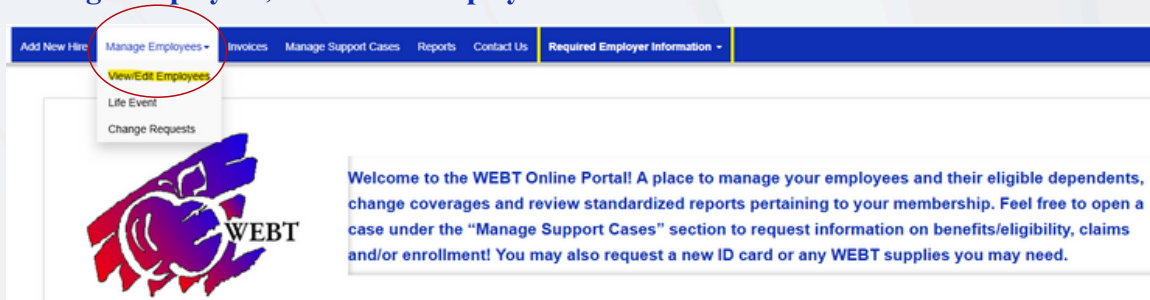




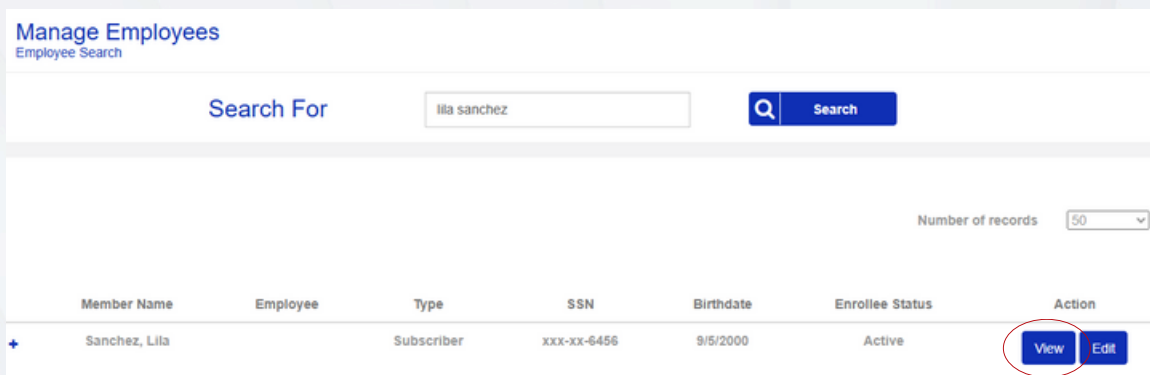
# Terminating an Employee

This guide explains how a group admin may terminate an employee's portal record which will also terminate all WEBT benefits. These instructions should be used if the employee has terminated employment or is no longer working the required hours for benefits. If an employee is still working and wants to voluntarily drop their coverage, please use Change/Drop Coverage.

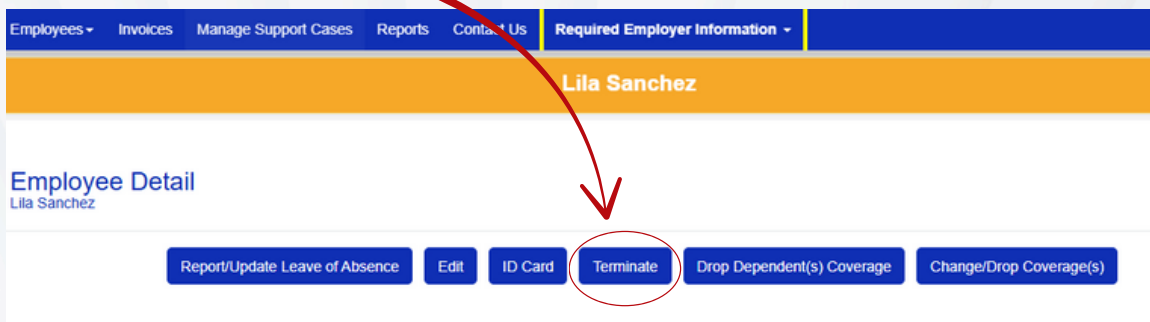
The WEBT Online Employer Portal may be accessed by visiting [www.webt.org](http://www.webt.org). Once logged in, select Manage Employees, View/Edit Employee:



Search for the employee by name and then select View:



Select the Terminate button:





# Terminating an Employee

Enter the Last Date of Employment/Eligibility, pick the Termination Reason and select Save:

The system will automatically advance the last date of coverage to the last day of the month following the Last Date of Employment/Eligibility.

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

The group admin will receive a confirmation email once the CCR is approved. *If a confirmation email is not received, please contact WEBT as the termination may not be complete.*

From: WEBT Notification <[webt@willistowerswatson.com](mailto:webt@willistowerswatson.com)>

Sent: Wednesday, October 15, 2025 3:40 PM

To: Dawn Johnson <[dawn.johnson@wtwco.com](mailto:dawn.johnson@wtwco.com)>

Subject: Employee Termination Approved

Hi Dawn Johnson,

Your request to terminate Garth Brooks has been approved. Please [click here](#) to review.

***This inbox is not monitored, please do not reply to this email. If you have questions, please contact your WEBT Associate.***

Thank you,  
WEBT