

Making Mid-Year Changes



Registration / Login

1. Go to www.cebt.org and click on "Community/Online Enrollment" on the top bar.
2. Select the "For Employees" box and select either New or Existing Community User Register/Login option. If you are a new user, complete the registration page.
3. Input your username and password and select "Login."

Making A Change Mid-Year

1. Click the "Update Benefits Due to Life Event" button to add or drop dependents mid-year.
2. Review your change options and select the appropriate choice.
3. Below are the steps to take depending on your selected life event.

Update
Benefits Due
To Life Event



Adding A Dependent

1. If you selected one of the options to add a dependent due to a qualifying event, Input the event date and click the "Save Event Date" button.
2. If your dependent is not listed, fill out the required information at the top and select "Save." If you have multiple dependents to add, select "Add Dependent."
3. Check the box next to the newly added dependent(s) name and click "Next" at the bottom to proceed to the next benefit.
4. Continue this step for each coverage and check mark your dependent(s) name on each benefit you wish to add them to.
5. You can either "Save Progress & Complete Later" or "Preview Benefits & Complete Enrollment."
6. You can choose to "Make a Change" or "Save & Finish."
7. Select "Close" to upload the required documents.



Add/Update Beneficiary, Preview Benefits, & Save Changes

1. Select "Your Benefits" from the side navigation bar.
2. For Life & Voluntary Life, go to the Beneficiaries box, follow the instructions, and enter the required fields.
3. Add a new beneficiary by selecting the + sign and inputting their name, relationship, and percentage. The total percentage of all primary or contingent beneficiaries should equal 100%.
4. Delete a current beneficiary by pressing the - sign.
5. Select "Update" to save your changes.





Upload Dependent Verification

1. Dependent Verification is required within 30 days. If you did not add your documents during enrollment, follow these steps.
2. Go to “Manage Profile” on the navigation bar.
3. Go to the bottom of the page and click on the green circle under Upload File to download proof of dependent documentation for any new dependent being added to your benefits (i.e. Birth certificate, marriage certificate, adoption papers, common law certificate, civil union certificate), and press “Upload.”



Drop Dependent(s) Coverage

1. If you select “Drop Dependent Coverage” from the life event options, you will be prompted to select your reason for dropping dependents. After you have chosen your reason, input the last day you wish to have your dependent(s) covered. *Event date should be within 30 days, typically the last day of the month. Click on “Select dependents to drop.”
2. To drop a dependent(s) off your current plan, uncheck the box next to your dependent's name and click next to move on to the next benefit. Do not re-elect your current benefit(s) if you do not wish to change anything. Press next and move forward until you reach the “Save & Finish Button.” Select “Save and Finish” to submit the change.



Change/Drop EE Coverage(s) *Not eligible to make dependent changes here

1. If you select “Change/Drop EE Coverage(s)” from the life event options, you will be prompted to input the last day you wish to have the coverage you want to drop or change. (Event date should be within 30 days, typically the last day of the month).
2. Select your reason for dropping/changing and select “Drop/Change” plan.
3. To change your current benefit plan, select the new plan you wish to have. To completely drop the plan, select “Waive Coverage.” Please note that you can only waive medical under special circumstances. See your employer’s benefits coordinator for any questions.
4. Select “Next” and continue through each benefit until you reach the “Save Progress & Complete Later” or “Preview Benefits & Complete Enrollment.”
5. After selecting “Complete Enrollment,” you can “Make a Change” or “Save & Finish” to submit your change/s.



Upload Proof of Event

1. Go to “Manage Profile” and select the green circle with the arrow to upload documentation.
2. Upload verification documentation to show there is a qualifying event to make changes to your benefits outside of open enrollment. You do not need to upload anything under “Proof of Event.” Please note that this documentation is required to change your benefits outside of open enrollment. If you do not have documentation at the time of the change, you can press “Skip and Continue,” but the change will not be approved until you submit the paperwork to your HR or Benefits Coordinator.
3. Select “Summarize Coverages” to review your enrollment and for printing options.