

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:

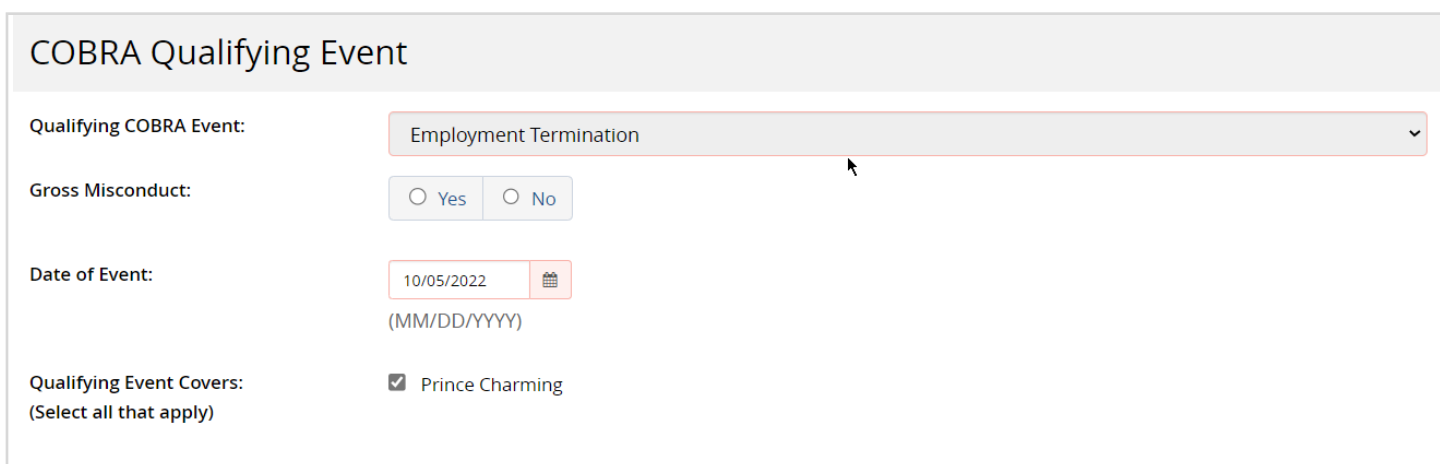
Gross Misconduct: ☐ Yes ☐ No

Date of Event: 
(MM/DD/YYYY)

Qualifying Event Covers:
(Select all that apply) ☐ Prince Charming

Two orange arrows point from the text "LEAVE BLANK" to the empty dropdown menu and the empty date field.


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:

Gross Misconduct: ☐ Yes ☐ No

Date of Event: 
(MM/DD/YYYY)

Qualifying Event Covers:
(Select all that apply) ☒ Prince Charming

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