

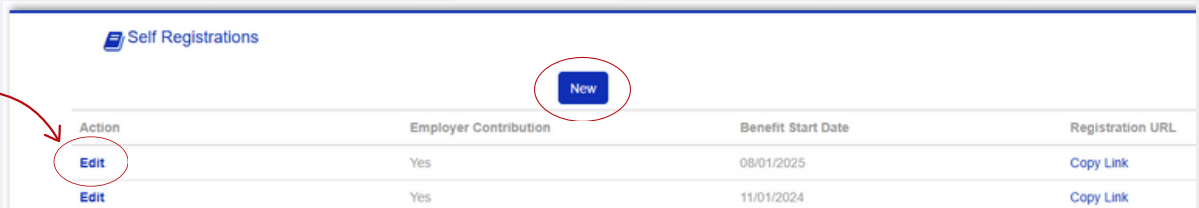


# Creating a Self-Registration Link

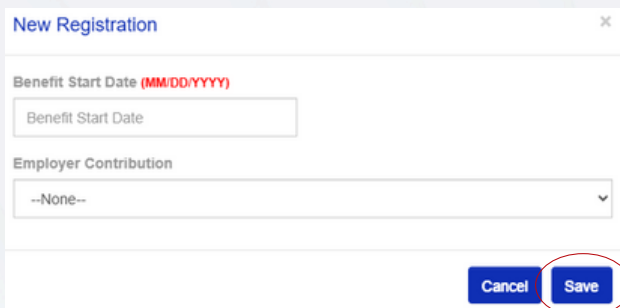
This guide will explain how a group admin may create a self-registration link for large groups of employees whose benefit coverages all begin on the same date such as at the start of a school year. Please note, the link may not be used for open enrollment or rehires. The WEBT Online Portal may be accessed by visiting [www.webt.org](http://www.webt.org).

Once logged in on the home screen, scroll down to the Self-Registrations section and select New:

You may also edit an existing link and update the benefit start date.



Action	Employer Contribution	Benefit Start Date	Registration URL
<a href="#">Edit</a>	Yes	08/01/2025	<a href="#">Copy Link</a>
<a href="#">Edit</a>	Yes	11/01/2024	<a href="#">Copy Link</a>



New Registration

Benefit Start Date (MM/DD/YYYY)

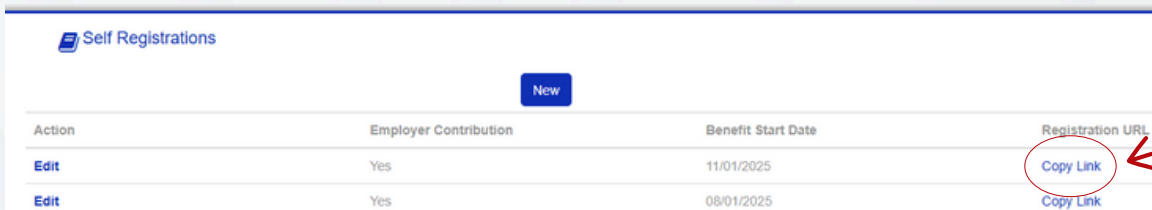
Benefit Start Date

Employer Contribution

--None--

[Cancel](#) [Save](#)

Complete or update the Benefit Start Date, Employer Contribution and select Save.



Action	Employer Contribution	Benefit Start Date	Registration URL
<a href="#">Edit</a>	Yes	11/01/2025	<a href="#">Copy Link</a>
<a href="#">Edit</a>	Yes	08/01/2025	<a href="#">Copy Link</a>

Select Copy Link for the benefit start date you want your employees to use. Here is a sample:

[https://webt.my.salesforce-sites.com/WEBT\\_selfregisteraccountcode=0013i00002IYVRqAAP922](https://webt.my.salesforce-sites.com/WEBT_selfregisteraccountcode=0013i00002IYVRqAAP922)

The link may be shared with employees. Employees then use the link for self-registration and are responsible for entering their own demographic information, dependent information and selecting their benefits.

Once the new employee completes the enrollment, the group admin receives an email to review the coverage change request (CCR). Once the group admin approves the CCR, the WTW/WEBT associate reviews and approves the CCR.

The group admin and the employee will receive a confirmation email with the benefit summary.

[www.webt.org](http://www.webt.org)