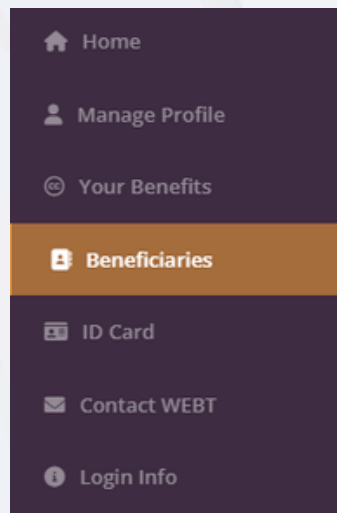




Add/Update a Beneficiary

This guide explains how to update your life beneficiary in the WEBT Employee Portal which may be accessed by visiting www.webt.org.

Once logged into the portal, select the Beneficiaries tab:



Add or edit the beneficiary information and then select Update:

Beneficiaries

Primary You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent

Contingent You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent

Update

You may use the “+” button to add more than one beneficiary. If multiple beneficiaries are added, please be sure the value in the percent box totals 100%.