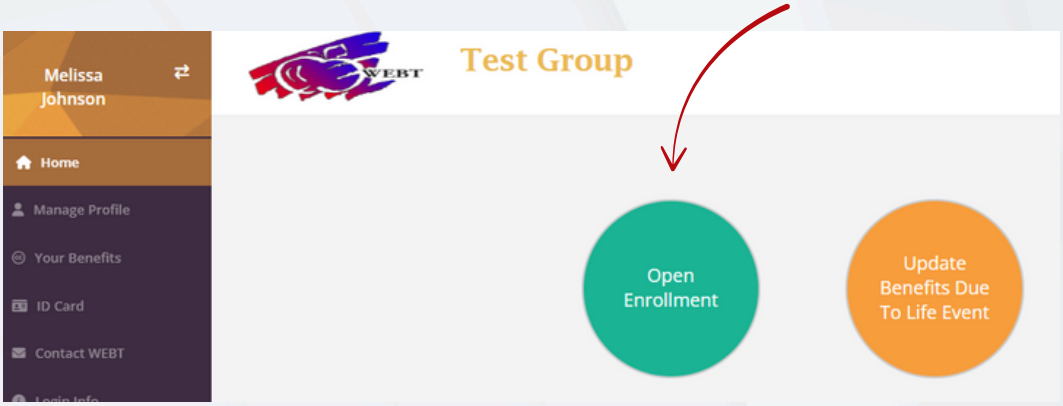
Open Enrollment
November 1 - November 30

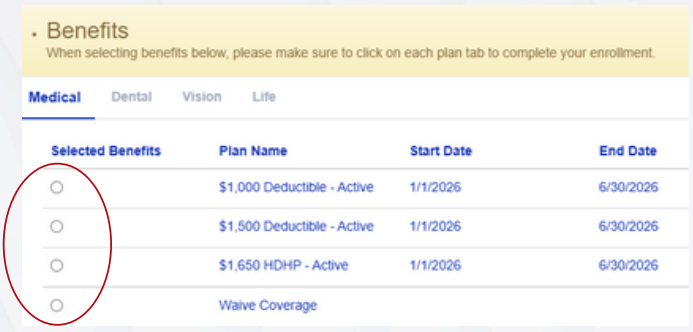
The WEBT Employee Portal may be accessed by visiting www.webt.org.

Once logged into the portal, select the Open Enrollment button (only available during November):

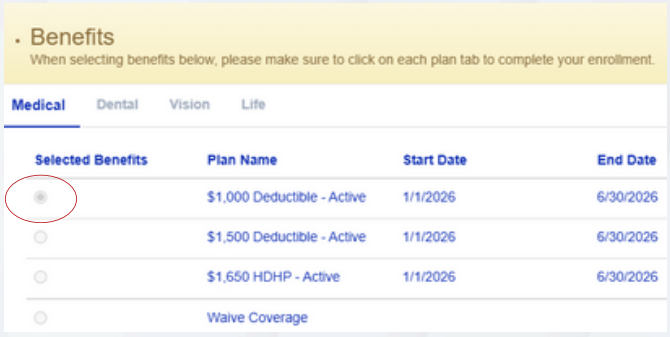


Employees may not change their deductible option, but may add benefits that they previously declined.

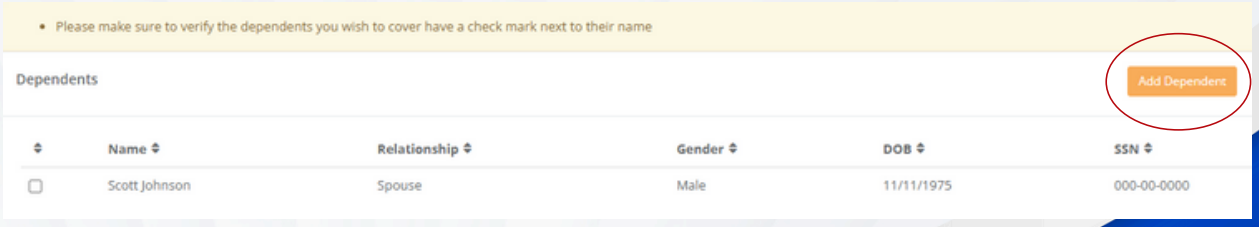
In this example, the employee had previously waived coverages, so no plan is selected:



In this example, the employee has the $1,000 deductible option, so it may not be changed:



Eligible dependents not previously covered may add coverage during open enrollment. If there are missing dependents on your record, then use the Add Dependent button to add them before moving forward to the other coverages.



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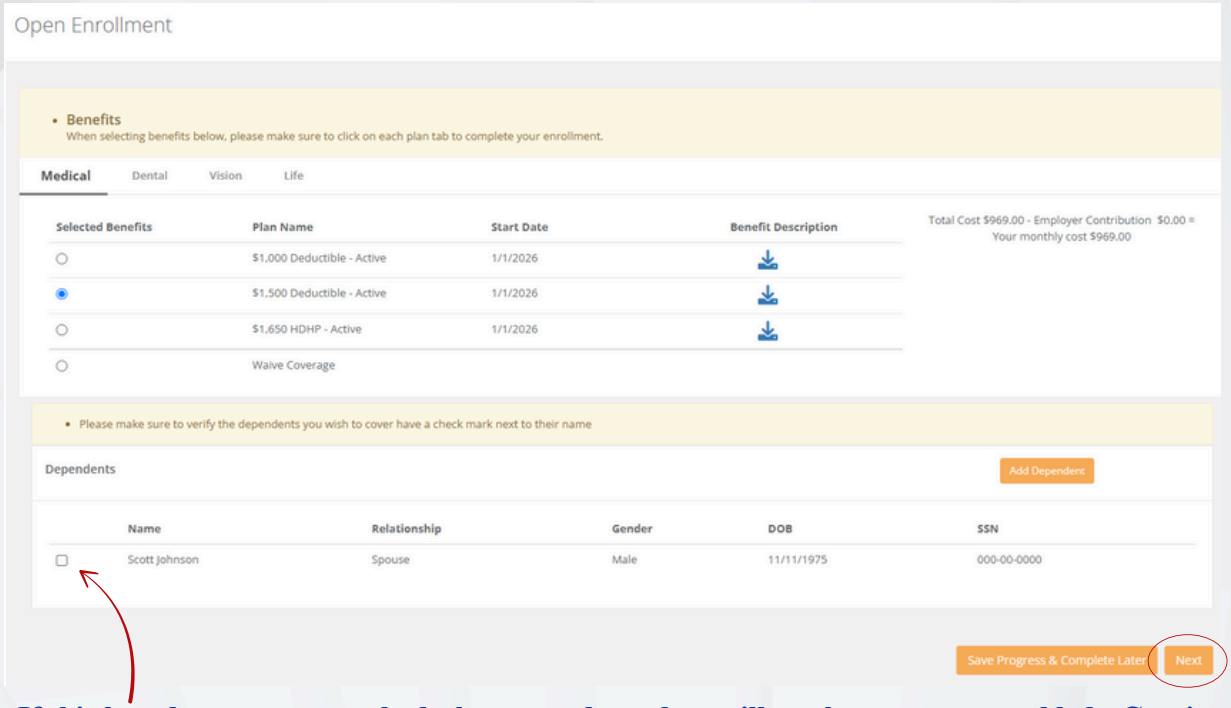
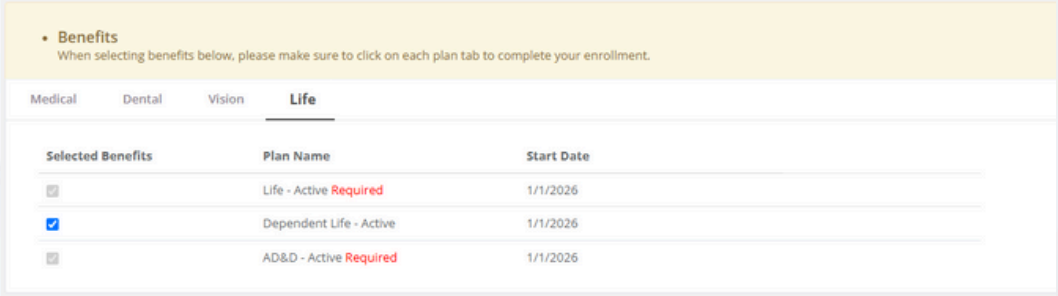
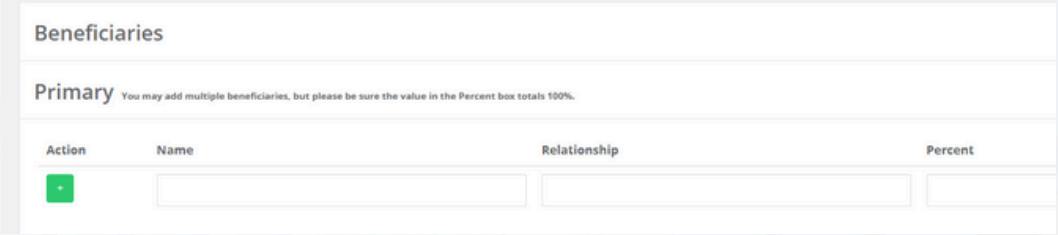
Next, make sure you mark the box for the dependents that you want covered:



If this box does not get marked, then your dependent will not have coverage added. Continue to select Next to move forward to elect dental/vision/life coverages, if applicable.





Beneficiaries may be added/updated in this process as well.

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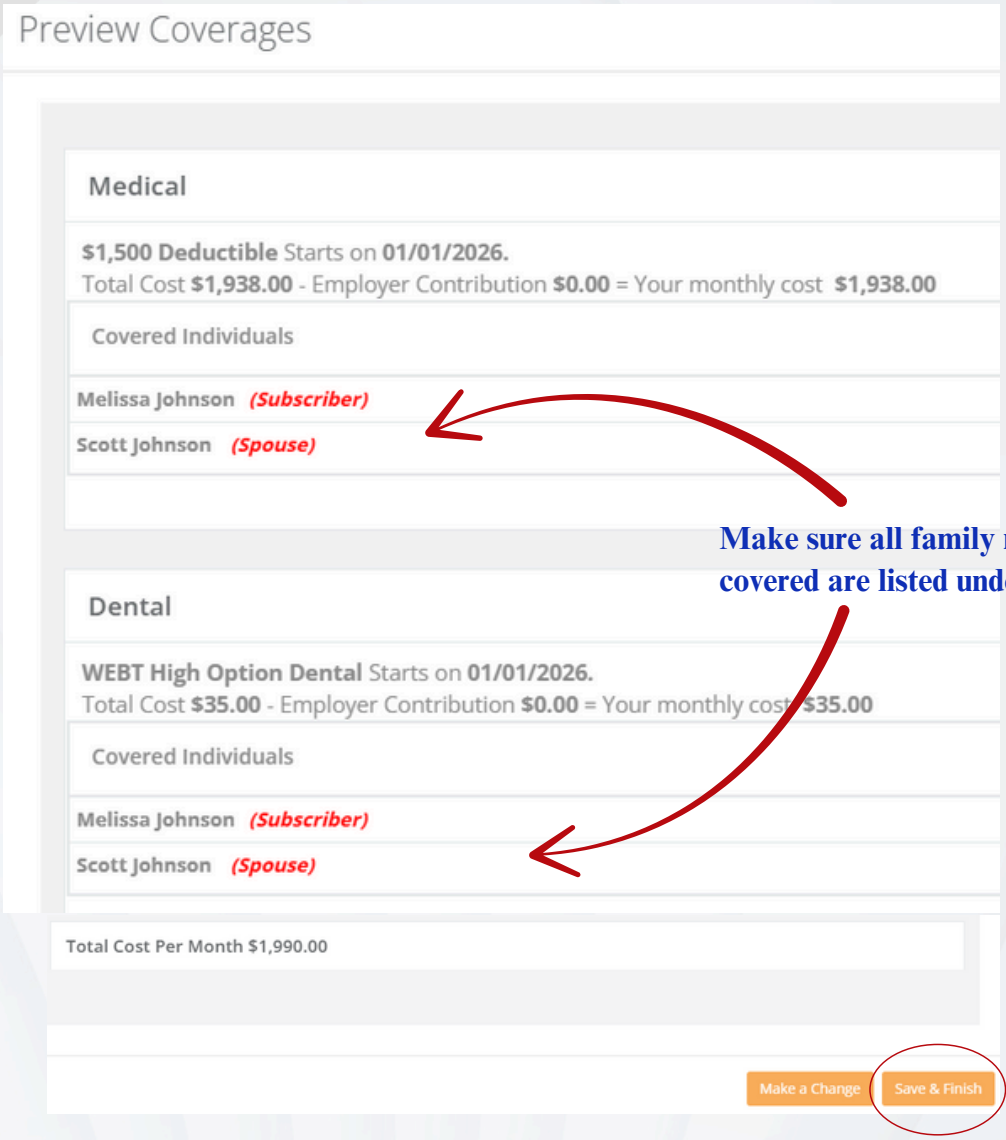
Once all coverages are completed, select Preview Benefits and the Preview Coverages screen will appear:



Make sure all family members that are supposed to be covered are listed under each coverage.

Review the coverages and select either Make a Change or Save and Finish. Once Save and Finish is selected, the portal will send a Coverage Change Request (CCR) first to your employer and then to WEBT for final approval. You will receive a confirmation email once the CCR is approved. If a confirmation email is not received, please contact WEBT as the enrollment may not be complete.

All open enrollment changes take effect on January 1.

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