Welcome to Navigating your WEBT Online Employee Portal System Access!

This guide will walk you through the a few of the key tools to use when utilizing the WEBT Online Employee Portal to update your personal information.

You may access your WEBT Online Employee Portal by visiting www.webt.org or you may utilize the following link: https://webt-production.force.com/employee/employeecommunitylogin

Welcome to WEBT Online Portal Employee Login

Username

dorothy1.kouba1@willistowerswatson.com

Password

••••••••

Login

Forgot Your Password?   Sign Up

WEBT employee? Log In

Once you have completed your log-in, you will be directed to your Employee Home Page

The Employee Home page is your "home base" for the WEBT Online Employee portal. You may utilize this page to update your personal information, review your current benefits, print or order an ID card, update your login information, and/or contact your employer through an online submission process.
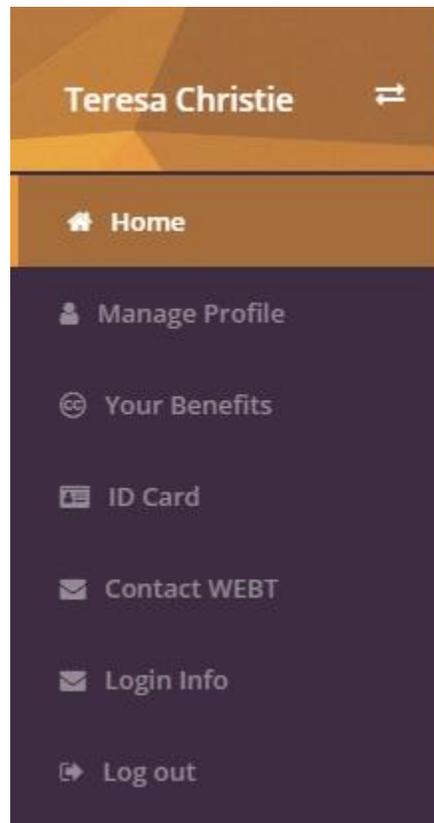
The Manage Profile Section of your Employee Page is an area for you to review your and/or your dependents demographic information and make changes if needed. You may access the editable fields in your profile by clicking the "Edit" button.

Profile Details

Edit

Once you have updated your information, please click the "Save" button to record your changes. You may also utilize the "Cancel" to return to your current profile.

Profile Details

Save   Cancel

First Name	Teresa	Last Name	Christie
SSN Number **Please enter numbers only**	998999888	Email	dorothy.kouba@willis.com
Date Of Birth **(MM/DD/YYYY)**	10/8/1965	Gender	Female

The Your Benefits Section of your Employee Page is an area for you to review your and/or your dependents past, current, or future benefits (if elected). You may review each type of coverage by moving from coverage tab to coverage tab. You may access each year by utilizing the drop-down menu.

Your Benefits

Coverage

2021-07-01

Medical	Life		Summarize Coverages

Start Date	7/1/2021	**End Date**	6/30/2022
Plan Name	$1,000 Deductible - Active	**Coverage Tier**	2 Adult

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

Dependents Covered

Name ⇕	Start Date ⇕	End Date ⇕
John Berry	7/1/2021	6/30/2022

The ID Card Section of your Employee Page is an area for you to review, print and/or order ID cards specific to the benefits you have elected.

Once you land on the ID Cards page, you may select the type of benefit card by clicking on the benefit type across the top of the page

ID Cards

BCBSWY Card   Delta Dental Card

Print   Order Card

WYOMING
An independent licensee of the
Blue Cross and Blue Shield Association   WEBT

Member Name: WEBT
Teresa Christie
ID :
ZRW123456456
Medical, RX   Office Visit Copay $45
RxBIN   800001
RxPCN   BCSWY
Plan Code   371

WYOMING   YourWyoBlue.com
An independent licensee of the
Blue Cross and Blue Shield Association

You may then choose to print or order the type of card needed by utilizing the Print and Order Card buttons on the right side of the page. The Print button will allow you to print to your local printer automatically.

Please Note: You may prefer to utilize the BCBSWY website to print and/or order ID cards.

The Contact WEBT Section of your Employee Page is a secure, quick and easy method for you to submit questions to WEBT pertaining to your benefits.

Please populate the Subject line with the type of inquiry your question pertains to and provide a brief explanation in the Description Section.

Contact Us

New Question

Save   Cancel

Subject

Assistance on Claim

Description

Is there a reason that my latest visit to the physician was denied?

Save   Cancel

Once you have populated the form, you will click the "Save" Button to submit your case.

A historical record of your online submission cases will appear at the bottom of the Contact Us page for future reference.

Question History

Case Number ⬍	Status ⬍	Subject ⬍	Date/Time Opened ⬍
00002136	Open	Assistance on Claim	2/17/2021 11:57 AM

You will also receive an email confirmation of your submission to WEBT.

Sandbox: WEBT Online Portal Inquiry

WC WEBT Community Case <webtcommunity@gmail.com>
To ✓ Kouba, Dorothy

Thank you for your recent inquiry through your WEBT online portal. A case has been created and your associate will work on your inquiry and get back to you.

Please do not reply to this email

Once your submission has been reviewed by WEBT, and a response has been provided, you will be notified of the response via email.

Sandbox: Case Resolved Notification

AE

Elaine Anderson <elaine.m.anderson@willistowerswa

To ● Kouba, Dorothy; ○ mosslake88@gmail.com

↩ Reply　　↞ Reply All　　→ Forward　　•••

Fri 2/19/2021 11:28 AM

Hi Teresa Christie,

Your case has been resolved.

Please click the link below to view your case.

https://full-webt-production.cs124.force.com/employee/emply_case_details?id=5003J00000402NH

Thanks
WEBT Online Portal
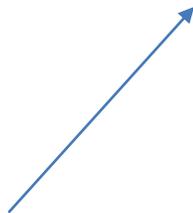
Please click on the link provided to be directed to your case and the response. Please refer to the next page for a sample of the case response.

The case response will be provdied in the Close Description line of the Question Details page.

Question Details

Case Details

Case Subject	Assistance on Claim
Case Description	Is there a reason that my latest visit to the physicians office was denied?
Close Description	BCBSWY does not have a claim on file. Please have your provider resubmit

Case Comments

New

No comments added yet

You may utilize the "New" button to provide additional comments on your case, or you may return to your home screen by clicking on the Home Screen icon in the upper left-hand corner of your screen.

Teresa Christie ⇄

🏠 Home
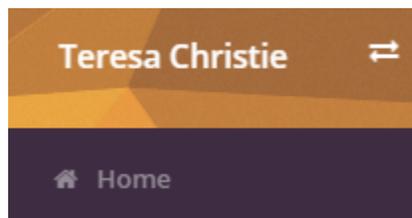
The Login Info Section of your Employee Page is a place for you to update your username and/or password. Please update your information as needed and click the appropriate button.

Login Info

Change Username

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

Update username   Change Password

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 employee portal site.