

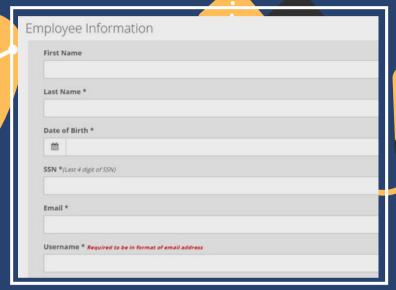
Benefits Enrollment



REGISTRATION

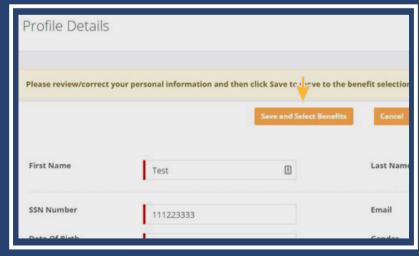
Begin by going to www.cebt.org, and clicking on the Community/Online Enrollment Tab.

Employees will click on the first "click here" option to register. Fill in the required fields on the registration page. Please use your work email address, 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 login.



VERIFY INFORMATION

Review Profile Details and add in or correct any information that was not completed by your employer. Next, press "Save and Select Benefits".



NEED TO ADD A DEPENDENT?

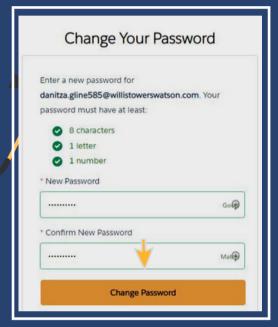
1.Click on "Add New Dependent"2.Fill in required information3.Press "Save Dependent"

For Employees

Click Here if you have not registered f you need to create your username an

Click Here to access the login page fo portal for employees

Create a password, confirm and select change password



BEGIN ENROLLMENT

Select the New Hire/New Group Enrollment button in order to choose your benefits.





Please contact your HR Administrator or Benefits Specialist for any questions.





WONDERING WHAT PLAN TO CHOOSE?

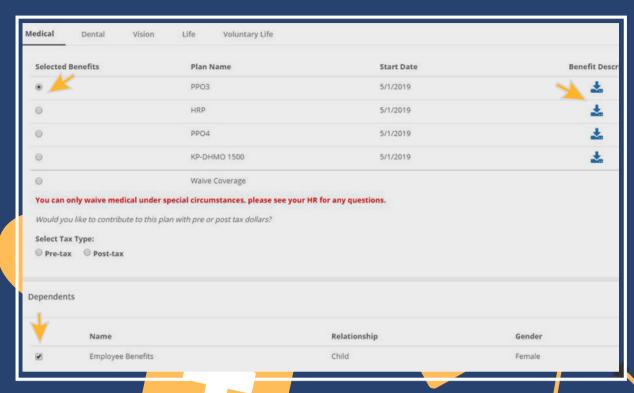
Refer to the benefit descriptions for a comparison of the different plan designs.

MAKE YOUR ELECTIONS

Review the benefit options available, and choose a plan.

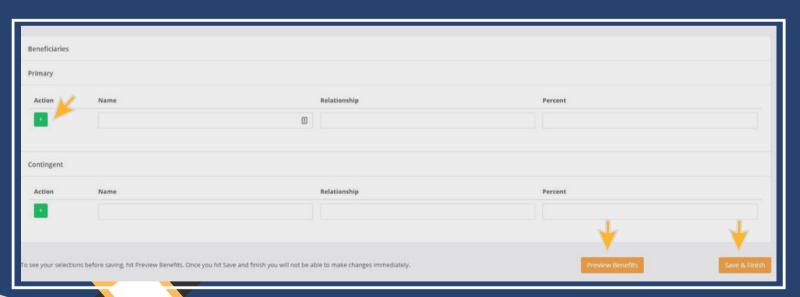
ADD A DEPENDENT TO YOUR PLAN

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

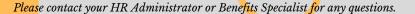
Add multiple beneficiaries by selecting the + sign, inputting their name, relationship, and percent. The total percentage of all primary or contingent beneficiaries should equal 100%.



PREVIEW AND SUBMIT ENROLLMENT

Select "Preview Benefits" to review your benefits before submitting.

Select "Save & Finish" to submit enrollment.



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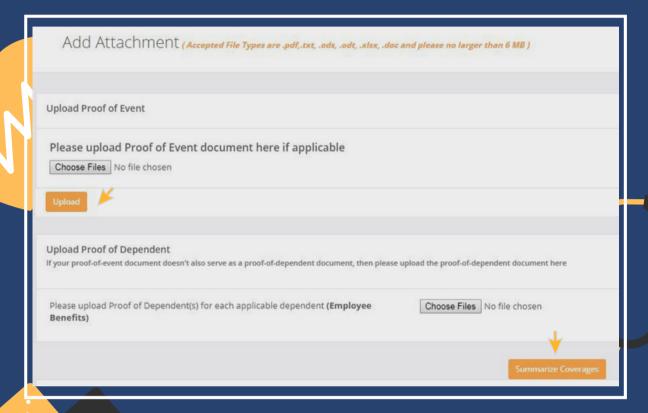






Upload proof of dependent documentation for any new dependent being added to your benefits (ie. birth certificate, marriage certificate, adoption papers, common law certificate, civil union certificate) by selecting "Choose Files" and press "Upload."

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 AND PRINT ELECTIONS

Select "Summarize Coverages" in order to review your enrollment.

Print your election summary for your records or future reference.

