

Benefits Enrollment

Hi CEBT,

Welcome to Employee Community! To get started, go to <https://willis-production.force.com/employee/login?c=qtadu9zv0wlsz8x9lxyg5iwumuktndh9nQkx288EuwB1scmeWzVPHj5b914ss129geMac24eUSDmD5HLSonJMSpzE3R3Lg734QOIQV5UdColhwAviXve7nn78pGg.SNxxanLokksmfNMADMVd3oxw%3D%3D>

Username: cebt.test@willistowerswatson.com

Thanks,
CEBT

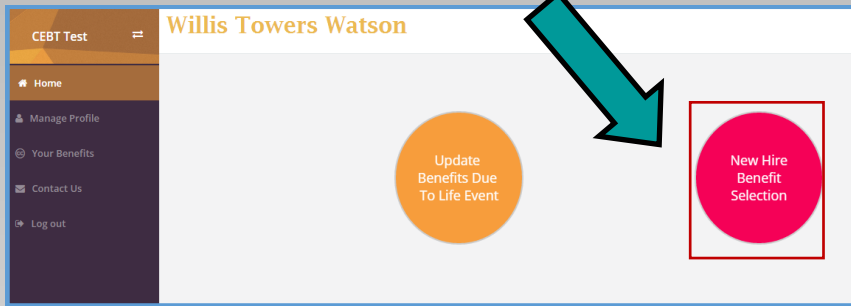
Sign Up

New employees will receive a welcome email at their work email address (or the email address provided to their employer when hired). Please click on the link provided in the email to begin your enrollment process.

Begin Enrollment

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

Create a password, confirm, and select change password.



The screenshot shows the 'Change Your Password' form. It includes the Willis logo and the text 'Change Your Password'. Below this, it says 'Enter a new password for cebt.test@willistowerswatson.com. Your password must have at least:'. The requirements are listed as: 8 characters, 1 letter, 1 number, and 1 special character. There are two input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field has a 'Good' status, and the 'Confirm New Password' field has a 'Match' status. A 'Change Password' button is at the bottom.

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.

The screenshot shows the 'Profile Details' form. It includes a warning: 'Please review/correct your personal information and then click Save to move to the benefit selection page.' Below this are two buttons: 'Save and Select Benefits' (highlighted with a red box and a teal arrow) and 'Cancel'. The form contains several input fields: Last Name (Test), Date of Birth (6/15/1987), Gender (Female), SSN Number (00000000), Email (CEBT.test@willistowerswatson.com), Beneficiary Name (Enter Beneficiary Name), Beneficiary Relationship (Enter Beneficiary Relationship), Mailing Street (123 Way), Mailing City (Loveland), Mailing State (CO), Mailing Zip (80538), and Tax Contribution (-None-).

Need to add a dependent?

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

The screenshot shows the 'New Dependent' form. It includes an 'Add New Dependent' button at the top right and an 'Edit' button. The form has a table with columns: First Name, Last Name, Relationship, Gender, DOB (MM/DD/YYYY), and SSN. Below the table are 'Save Dependent' and 'Cancel' buttons. The 'Save Dependent' button is highlighted with a red box and a teal arrow.



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.

Wondering what plan to choose?

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

Approve your changes

Continue through each benefit tab, and press “Save & Finish” to complete.

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 your elections

Select “Summarize Coverages” in order to review your enrollment.

Print

Print your election summary for your records or future reference.



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