

# 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.

Employment Information - 34430746

Date of Hire 10/01/2013	Date of Termination 10/07/2022	Employment Status Terminated - Involuntary	ACA Reporting Override No Override
Payroll Frequency Bi-Weekly	STRUCTURE Sample :: 12345 :: Executive :: COBRA		

Reason for Change

Atticus Finch

Please select an action

Search Reasons for Change

Select the reason for change that applies and enter the date of the event. The Date of Event field should be populated with the **actual date**, i.e. date of birth/date of marriage, date of termination. Coverage effective dates and termination dates will automatically be calculated based on the date of event entered. If entering a coverage correction/change, enter the effective date of the change.

▼ ADMINISTRATION

Example: Administrator Correction Administrator Override

COBRA Election

Corrections

Rehire

Benefit Status: Active

Ethnic Identification: Please Select One

Disabled: Active

COBRA

Surviving Insured

TEFRA

Structure: \* Sample :: 12345 :: Executive :: Active

Employee Number: KRU :: NE Corporation :: Class 1 :: Payroll 1

Original SSN: RRI :: NE Corporation :: Class 2 :: Payroll 1

EEO Classification: Sample :: 12345 :: Employee :: Active

Sample :: 12345 :: Employee :: COBRA

Sample :: 12345 :: Executive :: Active

Sample :: 12345 :: Executive :: COBRA

Sample :: Variable Hour :: All :: Ineligible

Test :: All :: All :: Active

Willis Voluntary Benefits :: SAMPLE :: All :: Active

Your Elections

View All Details

My Health

Plan	Coverage	Employee Cost
Medical	<b>Coverage Terminated</b>	\$0.00
Dental	<b>Coverage Terminated</b>	\$0.00
Vision		\$0.00

Election Information - Current

✗ Credit Election - Coverage Terminated

This member dropped the **Defined Contribution from Employer** plan.

Member(s)	Covered	Effective Date	Term Date
Atticus Finch	No	12/01/2013	10/31/2022

✓ Medical Election - [Open Access POS 25/40](#)

Coverage: Employee and Children	Term Date	Medicare	
Member(s)	Covered	Effective Date	
Atticus Finch	Yes	11/01/2022	No Medicare
Betsy Finch	Yes	11/01/2022	

COBRA QE Information - 34430746

Name	Event	Date of Event	Last Day of Coverage
Atticus Finch	Employment Termination Gross Misconduct	10/07/2022 10/07/2022	10/31/2022 COBRA Effective Date 11/01/2022
	COBRA Exhaustion Date	12/30/2022	Election Period End Date
Betsy Finch	Event Employment Termination Gross Misconduct	10/07/2022 10/07/2022	Date of Event QE Sent Date 10/07/2022
	COBRA Exhaustion Date	12/30/2022	Last Day of Coverage COBRA Effective Date 11/01/2022
			Election Period End Date