



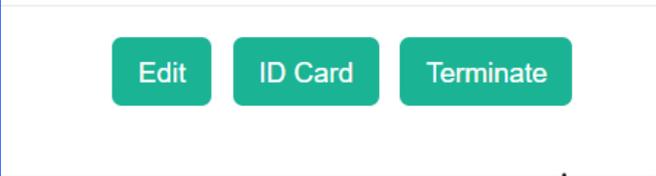
Terminating an Enrollee

LOG INTO YOUR WEBT ONLINE PORTAL

Once you are logged into your online portal, you will click on the Manage Employees tab.



You can search for the employee by Name, SSN or Employee Number. Once you find the employee, hit the View button. Once you do that, you will hit the Terminate button at the top of the page.



After you hit the button, you will enter in the Last Date of Employment and choose a Termination reason - then hit Save.

After you hit Save - a Coverage Change Request will be sent to your associate for review. Until the request gets approved, you will see this on the employee's record.

Last Date of Employment	9/22/2020	Family Termination Date	
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Once your associate approves the request, you will get an email that it was approved, and then the record will look like this.

Last Date of Employment	9/22/2020	Family Termination Date	9/30/2020
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