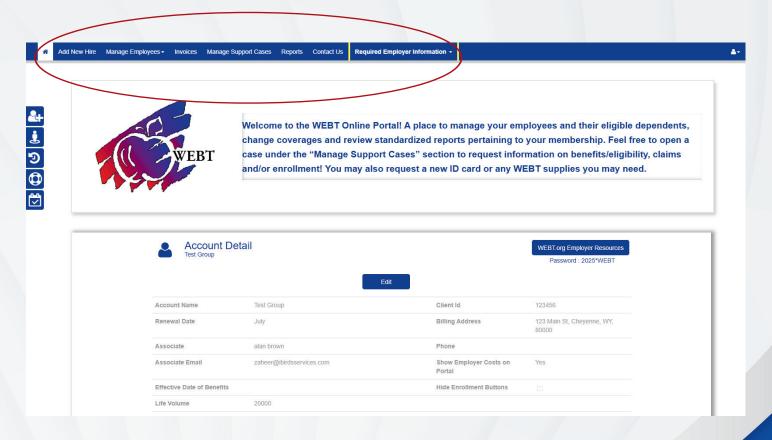


Group Level Information

This guide will walk you through a few of the key tools to use when utilizing the WEBT Online Portal to update your group level information. The WEBT Portal may be accessed by visiting www.webt.org.

Once logged in, you will be directed to your employer group home page.

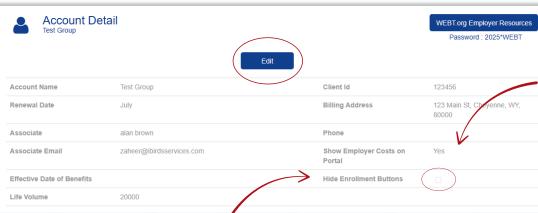
You may toggle between pages in order to manage your employees, download invoices, create/manage cases, run reports for your group, contact WEBT and update required employer information.





Group Level Information

The Account Detail section is a place for you to update group specific information. Once you click on the Edit link, you will have access to modifiable fields:



When the Hide Enrollment Buttons box is checked, the enrollment buttons on the employee portal will be hidden. Employees will not be able to make any benefit changes, but are able to update beneficiaries and demographics. The group admin(s) will receive an email notification when an employee updates anything on their portal. Showing your group's contribution of premiums on the employee portal is optional. If you prefer to not show employer costs on the portal, please contact WEBT. If your employer contribution varies by employee type, hours, etc., the option to show Employer Costs will be set to "No".

Account Detail Test Group			WEBT.org Employer Resources
lest Gloup			Password : 2025*WEBT
	Save	Cancel	
Account Name	Test Group	Client Id	123456
Renewal Date	July		
Billing Street	123 Main St	Billing City	Cheyenne
Billing State	WY	Billing Country	
Billing PostalCode	80000	Phone	
Associate	alan brown	Show Employer Costs on Portal	Yes 🔻
Associate Email	zaheer@ibirdsservices.com	Hide Enrollment Buttons	
Life Volume	20000		

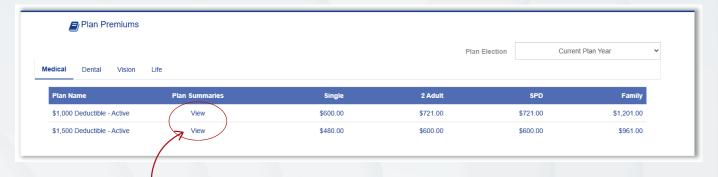
Click here to be directed to the www.webt.org Employer Resources Page. The password is posted here for your convenience and gets updated annually. Please do NOT share the password with employees.

Make sure you select Save after making any changes.



Group Level Information

The Plan Premiums section displays current premiums for the plan offerings of your employer group. If the employer does not offer a plan such as dental, then the dental premium tab does not display.



Select View to display the plan summary.

A new window will open with the document selected. From here you may download or print the document. (Sample below)

WEBT SUMMARY OF MEDICAL BENEFITS **Applies to Medical OOP Maximum **Applies to Prescription Drugs OOP Maximum OOP = Out-of-Pocket **Medical Plan** \$1,000 **Office Visits \$35 Co-Pay **Teladoc \$0 Co-Pay **Deductible \$1,000 (\$2,000 family) **Coinsurance 80%/20% Medical OOP In Network: Maximum \$2,500 (\$5,000 family) *Out of Network: \$2,750 (\$5,500 family)