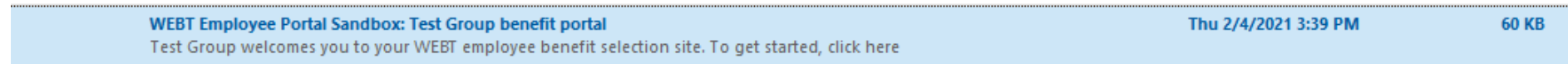# Welcome to Establishing your WEBT Online Employee Portal System Access!

This guide will walk you through the steps necessary to establish your personal employee account on the portal so you may begin utilizing the system.

As an employee with a WEBT group, you will receive an email from the WEBT Employee Portal:

WEBT Employee Portal Sandbox: Test Group benefit portal Test Group welcomes you to your WEBT employee benefit selection site. To get started, click here	Thu 2/4/2021 3:39 PM	60 KB

Please open the email and utilize the "click here" to re-set your password and establish your account:

Sandbox: Test Group benefit portal

HC   WEBT Employee Portal <cheryl.hageman@willistowerswatson.com>
To ✓ Kouba, Dorothy

Test Group welcomes you to your WEBT employee benefit selection site. To get started, click here.
Your username is dottiek7@gmail.com

****Please be sure to save your username for future reference as it must be used to access your account****

Once you hit "click here", you will be redirected to the screen below to establish your password. Your password should be at least 8 characters in length and include 1 letter and 1 number:

Change Your Password

Enter a new password for **dottiek7@gmail.com**. Make sure to include at least:

- ○ 8 characters
- ○ 1 letter
- ○ 1 number

* New Password

* Confirm New Password

Change Password

Please follow the "Change Password" link to enter the WEBT Online Employee Portal:
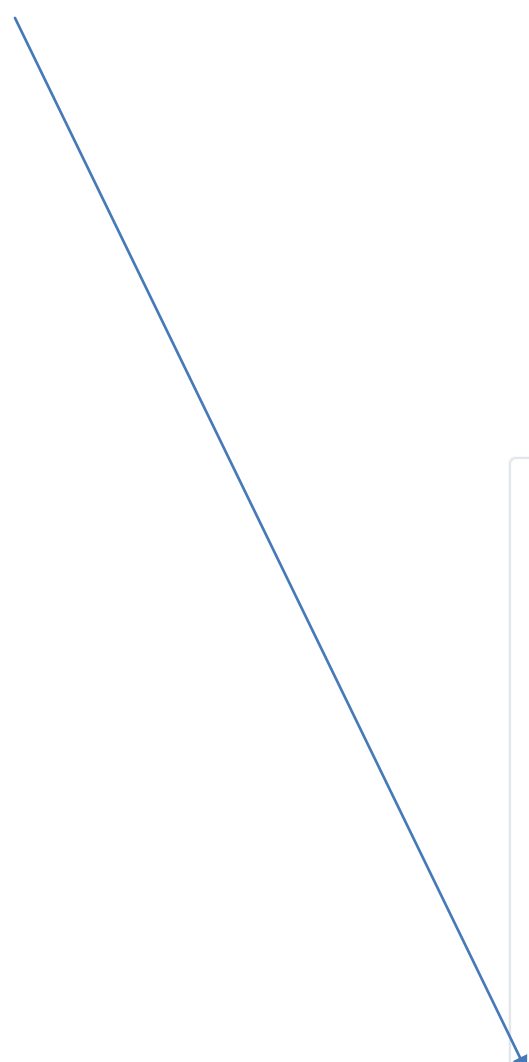

Change Your Password

Enter a new password for **dottiek7@gmail.com**. Make sure to include at least:
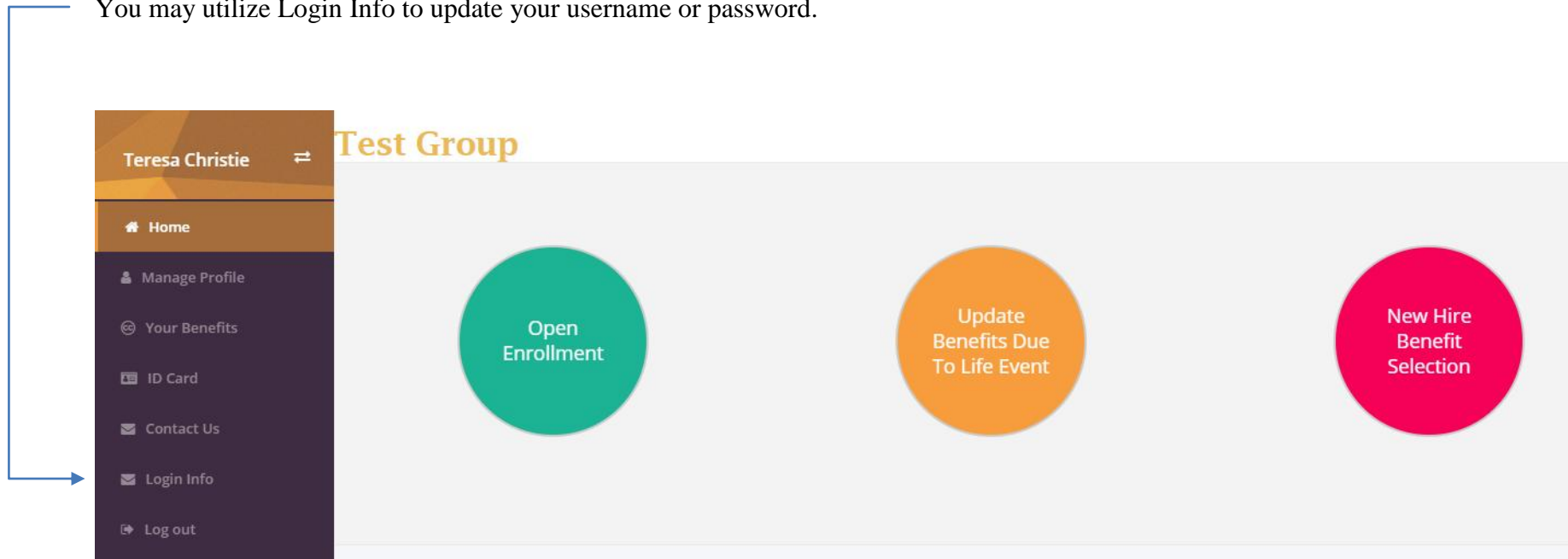
✅ 8 characters
✅ 1 letter
✅ 1 number

* New Password

| ·········· | Good |

* Confirm New Password

| ··········| | Match |

Change Password

<u>Employee Home Page</u>

You may utilize Login Info to update your username or password.

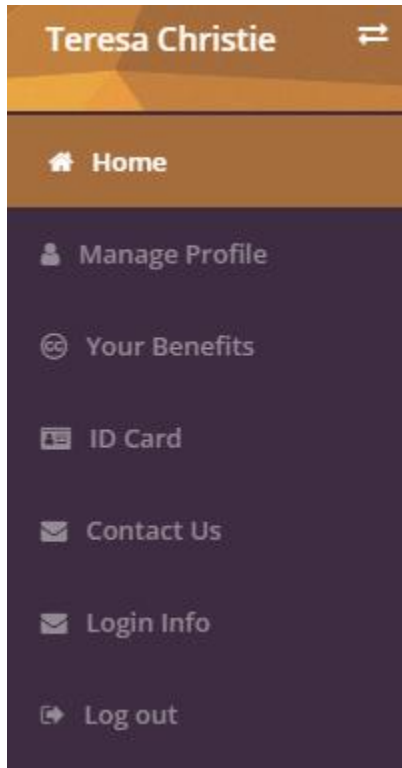|	
Old Username	**dottiek7@gmail.com**
New Username	dottiek7@gmail.com

Update username   **Change Password**

You may utilize Logout to end your session and return to the WEBT Online Portal Employee Login Screen.

Welcome to WEBT Online Portal Employee Login

Username

dorothy1.kouba1@willistowerswatson.com

Password

••••••••

Login

Forgot Your Password?   Sign Up

WEBT employee? Log In

Please feel free to contact your WEBT 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.