

## How To:

# Download Your Cost of Coverage (W2) Report



## Overview

The Cost of Coverage (W2) Report help clients assemble cost of health care coverage information for W2 reporting required under PPACA (AutoEnroll users can access more information about the requirement using the compliance website links on the home page). The report will display medical cost information by month based on each member's medical plan enrollment. If a member continued medical coverage under COBRA, cost information is included whether or not PPI was the COBRA administrator.

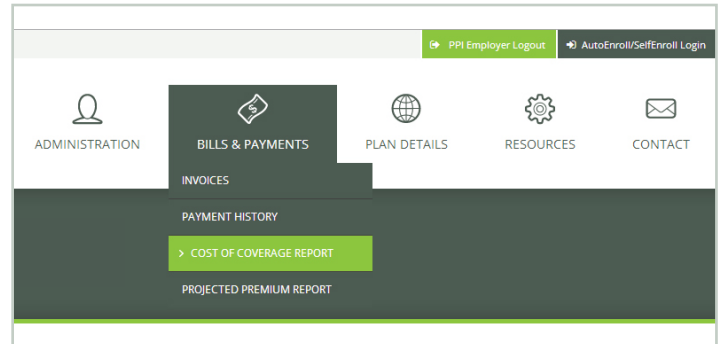
The Cost of Coverage Report is available to clients with online billing and to administrators with access to view their PPI invoices. If you are not currently set up for online billing and would like more information on how to sign up, please email [clientservices@ppibenefits.com](mailto:clientservices@ppibenefits.com).

Please note that the information in this report is a good faith effort to re-create cost based on plan enrollment known through the current bill cycle, and will not necessarily correspond to each month's invoice due to timing, adjustments, retro rate or plan changes, etc.

## Step 1

If you are not already logged in to the PPI Employer Portal, click on the green "PPI Employer Login" button in the upper right hand corner of [www.ppibenefits.com](http://www.ppibenefits.com).

Once you are logged in, hover over the icon titled "Bills & Payments" and then click "Cost of Coverage Report".



## Step 2

You will see a page similar to the following screen shot. By clicking on the blue link that says "Click here to download your report," you can view and download an Excel version of your report.



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