



Updating Benefits due to Life Event

LOG INTO YOUR WEBT ONLINE PORTAL

Once you are logged into your online portal, you will click on the Update Life Events button

From there you will choose a life event reason and then enter in the date of the event. If you are adding a dependent, then after you enter in the date of the event you will be prompted to add in the information for your dependent.

Then you will land on the screen where you choose your elections. The system will show you what you currently are enrolled in. From here you will make your changes. If you need to add a dependent to a plan, then you will need to check the box next to their name below the coverage selection.



Medical	Dental	Vision	Life		
Selected Benefits					
<input checked="" type="radio"/>	\$1,500 Deductible - Active	11/10/2020	6/30/2021		Employee Contribution would be \$500.00 per month
<input type="radio"/>	\$2,500 Deductible - Active	11/10/2020	6/30/2021		
<input type="radio"/>	\$1,000 Deductible - Active	11/10/2020	6/30/2021		
<input type="radio"/>	Waive Coverage				

Dependents						Add Dependent
	Name	Relationship	Gender	DOB	SSN	
<input type="checkbox"/>	Ocean Dew	Child	Male	7/8/2012	000-00-0000	

Once you get through all of your benefit elections, you will hit the Preview Benefits button. This will show you everything you selected. You can either Make Changes or Save and Finish to move forward.



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After hitting Save and Finish, you will land on a screen where you can do a few different things. You can upload a proof of event document if necessary. You can also upload proof of dependent documentation if necessary. And lastly, you can update any Other Insurance you or your dependents may have.

Upload Proof of Event

Please upload Proof of Event document here if applicable

No file chosen

Upload Proof of Dependent

If your proof-of-event document doesn't also serve as a proof-of-dependent document, then please upload the proof-of-dependent document here

Please upload Proof of Dependent(s) for each applicable dependent (**Test Test**)

No file chosen

Other Insurance Verifications

Please confirm whether you or your dependents have other insurance by clicking [here](#).

Once you are finished, you can click on Summarize Coverages. This will take you to a printable page of your summary of benefits. You can print and keep this for your records.