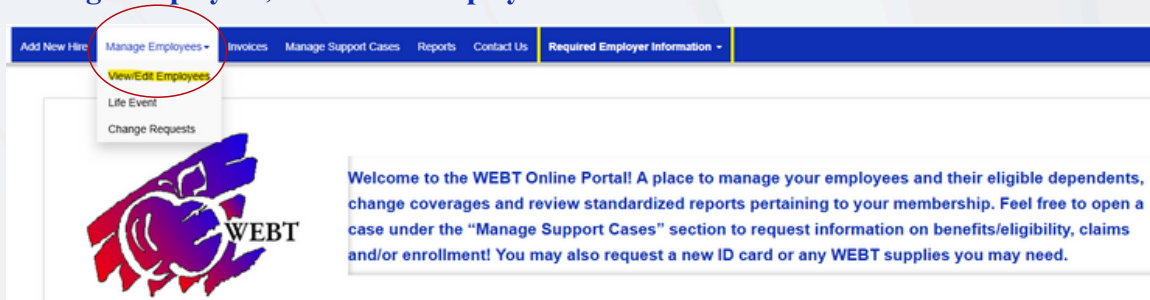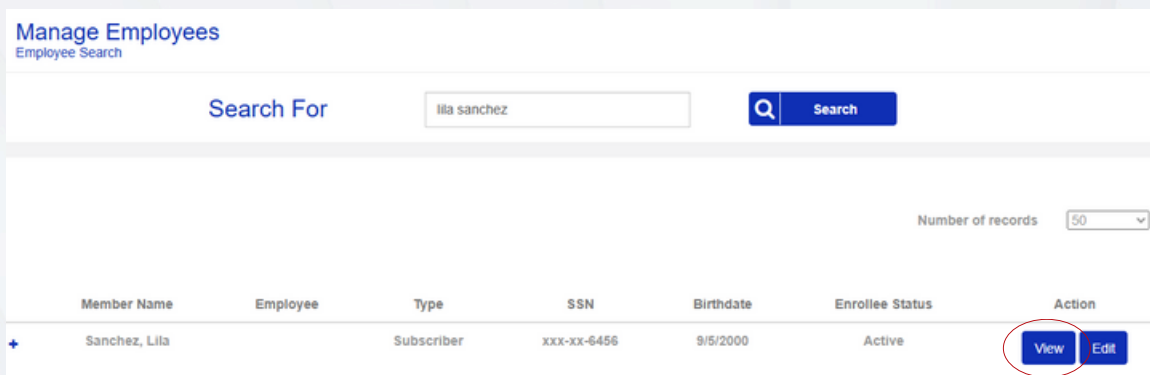# Terminating an Employee

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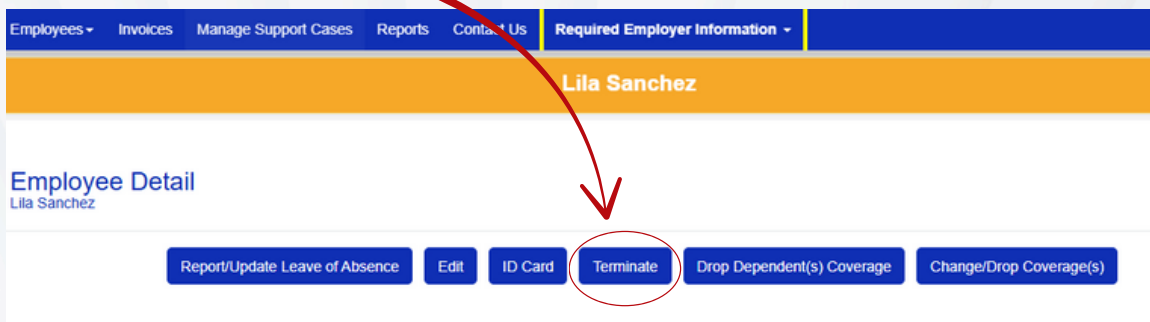
The WEBT Online Employer Portal may be accessed by visiting www.webt.org. Once logged in, select Manage Employees, View/Edit Employee:

Search for the employee by name and then select View:

Select the Terminate button:

www.webt.org

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.*

www.webt.org