AutoEnroll
Process COBRA Elections

1. Process an Employment Termination, as usual.

2. Once the Qualifying Beneficiary has paid, add COBRA by opening the member's record and select Edit/Term from the Action drop down.

   Select "COBRA Election" as the reason code, and enter the date COBRA coverage is to start (Effective Date).

3. From the next page, select the Edit button in the "About You" section and change the **Benefit Status** to "**COBRA**," and change the **Structure Group** in the "Employment Information" section to the appropriate COBRA structure group.

4. To add the elected COBRA plans, click **Edit** in the "**Your Elections**" section, and select the plans accordingly.

   Click **Approve**. **If you do not click Approve, your changes will not be processed.**

5. The member record should now reflect these changes and include COBRA QE Information at the bottom of the screen.