PROCESSING COBRA

Locate COBRA on the home page:

1. Under click on the number next to COBRA under Company Stats

2. You will then be able to view candidates who are eligible to enroll, enrolled participants, or any participants who have ended their COBRA coverage

Adding a COBRA Participant:

1. Make sure the employee is terminated correctly
   a. Select the Employee Management tab
   b. Check that the employee is showing as **terminated***

Note: The termination reason you choose will trigger Employee Navigator to calculate the correct eligible dates (i.e. 18, 24, 29 months) – if you have any further questions on how to process a termination, please review the **Processing a Termination** quick guide
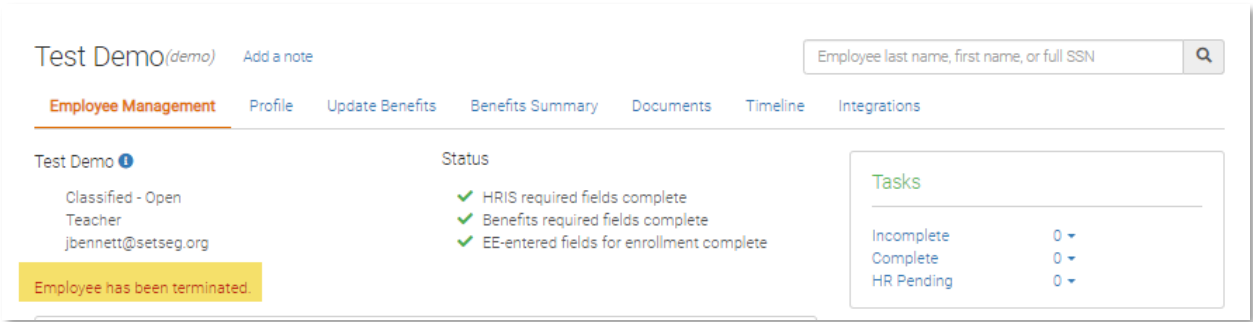
*This will ensure that the employee has been moved to a COBRA candidate.

2. Under Actions select **Manage COBRA**
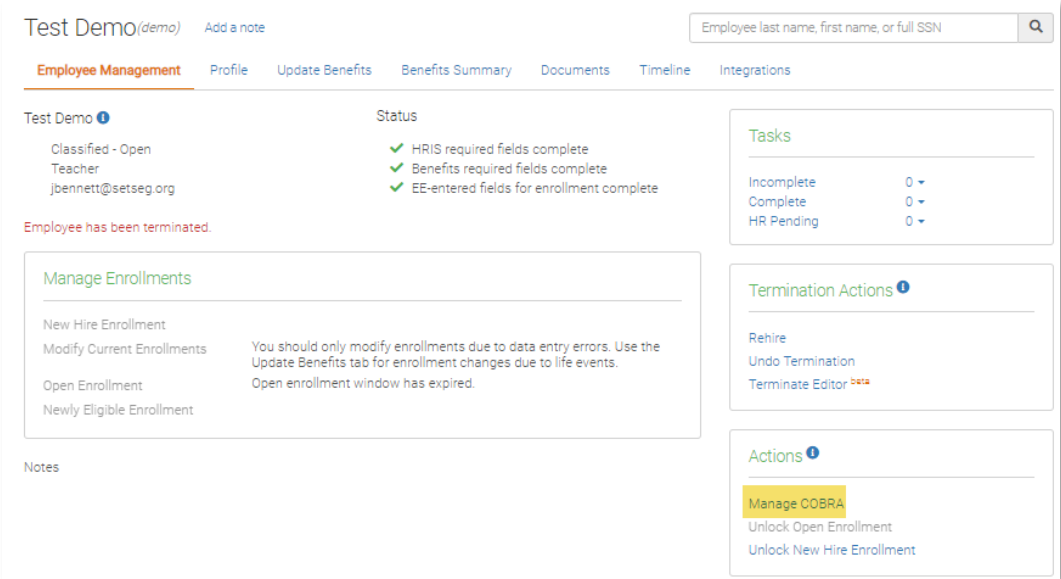
3. Select **Elect** on the applicable COBRA Qualifying Enrollment Event

Employee COBRA Overview / Test Demo   ‹ COBRA Dashboard

COBRA Enrollments   📖 Read support article

No enrollments

                                                       Manual Enrollment ^beta

COBRA Qualifying Enrollment Events   Use only if no COBRA qualifying events exist or
                                                       adding a plan not previously enrolled
Events that are available for COBRA enrollment

Participant	Reason	Event Date	Days Since	
Demo, Test	Voluntary Termination	03/31/2023	-2	Elect

                                                       Add enrollment +

4. This will take you to the COBRA Enrollment Editor
5. Select the **Actions Menu** (three stacked dots) for the products you wish to enroll in

Test Demo / COBRA Enrollment Editor   ‹ Back to list

2022 BCBSM PPO HSA Medical Classified Employees - Option 2

		Enrollee	Paid Through	Coverage Ended	
Reason	Voluntary Termination	Test Demo			⋮
Eligible	04/01/2023 to 09/30/2024	Joe Test (Spouse)			⋮
Coverage Level	n/a	Child Test (Child)			⋮
Prior Eligibility	07/01/2022	Littlest Test (Child)			⋮

2022 ADN Dental 50% Classified Employees LF

		Enrollee	Paid Through	Coverage Ended	
Reason	Voluntary Termination	Test Demo			⋮
Eligible	04/01/2023 to 09/30/2024	Joe Test (Spouse)			⋮
Coverage Level	n/a	Child Test (Child)			⋮
Prior Eligibility	07/01/2022	Littlest Test (Child)			⋮

2022 EyeMed Vision Classified Employees

		Enrollee	Paid Through	Coverage Ended	
Reason	Voluntary Termination	Test Demo			⋮
Eligible	04/01/2023 to 09/30/2024	Joe Test (Spouse)			⋮
Coverage Level	n/a	Child Test (Child)			⋮
Prior Eligibility	07/01/2022	Littlest Test (Child)			⋮

6. Select **Elect** and enter a Paid Through Date
   Note: You will want to enter the paid through date as the **last day the participant is eligible** for COBRA (i.e., 9/30/2024 in this example) – using the last day they are eligible will avoid the participant getting terminated prematurely if the paid through date does not get updated each month

Note:

- You will need to elect and enter a paid through date for each family member you would like to enroll in coverage
- If you wish to enroll just a spouse or dependent, please follow the same steps listed above

Adding a Dependent to an Existing Enrollment:

If you need to add a dependent due to a qualifying event:

1. Navigate to the Employee Home Page
2. Select **Profile** and then **Add Dependent** – enter applicable information

3. Return to the Employee Home Page

4. Select **Manage COBRA**

5. Select the Edit icon on the applicable COBRA Qualifying Enrollment Event

6. This will take you to the COBRA Enrollment Editor

7. Select the **Actions Menu** (three stacked dots) next to the dependent

8. Select **Elect** and enter a paid through date, then click **Save**

PROCESSING COBRA

Terminating a COBRA Participant

1. Select the **Actions Menu** (three stacked dots)
2. Select **End** and enter the last day of coverage

Test Demo / COBRA Enrollment Editor

◂ Back to list

2022 BCBSM PPO HSA Medical Classified Employees - Option 2 Modify		Enrollee	Paid Through	Coverage Ended	
Reason	Voluntary Termination	Test Demo	09/30/2024	04/30/2023	⋮
Eligible	04/01/2023 to 09/30/2024	Joe Test (Spouse)			⋮
Coverage Level	Employee	Child Test (Child)			⋮
Prior Eligibility		Littlest Test (Child)			⋮