

Open Enrollment November 1 - November 30

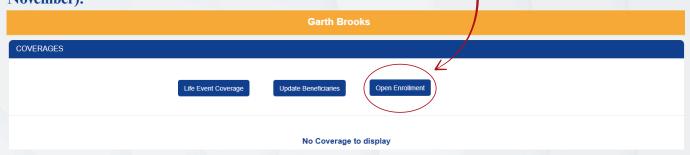
The WEBT Portal may be accessed by visiting www.webt.org.

Once logged into the portal, use the following steps:

Select Manage Employees, View/Edit Employee

Search for the employee by name and select View

Scroll down to the Coverages section and 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:



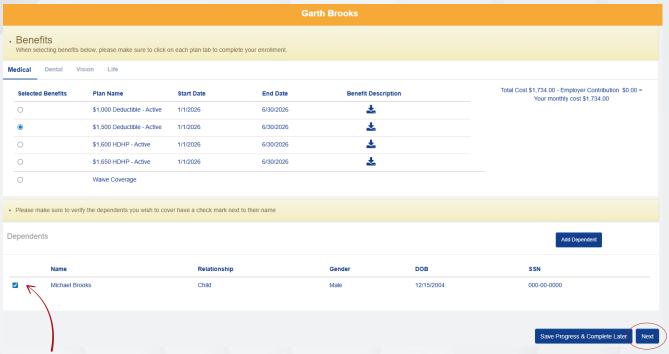
Eligible dependents not previously covered may add coverage during open enrollment. If there are missing dependents on the employee record, then use the Add Dependent button to add them before moving forward to the other coverages.



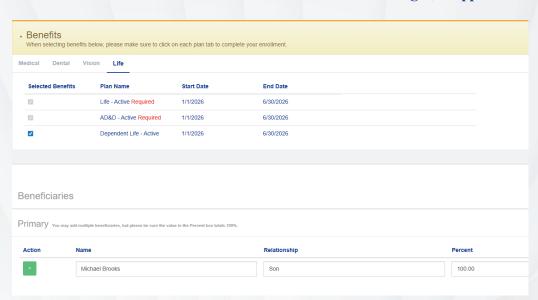


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Next, make sure you mark the box for the dependents that are being covered:



If this box does not get marked, then the 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:

Preview Coverages	
Medical	
\$1,500 Deductible Starts on 01/01/2026. Total Cost \$1,734.00 - Employer Contribution \$0.00 = Your monthly cost \$1,734.00	
Covered Individuals	
Garth Brooks (Subscriber)	
Michael Brooks (Child)	
Make sure all family more covered are listed under	embers that are supposed to each coverage.
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	
Garth Brooks (Subscriber)	
Michael Brooks (Child)	
Total Cost Per Month \$1,786.00	

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) 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.

Make a Change

Save & Finish

All open enrollment changes take effect on January 1.

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