



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):

Garth Brooks

COVERAGES

Life Event Coverage Update Beneficiaries **Open Enrollment**

No Coverage to display

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 the employee 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

Add Dependent

Name	Relationship	Gender	DOB	SSN
No records to display				



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

Garth Brooks

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	Benefit Description	Total Cost \$1,734.00 - Employer Contribution \$0.00 = Your monthly cost \$1,734.00
☐	\$1,000 Deductible - Active	1/1/2026	6/30/2026		
☒	\$1,500 Deductible - Active	1/1/2026	6/30/2026		
☐	\$1,600 HDHP - Active	1/1/2026	6/30/2026		
☐	\$1,650 HDHP - Active	1/1/2026	6/30/2026		
☐	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
☒ Michael Brooks	Child	Male	12/15/2004	000-00-0000

Save Progress & Complete Later

Next

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.

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
☐	Life - Active Required	1/1/2026	6/30/2026
☐	AD&D - Active Required	1/1/2026	6/30/2026
☒	Dependent Life - Active	1/1/2026	6/30/2026

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

Action	Name	Relationship	Percent
	Michael Brooks	Son	100.00

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)
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	
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) 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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