Welcome to Terminating an Employee on the WEBT Online Portal System!

This guide will walk you through the steps necessary to Terminate an Employee.

<u>To begin, please log into the WEBT Online Portal</u>:

Once you log into the portal, you will utilize the Manage Employees link to begin.

Menu bar: 🏠 Add New Hire   Manage Employees   Life Event   Change Requests   Manage Support Cases   Reports   Contact Us   Login Info   Logout (Elaine Anderson)

Test Group

Welcome to the WEBT Online Portal! A place to manage your employees and their eligible dependents, change coverages and review standardized reports pertaining to your membership. Feel free to open a case under the "Manage Support Cases" section to request information on benefits/eligibility, claims and/or enrollment! You may also request a new ID card or any WEBT supplies you may need.

👤 Account Detail
Test Group

Please Note: You may also choose to utilize the icons that run down the left-hand side of the page to navigate your way through the online portal.

Please enter the name of the employee you are wishing to terminate and hit the search button.

Manage Employees
Employee Search

Search For   Bottle   🔍 **Search**

Number of records   10 ⌄

Member Name	Employee	Type	SSN	Birthdate	Enrollee Status	Action
Bottle, Water		Subscriber	xxx-xx-1111	5/6/1977	Active	View Edit

Please click the view button on the employee you are wanting to terminate. This will redirect you to the Employee Detail screen where you may terminate the employee.

Once you land on the Employee Detail screen, please click the Terminate button.

This will redirect you to the Employee Termination screen where you may terminate the employee.

Employee Detail
Water Bottle

Back

Edit   ID Card   Terminate

Personal Information

Member Name	Water Bottle	Middle Initial	
Age	43	SSN	xxx-xx-1111
Date Of Birth	5/6/1977	Gender	Male
Email	kim.rigsbee@willistowerswatson.com	Phone	3334443333
Username		Enrollee Status	Active

Once you land on the Employee Termination page, please enter the employee's last date of employment. Please Note: The employee will be automatically be terminated from coverages at the end of the month of their last date of employment.

Employee Termination
Water Bottle

Back

Save   Cancel

Employee Information

Last Date of Employment   **(MM/DD/YYYY)**

Enter Last Date of Employment

Termination Reason

--None--

Save   Cancel

Once you enter the last date of employement, please select the Termination Reason

When complete, hit the save button

Once you hit the Save button, it will be sent to WEBT for approval.

Once your termination request has been reviewed and approved by WEBT, you will receive an email indicating the termination was completed, and/or if it was rejected.

Hi Dorothy Kouba,

Your request to terminate Mountain Dew has been approved. Please click here to review.

Thank you,
WEBT
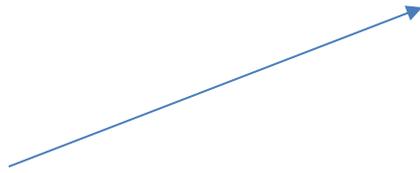
You may utilize the "click here" link to return to the employee's information. This will verify the employee has been terminated in the WEBT Portal the end of the month of the qualifying event.

Mountain Dew

Edit **Reset Password** **ID Card** **Terminate**

Personal Information

Member Name	Mountain Dew	**Middle Initial**	
Age	38	**SSN**	xxx-xx-3333
Date Of Birth	9/2/1982	**Gender**	Male
Email	kim.rigsbee@willistowerswatson.com	**Phone**	5556667777
Username	mtndew1@willistowerswatson.com	**Enrollee Status**	Active
Mailing Address	123 Main St, Cheyenne, WY 80001	**Original Effective Date**	
BCBSWY Member No	45678	**Delta Dental ID**	
Last Date of Employment	1/13/2021	**Coverage Termination Date**	1/31/2021
Termination Reason	Left Employment - No longer eligible for coverage		

Last Date of Employment

Coverage Termination Date

Coverage End Date

Mountain Dew

COVERAGES

[Life Event Coverage] [Update Beneficiaries]

Coverage
[Current Coverages ▾]

Medical   Dental   Life   [Summarize Coverages]

Start Date	1/1/2021	**End Date**	1/31/2021
Plan Name	$1,000 Deductible - Active	**Coverage Tier**	Single
Update By	Mountain Dew	**Update Date**	12/18/2020 5:13 AM

Benefit Summary

Office Visit Co-pay	$35	**RX Max Out of Pocket (per person)**	$1,500
Individual Deductible	$1,000	**Family Deductible**	$2,000
Individual Co-Insurance	$1,500	**Family Co-Insurance**	$3,000
Individual Medical Max Out of Pocket	$2,500	**Family Medical Max Out of Pocket**	$5,000

At any time, before or after completing your request, you may utilize the home button at the top of your screen to return to your Employer Group Page.

Add New Hire   Manage Employees   Life Event   Change Requests   Manage Support Cases   Reports   Contact Us

Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need assistance with your employer portal site.