



Adding or Terminating a Group Admin

Group Administrators may be added, edited or termed from the home screen of the WEBT portal. The WEBT Portal may be accessed by visiting www.webt.org. It is very important not to share portal access and to terminate an admin as soon as they leave employment, so they can no longer have access to protected information in the portal. Do not change a name on a current record; make sure to create a new record.

To add a new administrator, select New Admin:

Action	Name	Email	Phone	Title	Attach Document
Edit Term	Kim Rigsbee *	kim.rigsbee@wtwco.com			Upload
Edit Term	Dawn Johnson *	dawn.johnson@wtwco.com			Upload

First Name

Last Name

Email

Phone

Title

First Name

Last Name

Email

Phone

Title

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

Complete the fields and select Save.

The portal will send an email with a form attached that is *required* to be completed.

Upload the completed form here.

The WEBT associate will approve the new admin once the form is received.

A similar process is used to term an admin. On the home screen, select Term next to the admin's name.

Enter the Admin Term Date and select Update.

The portal will send an email with a form attached that is *required* to be completed.

Upload the completed form and the WEBT associate will approve the term once the form is received.

Dawn Johnson

Admin Term Date (MM/DD/YYYY)

Admin Term Date

[Cancel](#) [Update](#)