

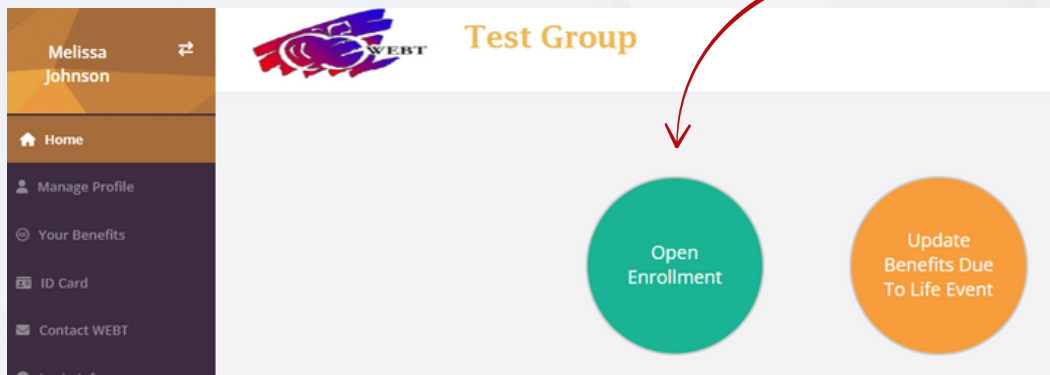


Open Enrollment

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:

Benefits

When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical

Dental

Vision

Life

Selected Benefits	Plan Name	Start Date	End Date
☐	\$1,000 Deductible - Active	1/1/2026	6/30/2026
☐	\$1,500 Deductible - Active	1/1/2026	6/30/2026
☐	\$1,650 HDHP - Active	1/1/2026	6/30/2026
☐	Waive Coverage		

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

Benefits

When selecting benefits below, please make sure to click on each plan tab to complete your enrollment

Medical

Dental

Vision

Life

Selected Benefits	Plan Name	Start Date	End Date
☒	\$1,000 Deductible - Active	1/1/2026	6/30/2026
☐	\$1,500 Deductible - Active	1/1/2026	6/30/2026
☐	\$1,650 HDHP - Active	1/1/2026	6/30/2026
☐	Waive Coverage		

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.

Please make sure to verify the dependents you wish to cover have a check mark next to their name					
Dependents					
☐	Name	Relationship	Gender	DOB	SSN
☐	Scott Johnson	Spouse	Male	11/11/1975	000-00-0000
					Add Dependent



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

Open Enrollment

• **Benefits**
When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical Dental Vision Life

Selected Benefits	Plan Name	Start Date	Benefit Description	Total Cost \$969.00 - Employer Contribution \$0.00 = Your monthly cost \$969.00
☐	\$1,000 Deductible - Active	1/1/2026		
☒	\$1,500 Deductible - Active	1/1/2026		
☐	\$1,650 HDHP - Active	1/1/2026		
☐	Waive Coverage			

• Please make sure to verify the dependents you wish to cover have a check mark next to their name

Dependents [Add Dependent](#)

	Name	Relationship	Gender	DOB	SSN
☐	Scott Johnson	Spouse	Male	11/11/1975	000-00-0000

[Save Progress & Complete Later](#) [Next](#)

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.

• **Benefits**
When selecting benefits below, please make sure to click on each plan tab to complete your enrollment.

Medical Dental Vision Life

Selected Benefits	Plan Name	Start Date
☒	Life - Active Required	1/1/2026
☒	Dependent Life - Active	1/1/2026
☒	AD&D - Active Required	1/1/2026

Beneficiaries

Primary You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent

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



Open Enrollment

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

Preview Coverages

Medical
\$1,500 Deductible Starts on 01/01/2026 .
Total Cost \$1,938.00 - Employer Contribution \$0.00 = Your monthly cost \$1,938.00
Covered Individuals
Melissa Johnson <i>(Subscriber)</i>
Scott Johnson <i>(Spouse)</i>

Dental

WEBT High Option Dental Starts on 01/01/2026 .
Total Cost \$35.00 - Employer Contribution \$0.00 = Your monthly cost \$35.00
Covered Individuals
Melissa Johnson <i>(Subscriber)</i>
Scott Johnson <i>(Spouse)</i>

Total Cost Per Month \$1,990.00

[Make a Change](#) [Save & Finish](#)

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.

www.webt.org