

# Manage Your Online Account



## Login

1. Go to [www.cebt.org](http://www.cebt.org) and click on the Community/Online Enrollment Tab.
2. Select "For Employees" then "Existing Community User Login."
3. If you forgot your password, click "Forgot Your Password" to receive an email to create a new password.

## Manage Profile

1. Once logged in select "Manage Profile" to view your demographic information.
2. Select "Edit" to change or update your information, mailing address, and dependent information.
3. Press "Save" to save your changes.

## View/Print Your Current Benefits

1. Select the "Your Benefits" tab to view your current benefits.
2. Select "Summarize Coverages" to print a summary of your benefits.

## Add/Change a Beneficiary

1. Select "Your Benefits" and "Life" to add or change your beneficiary information.
2. Under "Beneficiaries," 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%.
3. If you wish to remove an existing beneficiary, select the - sign to delete the beneficiary information.

## View/Order ID Cards

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

## Contact Us

1. Select "Contact Us" to send questions or concerns.
2. Select your Case Reason and fill out the Description. Press "Save."
3. Your question will be filtered to the appropriate person and responded to promptly.

## Login Information

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

