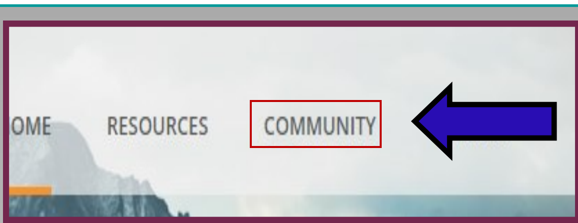
# MAKE MID-YEAR CHANGES

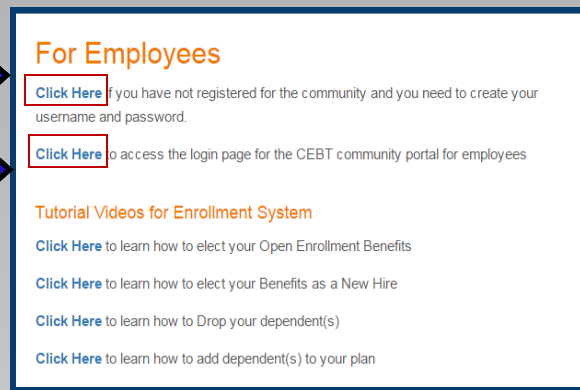



## Login/Register

Begin by logging into  the Online Community. You can access the login page by going to www.cebt.org and clicking on the “Community” Tab.

Click Here if you have never registered before, and complete the registration page

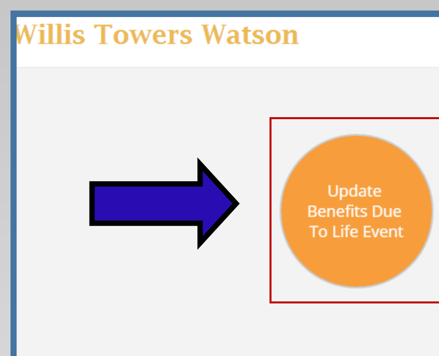
Click Here if you need to be directed to the  Employee login page.



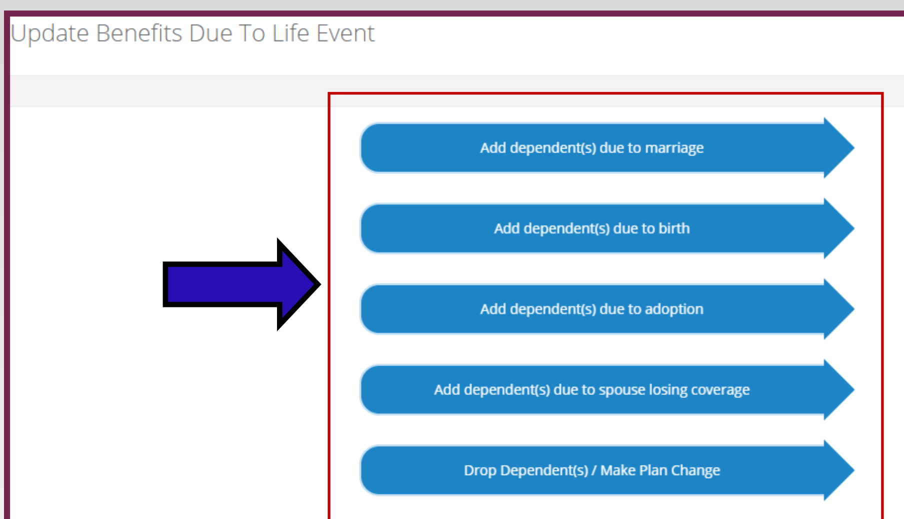

Input your username and password and select “Log In.


## Want to Make a Change Mid-Year?

Click on the “Update Benefits due to Life Event “ button to add or drop dependents mid-year.



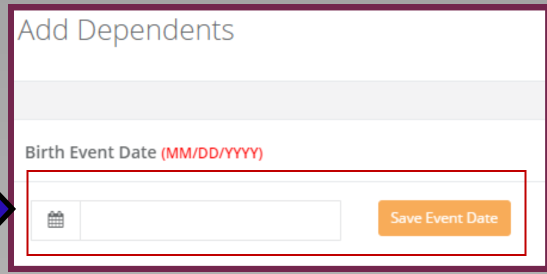

Review your change options, and select the appropriate choice.

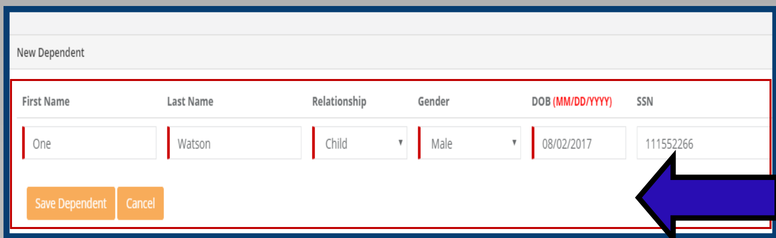



Please contact your HR Administrator for any questions.

# Adding a Dependent Mid-Year

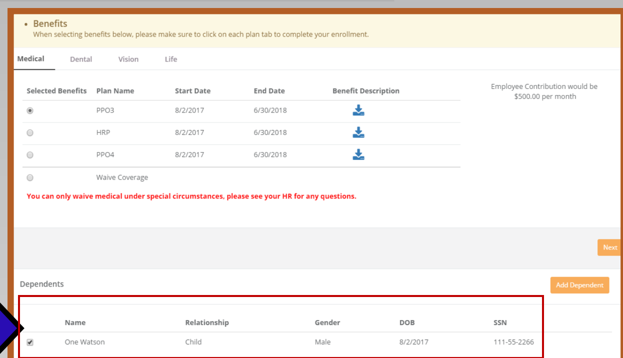
If adding a dependent due to a qualifying event, Input the event date , and click the “Save Event Date” button.



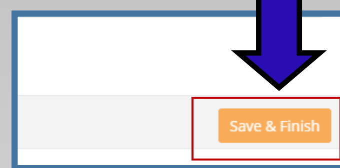




Begin by inputting the new dependent you wish to add your plan. Fill in all the requested information and press “Save Dependent.” If you need to add multiple dependents select “Add New Dependent” again.

Check mark the box next to the newly added dependents name, and click next to proceed to the next benefit. You will need to check mark your dependent’s name on each benefit you wish to add them too.



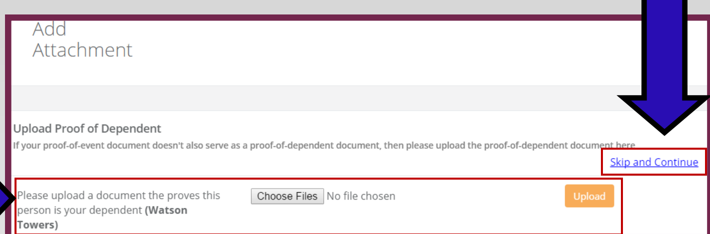

Click the “Save & Finish” button once you have made it through all the benefits.

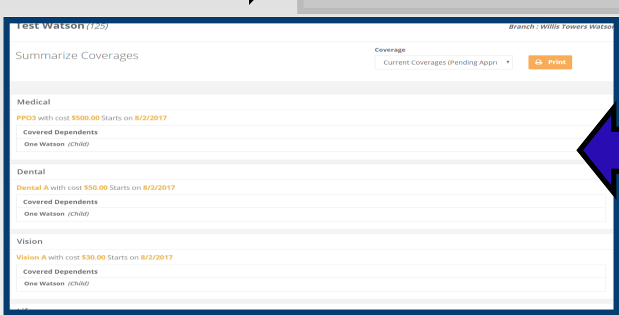



## Upload dependent verification

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.




## Review & Print Your Elections

Review your “Summarize Coverages” page to see your transaction.

Print your election summary for your records or future reference.

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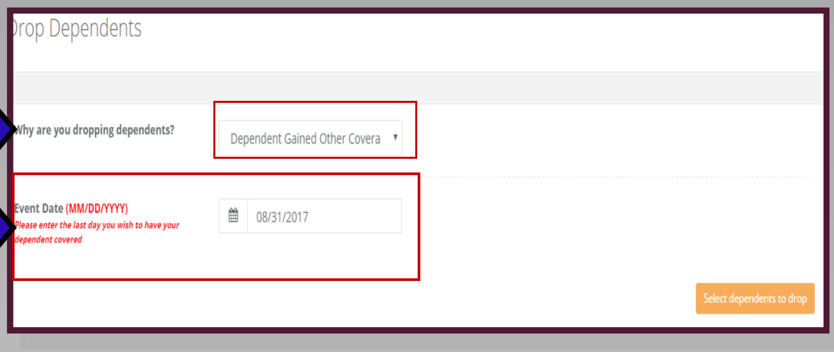
Please contact your HR Administrator for any questions.

# Dropping a Dependent /Making a plan change Mid-Year

If you selected "**Drop Dependents/ Make a Plan**" change from the life event options, you will then be prompted to select your reason for dropping dependents/making a plan change.

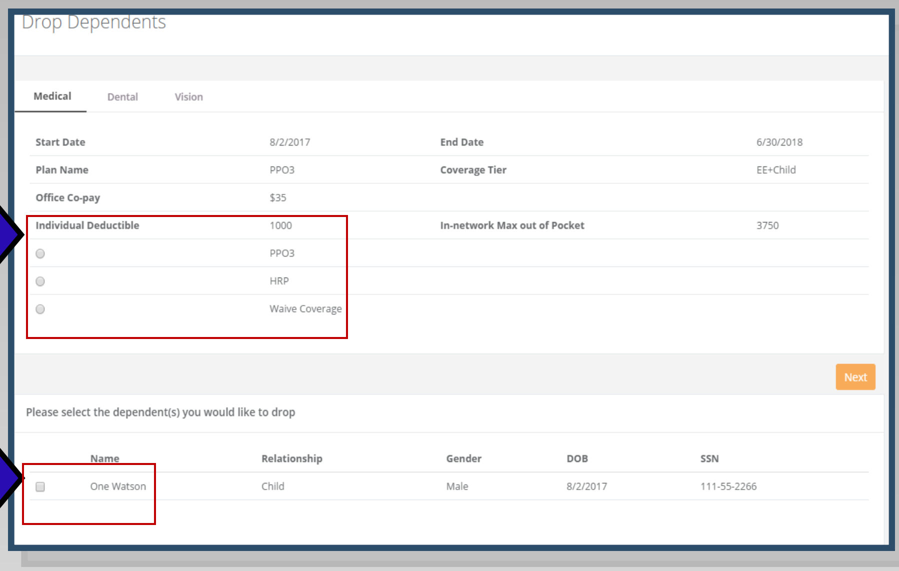
After you have selected your reason, input the last day you wish to have your dependent(s) covered, or the last day you wish to be on your current plan.

*Event date should be within 30 days, and typically the last day of the month.



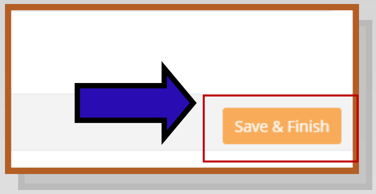

If making a plan change, select the new plan and press next.

To Drop a dependent(s) off your current plan check mark the box next to your dependents name, and click next to move onto the next benefit.



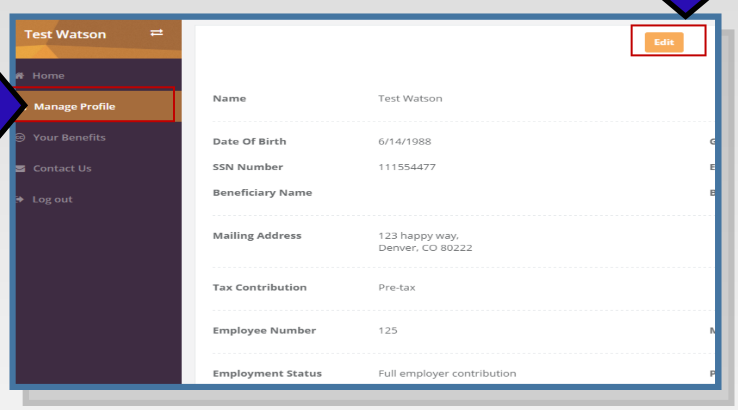

- Do not re-elect your current benefit(s) if you do not wish to change anything. Please just press next and move forward until you reach the "Save & Finish Button."

Press "Save and Finish" to complete the transaction.




## Want to Verify/Change Demographic Information?

Review Profile Details by clicking on "Manage Profile" on the side navigation bar. To change any demographic information press "Edit." Press "Save once information has been updated.

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