GET STARTED WITH OPEN ENROLLMENT

REGISTRATION/LOGIN

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

First time users 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.

For Employees

Click Here if you have not registered for the community username and password.

Click Here to access the login page for the CEBT.

Returning Employees click on the second “click here” option from the website to access the Community login page. You will not need to create a password or go through the registration process. If you forgot your password, click on “Forgot Your Password” link underneath the Login button.

Create a password, confirm and select change password

VIEW YOUR CURRENT BENEFITS

Once logged in you can view current benefits by selecting the “Your Benefits” tab.

BEGIN ENROLLMENT

Select the Open Enrollment button in order to choose plan elections for the upcoming plan year.

NEED TO ADD A DEPENDENT?

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

Please contact your HR Administrator or Benefits Specialist for any questions.
MAKE YOUR ELECTIONS
Review the benefit options available, and choose a 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.

WONDERING WHAT PLAN TO CHOOSE?
Refer to the benefit descriptions for a comparison of the different plan designs.

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.

UPLOAD DEPENDENT VERIFICATION
Upload proof of dependent documentation for any new dependent being added to your benefits (e.g. 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 AND PRINT ELECTIONS
Select "Summarize Coverages" in order to review your enrollment.
Print your election summary for your records or future reference.

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