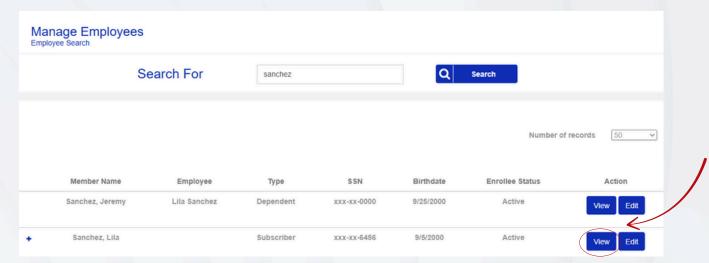


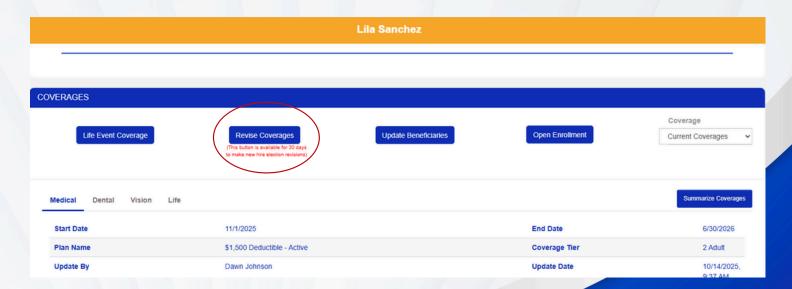
## **Revise New Hire Coverages**

This guide will explain how a group admin may revise a new hire's coverages. The WEBT Online Employer Portal may be accessed by visiting www.webt.org.

Changes may be made to the new hire's coverages within 30 days of the effective date of coverage. To revise coverages, select the Manage Employees tab, View/Edit Employees. Search for the employee by name and select View:



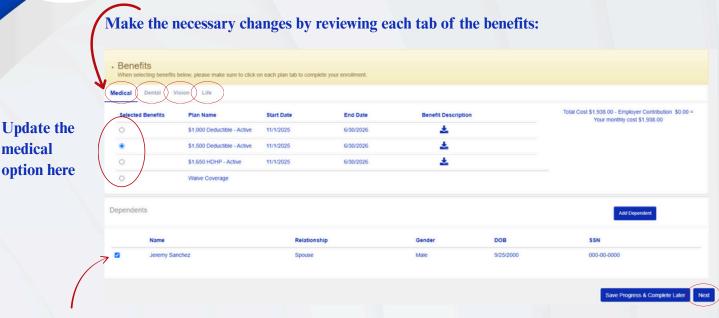
Scroll down to the coverages section and select the Revise Coverages button:





medical

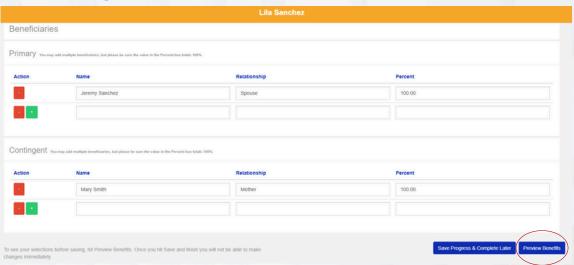
# **Revise New Hire Coverages**



Mark the box next to each dependent that is being covered, or uncheck the box if the dependent should not be covered.

Continue to select Next to move forward to revise dental/vision/life coverages, if necessary.

#### Once all coverages are revised, select Preview Benefits:





### **Revise New Hire Coverages**

### The Preview Coverages screen will appear: **Preview Coverages** Medical \$1,500 Deductible Starts on 11/01/2025. Total Cost \$1,938.00 - Employer Contribution \$0.00 = Your monthly cost \$1,938.00 Covered Individuals Lila Sanchez (Subscriber) Jeremy Sanchez (Spouse) Make sure all family members that are supposed to be covered are listed under each coverage. Dental WEBT High Option Dental Starts on 11/01/2025. Total Cost \$35.00 - Employer Contribution \$0.00 = Your monthly cost \$35.00 Covered Individuals Lila Sanchez (Subscriber) Jeremy Sanchez (Spouse) Total Cost Per Month \$1,990.00 Select Save & Finish if Make a Change the coverages are correct.

Once Save and Finish is selected, the portal will send a Coverage Change Request (CCR) to WEBT for final approval.

The group admin and the employee will receive a confirmation email with a benefit summary once the CCR is approved. <u>If a confirmation email is not received, please contact WEBT as the enrollment may not be complete.</u>