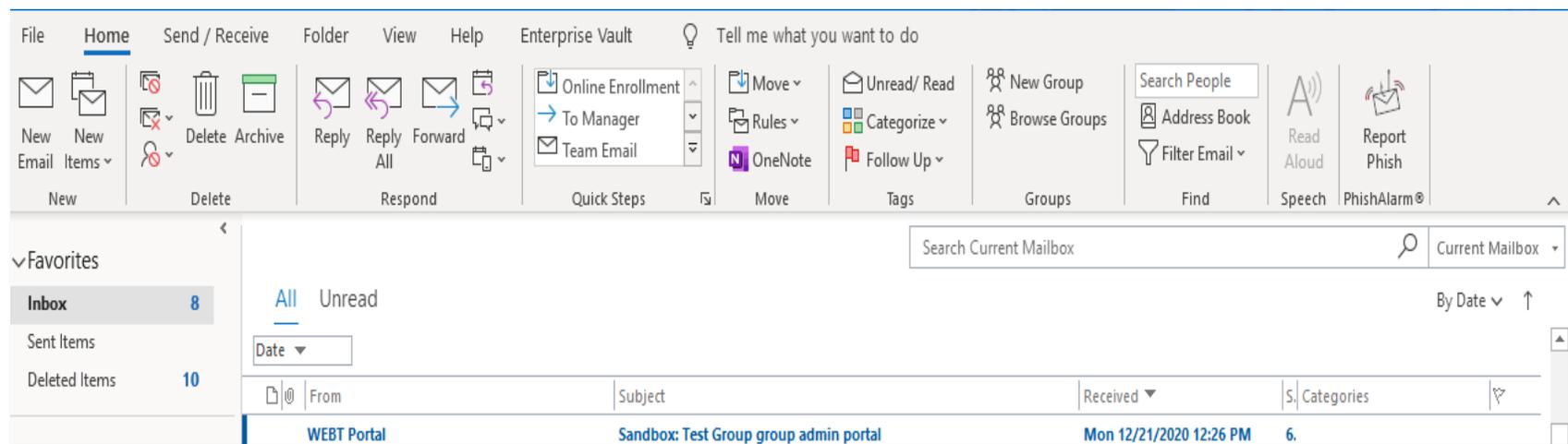


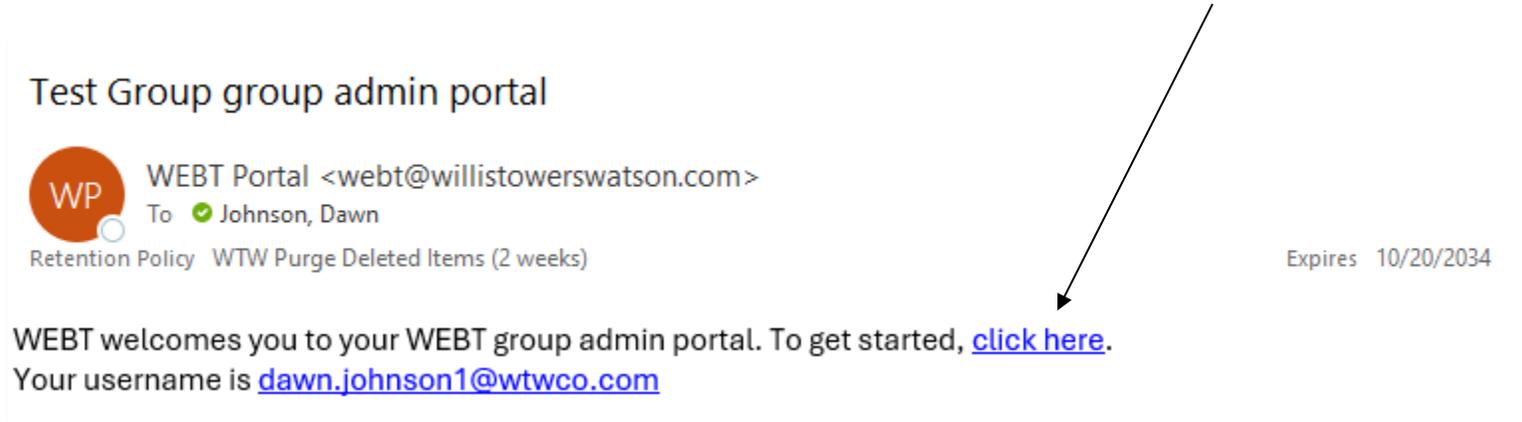
Welcome to Establishing your WEBT Online Portal System Access!

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

As an assigned group admin, you will receive an email from the WEBT Portal:



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



******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:

Please follow the “Change Password” link to enter the WEBT Online Portal:



Change Your Password

Enter a new password for
dawn.johnson1@wtwco.com. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Password was last changed on 10/23/2024, 11:08 AM.

Employer Group Page

You may utilize Login Info to update your username or password



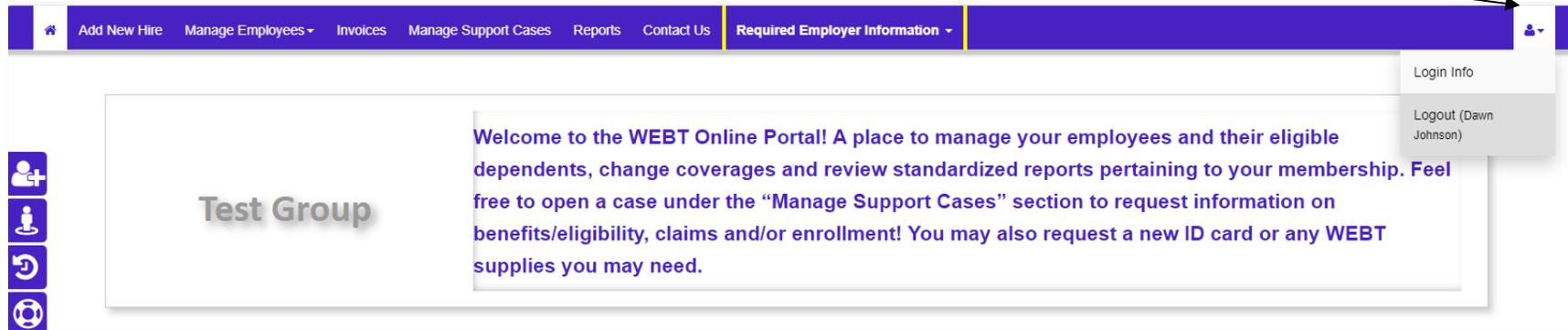
The screenshot shows the top navigation bar of the WEBT Online Portal. The navigation items are: Add New Hire, Manage Employees, Invoices, Manage Support Cases, Reports, Contact Us, and Required Employer Information. A user profile icon is in the top right corner, with a dropdown menu showing 'Login Info' and 'Logout (Dawn Johnson)'. The main content area features a 'Test Group' heading and a welcome message: '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.'

The 'Login Info' form is used to update a user's profile. It includes a 'Change Username' section with the following fields and buttons:

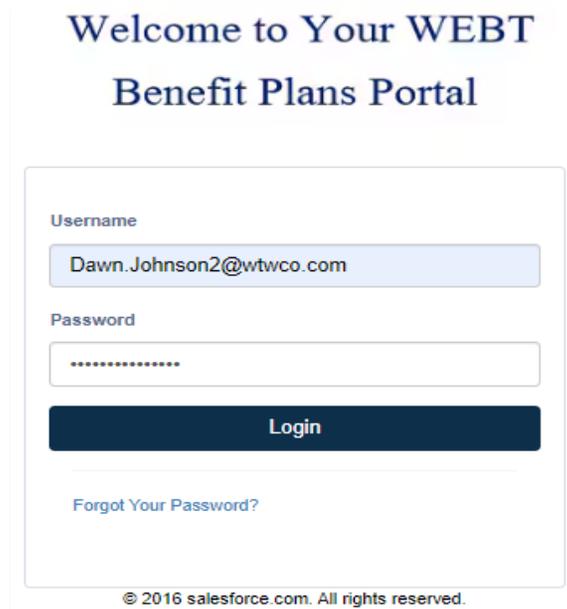
Old Username	dawn.johnson1@wtwco.com
New Username	<input type="text" value="dawn.johnson1@wtwco.com"/>

Buttons: Update username, Change Password

You may utilize Logout to end your session and return to the WEBT Benefit Plans Portal Login Screen



The screenshot shows the top navigation bar of the WEBT Online Portal. The navigation bar is dark blue with white text for the following items: Home, Add New Hire, Manage Employees, Invoices, Manage Support Cases, Reports, Contact Us, and Required Employer Information. On the right side of the navigation bar, there is a user profile icon. A dropdown menu is open, showing 'Login Info' and 'Logout (Dawn Johnson)'. Below the navigation bar, the main content area has a white background. On the left, there is a vertical sidebar with four icons: a person with a plus sign, a person, a refresh symbol, and a gear. The main content area features a large white box with the text 'Test Group' and a welcome message: '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.'



The screenshot shows the login screen for the WEBT Benefit Plans Portal. The title is 'Welcome to Your WEBT Benefit Plans Portal'. Below the title, there are two input fields: 'Username' with the value 'Dawn.Johnson2@wtwco.com' and 'Password' with a masked password '.....'. Below the password field is a dark blue 'Login' button. At the bottom of the form, there is a link for 'Forgot Your Password?'. At the very bottom of the page, there is a copyright notice: '© 2016 salesforce.com. All rights reserved.'

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.