Open Enrollment
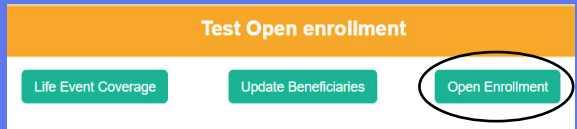## Nov 1 - Nov 30

LOG INTO YOUR WEBT ONLINE PORTAL

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

Manage Employees

Then you will search for the employee you need and then scroll down a bit and click on Open Enrollment

Test Open enrollment

Life Event Coverage   Update Beneficiaries   Open Enrollment

This is where you can make the necessary changes while following the WEBT guidelines for Open Enrollment. The example below shows an example of someone who already has medical, so they cannot change plans.

	Medical	Dental	Vision	Life	

Selected Benefits	Plan Name	Start Date	End Date	Benefit Description
○	$1,000 Deductible - Active	1/1/2022	6/30/2022	⬇
◉	$1,500 Deductible - Active	1/1/2022	6/30/2022	⬇
○	$1,500 HDHP - Active	1/1/2022	6/30/2022	⬇
○	Waive Coverage			

Before moving to the next tab, you can scroll down a bit to add/edit dependents

- Please make sure to verify the dependents you wish to cover have a check mark next to their name

Dependents   Add Dependent

Once you complete each tab, click on Preview Benefits to review

To see your selections before saving, hit Preview Benefits. Once you hit Save and finish you will not be able to make changes immediately.

Preview Benefits

SAVE AND FINISH

Once you review the benefits, you can either Make a Change or Save and Finish

Make a Change   **Save & Finish**

REVIEW AND PRINT ELECTIONS

Select "Summarize Coverages" in order to review enrollment.

You may print the election summary for your records or future reference