

AutoEnroll

Accurate Processing of COBRA Qualifying Events

Managing benefit changes in AutoEnroll is the best way to ensure that COBRA qualifying events are processed correctly. When an employee or dependent's medical, dental, or vision benefits are dropped in AutoEnroll and the transaction is approved, the COBRA Qualifying Event (QE) screen will appear. In order to ensure that your transaction is processed as accurately and efficiently as possible, please carefully review the following next steps:

If the dropped coverage **IS NOT a COBRA eligible qualifying event, click NEXT and DO NOT enter any information in the COBRA Qualifying Event window:**

COBRA Qualifying Event

Qualifying COBRA Event:	<input type="text"/>	
Gross Misconduct:	<input type="radio"/> Yes	<input type="radio"/> No
Date of Event:	<input type="text"/>	(MM/DD/YYYY)
Qualifying Event Covers: (Select all that apply)	<input type="checkbox"/> Prince Charming	

LEAVE BLANK

If the dropped coverage **IS a COBRA eligible qualifying event, the COBRA QE information must be completed, including the type and date of event, in order to be processed correctly.**

COBRA Qualifying Event

Qualifying COBRA Event:	<input type="text"/> Employment Termination	
Gross Misconduct:	<input type="radio"/> Yes	<input type="radio"/> No
Date of Event:	<input type="text"/> 10/05/2022	(MM/DD/YYYY)
Qualifying Event Covers: (Select all that apply)	<input checked="" type="checkbox"/> Prince Charming	

For more information about COBRA Qualifying Events, go to: dol.gov/ebsa/faqs/faq_compliance_cobra.html.