



# BENEFITS ENROLLMENT

New Hire - New Group Data Load

## REGISTRATION

1. Go to [www.cebt.org](http://www.cebt.org) and click on the Community/Online Enrollment tab.
2. Employees will click on the second box labeled "FOR EMPLOYEES."
3. Click on "New Community User/Register."
4. Fill in the fields on the registration page.
5. Use your work email address or the one you have on file with your employer.
6. Press "create," and you will receive an email shortly after with a link to login.
7. In the email, click "here" to view and enroll in your benefits.
8. Create a new password & select "Change Password."

## VERIFY INFORMATION & BEGIN ENROLLMENT

1. Select the New Hire/New Group Enrollment button to begin enrollment.
2. Review profile details and enter any information that your employer did not complete.
3. Press "Save and Select Benefits."

## MAKE YOUR ELECTIONS

Review the benefit options available and choose a plan for each selection.

## ADD A DEPENDENT TO YOUR PLAN

Include dependents on coverage by checking the box next to the dependent you wish to add. You will need to do this as you move through each benefit tab.

## ADD A BENEFICIARY

For some of your benefit selections, you can add a beneficiary. Add multiple beneficiaries by selecting the + sign and inputting their name, relationship, and percentage. The total percentage of all primary or contingent beneficiaries should equal 100%.

## PREVIEW AND SUBMIT ENROLLMENT

1. Select "Preview Benefits & Complete Enrollment" to review your benefit selections before submitting.
2. If you need to make corrections, select "Make a Change"; otherwise, select "Save & Finish."

## REVIEW AND PRINT ELECTIONS

1. Select "Summarize Coverages" to review your enrollment.
2. Print your election summary for your records or future reference.

## FOLLOWING ELECTION SUBMISSION

1. If you have added dependents, you will see a notification to upload proof of dependent documents. **\*IMPORTANT: You can skip this step during your group's initial enrollment and do NOT need to upload proof docs for your dependents (in the future, for any new dependents, you will need to upload proof documents).**
2. Other Insurance Verification—Please skip this step during your initial enrollment. Once your medical ID number is populated, you can update your dependent's Other Insurance information through [umr.com](http://umr.com) or by calling our customer service unit at **1-800-332-1168**.



### NEED TO ADD A DEPENDENT?

- ✓ Click on "Add New Dependent"
- ✓ Fill in required information
- ✓ Press "Save Dependent"