check box and complete each benefit tab separately in order to complete the process. You may utilize the "Next" button to continue to the next benefit election. You may also utilize the "Add Dependent" button if you wish to add additional eligible dependents.

• Benefits

When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical	**Dental**	Life

Selected Benefits	Plan Name	Start Date	Benefit Description	Employee Contribution would be $0.00 per month
●	WEBT High Option Dental	7/1/2021	⬇	
○	Waive Coverage			

• Benefits

When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical	Dental	**Life**

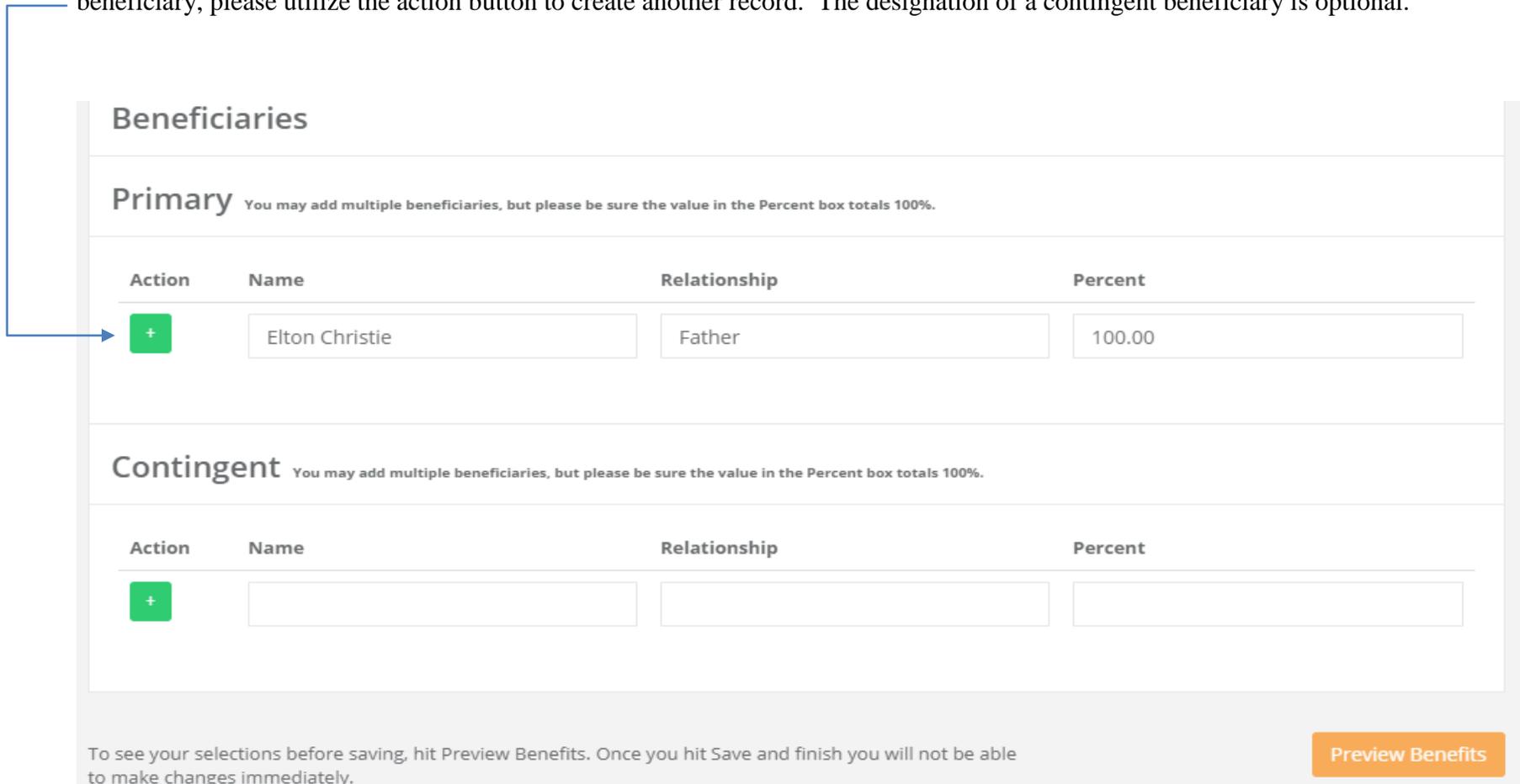| Selected Benefits	Plan Name	Start Date
☑	Life - Active Required	7/1/2021

All enrollees are required to designate a primary beneficiary for life insurance purposes. If an enrollee has more than one primary beneficiary, please utilize the action button to create another record. The designation of a contingent beneficiary is optional.

Beneficiaries

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

Action	Name	Relationship	Percent
+	Elton Christie	Father	100.00

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

Action	Name	Relationship	Percent
+			

To see your selections before saving, hit Preview Benefits. Once you hit Save and finish you will not be able to make changes immediately.

Preview Benefits

Once you have entered all the required information for benefit elections, please click the "Preview Benefits" button to review elections and confirm enrollment.

Please review the "Preview Coverages" page for accuracy of plan elections and dependent enrollment.

Preview Coverages

Medical

$2,500 Deductible Starts on **07/01/2021** . Total Cost **$0.00** - Employer Contribution **$0.00** = Your monthly cost$0.00

Covered Dependents

Jacob Christie *(Child)*

John Christie *(Child)*

Dental

WEBT High Option Dental Starts on **07/01/2021** . Total Cost **$0.00** - Employer Contribution **$0.00** = Your monthly cost$0.00

Covered Dependents

Jacob Christie *(Child)*

John Christie *(Child)*

Life

- **Life** with Cost **$0.25** and Amount **$25,000.00** Starts on **07/01/2021**

Total Cost Per Month $0

Make a Change Save & Finish

You may click the "Make a Change" button and be redirected to the beginning of the benefit selection site in order to allow you the opportunity to make changes, or you may click the Save & Finish button to submit your enrollment for Employer approval.

Once you click the Save & Finish button, you will be redirected to a page that confirms submission. This page will allow you to add any additional information pertaining to proof of coverage (if required), to electronically submit other coverage information, and to print a summary of elected benefits if desired.

Your elections have been submitted for review.

Add Attachment *(Accepted File Types are .pdf,.txt, .ods, .odt, .xlsx, .doc and please no larger than 6 MB)*

Upload Proof of Event

Please upload Proof of Event document here if applicable

Choose Files | No file chosen

Upload

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

Please upload Proof of Dependent(s) for each applicable dependent **(Jacob Christie)** | Choose Files | No file chosen | Upload

Please upload Proof of Dependent(s) for each applicable dependent **(John Christie)** | Choose Files | No file chosen | Upload

Summarize Coverages

Other Insurance Verifications

Please confirm whether you or your dependents have other insurance by clicking here.

Once "Save & Finish" is selected, a request gets sent to your employer to review and approve your benefits. Once your employer approves your benefits, you will receive the following email:

Sandbox: WEBT Benefit Selection Reviewed by Admin

WO

WEBT Online Portal <webtcommunity@gmail.com>
To ● Kouba, Dorothy

↩ ↩ → ⋯

10:23 AM

Hi Teresa Christie,

Your employer has reviewed your recent benefit elections and has sent them off for final approval by WEBT. You will be contacted if there are any questions or concerns. Please click here to view the status of your elections.

Comments :

Thank you

You may review your employer's comments and follow the "here" link to review your record and make updates as needed.

Please Note: If changes are required to your submission, you will receive an email directing you to update your submission and resubmit.

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