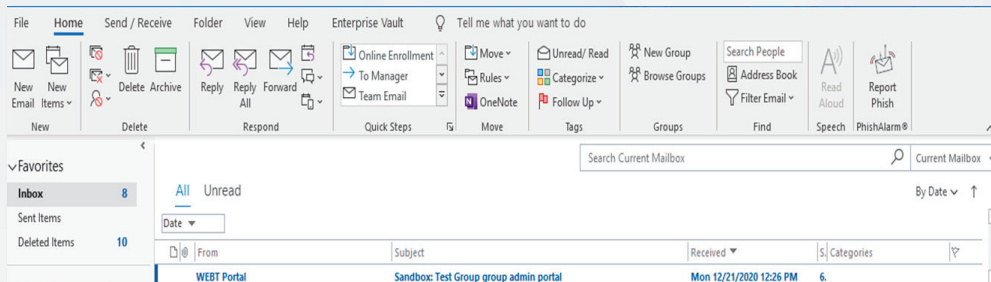




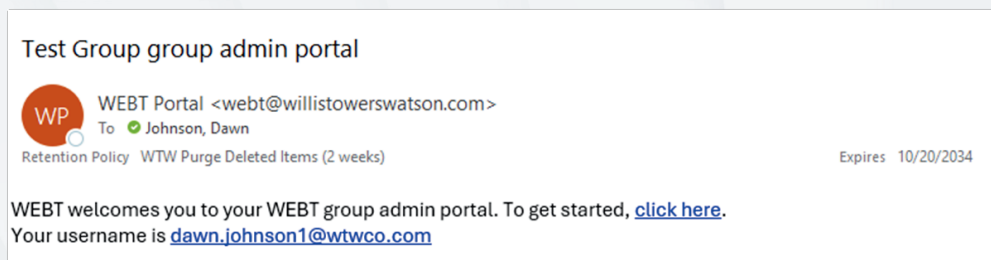
Establishing WEBT Portal Access

This guide will walk you through the steps necessary to establish your group admin account on the WEBT Portal so you may begin utilizing the system.

Once you have completed the steps in the “Adding or Terming a Group Admin” instructions, you will receive an email from the WEBT Portal:



Open the email and utilize the “click here” link to reset your password and establish your account:



Establish your password. It must be at least eight characters in length and include one letter and one number.

Please be sure to save your username and password for future reference as it must be used to access your account.



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You may utilize Login Info to update your username and password:

The screenshot shows the WEBT Online Portal interface. At the top is a navigation bar with links: Add New Hire, Manage Employees, Invoices, Manage Support Cases, Reports, Contact Us, and Required Employer Information. On the right of the navigation bar is a user profile dropdown menu, which is circled in red. The dropdown menu contains the options 'Login Info' (highlighted in yellow) and 'Logout (Dawn Johnson)'. Below the navigation bar is a sidebar with icons for user management, reports, and other functions. The main content area features the WEBT logo and a welcome message. Below this is the 'Login Info' section, which includes a 'Change Username' form. The form has fields for 'Old Username' (dawn.johnson1@wtwco.com) and 'New Username' (dawn.johnson1@wtwco.com). There are two buttons at the bottom: 'Update username' and 'Change Password'.

Select Logout to end your session and return to the WEBT Benefit Plans Portal Login Screen.

This screenshot is similar to the previous one, showing the WEBT Online Portal interface. The user profile dropdown menu is circled in red, and the 'Logout (Dawn Johnson)' option is highlighted in yellow. The rest of the interface, including the navigation bar, sidebar, and main content area, is identical to the previous screenshot.

Please contact the WEBT/WTW office at (307) 634-5566 for assistance with the employer portal site.

www.webt.org