

## LOGIN

Begin by going to [www.cebt.org](http://www.cebt.org), and clicking on the Community/Online Enrollment Tab.

Click on the second "Click Here" option to access the login page. If you do not remember your password, click on "Forgot Your Password" link underneath the Login button, and you will receive an email to create a new password.

## For Employees

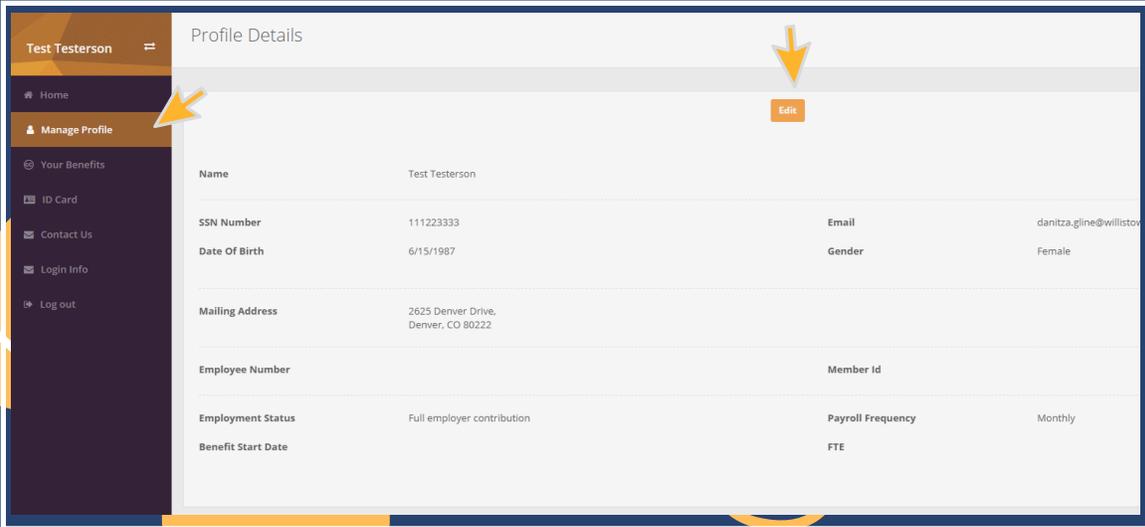
[Click Here](#) if you have not registered for the portal, as you need to create your username and password.

[Click Here](#) to access the login page for the portal for employees

## MANAGE PROFILE

Once logged in select "Manage Profile" to view your demographic information.

Select edit to change or update your information, update your mailing address, and edit dependent information. Press "Save" to save your changes.



## VIEW YOUR CURRENT BENEFITS

View your current benefits by selecting the "Your Benefits" tab. To print a summary of your benefits, select the time frame you wish to view from the drop down menu, and select "Summarize Coverages." Once your summary pops up select "Print" to print a copy of your benefits.



## ADD/CHANGE A BENEFICIARY

To add or change your beneficiary information select the "Life" tab on the "Your Benefits" page. Under "Beneficiaries" add multiple beneficiaries by selecting the + sign, inputting their name, relationship, and percent. The total percentage of all primary or contingent beneficiaries should equal 100%. If you are wishing to remove an existing beneficiary select the - sign to delete the beneficiary information.

The screenshot shows the 'Your Benefits' page for 'Test Testerson'. The 'Life' tab is selected. Below the plan details, there is a 'Beneficiaries' section. Under 'Primary', there is a table with one beneficiary: 'Test' with a relationship of 'testerson' and a percentage of '100.00'. A red minus sign and a green plus sign are next to the name, with a yellow arrow pointing to the plus sign. There is also a 'Contingent' section with a green plus sign.

## VIEW/ORDER ID CARDS

Select the ID card option to view or print a copy of your temporary ID card. If you need to order one of your ID cards, select the appropriate provider tab and press "Order Card." In the subject line say Order ID card, and in the description include how many ID cards you need. Press "Save" to submit your order.

The screenshot shows the 'ID Cards' page. The 'UMR Card' tab is selected. A preview of a UMR card is shown with the following information: Member ID: [redacted], Group Number: 76412150, Member: Test Testerson, Network: United Health. A yellow arrow points to the 'ID Card' option in the left sidebar. Another yellow arrow points to the 'Order Card' button in the top right corner.

## CONTACT US

Select "Contact Us" to send questions or concerns you may have. Fill out the subject and description information for your question and press "Save." Your question will be filtered to the appropriate person, and responded to in a timely manner.

The screenshot shows the 'Login Info' page. The 'Change Username' form is visible. The 'Old Username' is 'test.test123@willistowerswatson.com' and the 'New Username' is 'test.test123@willistowerswatson.com'. A yellow arrow points to the 'Login Info' option in the left sidebar. Another yellow arrow points to the 'Update username' button.

## LOGIN INFO

Select "Login Info" to view/change your username or password. Please note if you are changing your username you must keep it in an email format.