

# GET STARTED WITH OPEN ENROLLMENT

Employee Information

First Name

Last Name \*

Required

Date of Birth \*

Required

SSN \*(Last 4 digit of SSN)

Required

Email \*

Email Address should be in proper Format Required

Username \*

Username should be in proper Format Required

## Register

First time users will begin by going to [https://willis-production.force.com/employee/employee\\_self\\_registration](https://willis-production.force.com/employee/employee_self_registration), and inputting the required fields on the registration page. Please use your work email address to register (or the email address you have on file with your employer). Press create and you will receive an email shortly after with a link to create your password.

Subject: Sandbox: Welcome to Employee Community

Hi Employee,

Welcome to the CEBT Employee Community Portal for review and enrollment of your group health benefits.

To get started, go to [https://full-willis.cs28.force.com/employee/login?c=SZOkHPuV4Cb0572EkNj0XNv9TDL0lkSeroBz\\_ROI1Th1eCp698RS0soFgG2pHnUGS8mYd\\_0SduOhZexhamK5BEZi9J1KWADMCAAxBw%3D%3D](https://full-willis.cs28.force.com/employee/login?c=SZOkHPuV4Cb0572EkNj0XNv9TDL0lkSeroBz_ROI1Th1eCp698RS0soFgG2pHnUGS8mYd_0SduOhZexhamK5BEZi9J1KWADMCAAxBw%3D%3D)

Username: [employee.test@willistowerswatson.com](mailto:employee.test@willistowerswatson.com)

Thank you,  
CEBT

Create a password, confirm, and select change password.

Welcome to Your CEBT Benefit Plans Portal

Change Your Password

Create a new password for [mitza.gline2222@willistowerswatson.com](mailto:mitza.gline2222@willistowerswatson.com). Your password must have at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 3/17/2017 10:26 AM.

## View Your Current Benefits

In order to view current benefits select the "Your Benefits" tab.

Willis Towers Watson

Enrollment Message

Please choose your benefits!

Open Enrollment

Update

## Begin Enrollment

Select the Open Enrollment button in order to choose plan elections for the upcoming plan year.



Please contact your HR Administrator for any questions.



## Upload dependent verification

Upload proof of dependent documentation for any new dependent being added to your benefits (ie. Birth certificate, marriage certificate, adoption papers, common law certificate, civil union certificate), and press upload.

Dependent Verification is required within 30 days. If you do not have it at the time of enrollment press “Skip and Continue”, and submit to your HR administrator.

Add Attachment

Upload Proof of Dependent  
If your proof-of-event document doesn't also serve as a proof-of-dependent document, then please upload the proof-of-dependent document here

Please upload a document that proves this person is your dependent (**Watson Towers**)

Choose Files No file chosen Upload

Skip and Continue

Your request to add dependents is awaiting approval. We will notify you after review of your documentation This notification will be sent to danitza.gline@willistowerswatson.com.

Summarize Coverages

## Review your elections

Select “Summarize Coverages” in order to review your enrollment.

## Print

To view open enrollment elections press the drop down menu, and select the new plan year coverages.

Print your election summary for your records or future reference.

Summarize Coverages

Coverage  
2017-07-01 (Pending Approv) Print

Medical  
PPO4 with cost \$357.00 Starts on 7/1/2017  
Covered Dependents  
Watson Towers (Child)

Dental  
Dental A with cost \$41.00 Starts on 7/1/2017  
Covered Dependents  
Watson Towers (Child)

Vision  
Vision A with cost \$26.00 Starts on 7/1/2017  
Covered Dependents  
Watson Towers (Child)

Please contact your HR Administrator for any questions.

