



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:

Manage Employees
Employee Search

Search For

Number of records

| Member Name | Employee | Type | SSN | Birthdate | Enrollee Status | Action |
|-----------------|--------------|------------|-------------|-----------|-----------------|---|
| Sanchez, Jeremy | Lila Sanchez | Dependent | xxx-xx-0000 | 9/25/2000 | Active | <input type="button" value="View"/> <input type="button" value="Edit"/> |
| + Sanchez, Lila | | Subscriber | xxx-xx-6456 | 9/5/2000 | Active | <input type="button" value="View"/> <input type="button" value="Edit"/> |

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

Lila Sanchez

COVERAGES

(This button is available for 30 days to make new hire election revisions)

Medical Dental Vision Life

| | | | |
|------------|-----------------------------|---------------|---------------------|
| Start Date | 11/1/2025 | End Date | 6/30/2026 |
| Plan Name | \$1,500 Deductible - Active | Coverage Tier | 2 Adult |
| Update By | Dawn Johnson | Update Date | 10/14/2025, 9:37 AM |



Revise New Hire Coverages

Make the necessary changes by reviewing each tab of the benefits:

Update the medical option here

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

Medical Dental Vision Life

| Selected Benefits | Plan Name | Start Date | End Date | Benefit Description |
|----------------------------------|-----------------------------|------------|-----------|---------------------|
| <input type="radio"/> | \$1,000 Deductible - Active | 11/1/2025 | 6/30/2026 | |
| <input checked="" type="radio"/> | \$1,500 Deductible - Active | 11/1/2025 | 6/30/2026 | |
| <input type="radio"/> | \$1,650 HDHP - Active | 11/1/2025 | 6/30/2026 | |
| <input type="radio"/> | Waive Coverage | | | |

Total Cost \$1,938.00 - Employer Contribution \$0.00 =
Your monthly cost \$1,938.00

Dependents [Add Dependent](#)

| Name | Relationship | Gender | DOB | SSN | |
|-------------------------------------|----------------|--------|------|-----------|-------------|
| <input checked="" type="checkbox"/> | Jeremy Sanchez | Spouse | Male | 9/25/2000 | 000-00-0000 |

[Save Progress & Complete Later](#) [Next](#)

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:

Lila Sanchez

Beneficiaries

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

| Action | Name | Relationship | Percent |
|--------|----------------|--------------|---------|
| | Jeremy Sanchez | Spouse | 100.00 |
| | | | |

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

| Action | Name | Relationship | Percent |
|--------|------------|--------------|---------|
| | Mary Smith | Mother | 100.00 |
| | | | |

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

[Save Progress & Complete Later](#) [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)

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

Make a Change **Save & Finish**

Make sure all family members that are supposed to be covered are listed under each coverage.

Select Save & Finish if 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. *If a confirmation email is not received, please contact WEBT as the enrollment may not be complete.*