

Getting Started With Open Enrollment

Registration / Login

1. Visit www.cebt.org and click on the Community/Online Enrollment Tab.
2. First-time users will click the first "Click Here" option to register.
 - a. Returning Employees click on the second "Click Here" option. You don't need to create a password or go through registration. If you forgot your password, click on the "Forgot Your Password" link underneath the Login button. Create a password, confirm, and select change password.
3. Fill in the required fields on the registration page. Please use your work email address or the email address on file with your employer.
4. Press "Create," and you will receive an email shortly after with a login link.

Begin Enrollment

Open Enrollment

1. Select the "Open Enrollment" button to choose plan elections for the upcoming year.
2. Review the benefit options available and select a plan for each tab (Medical, Dental, Vision, etc.).
3. Select Next or go to the next tab.
4. Check the box next to the dependent you wish to add to include them in coverage. You will need to do this for each benefit tab.
5. You can choose to waive coverage.
6. If the employer pays the benefit, it will automatically be checked, and you can't uncheck it.
7. You can "Save Progress & Complete Later," or you can "Preview Benefits & Complete Enrollment"

Wondering Which Plan to Choose?

Refer to the benefit descriptions for a comparison of the different plan designs. [Benefit Description](#)



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

Need to Add Dependent?

1. Scroll down on the benefits page and click "Add a New Dependent."
2. Fill in the required information.
3. Press "Save Dependent."

Add Dependents

Add a Beneficiary

You can 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%. *Enter a number only with no symbol.

Preview & Submit Enrollment

Select "Preview Benefits" to review your benefits before submitting. Select "Save & Finish" to submit enrollment.

Upload Dependent Verification

After selecting "Save & Finish," you will be taken to a page to upload documents. Upload 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. Dependent Verification is required within 30 days. If you do not have it at enrollment, press "Skip and Continue" and submit it to your HR administrator or you can log back in to upload it.

Review & Print Elections

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

