

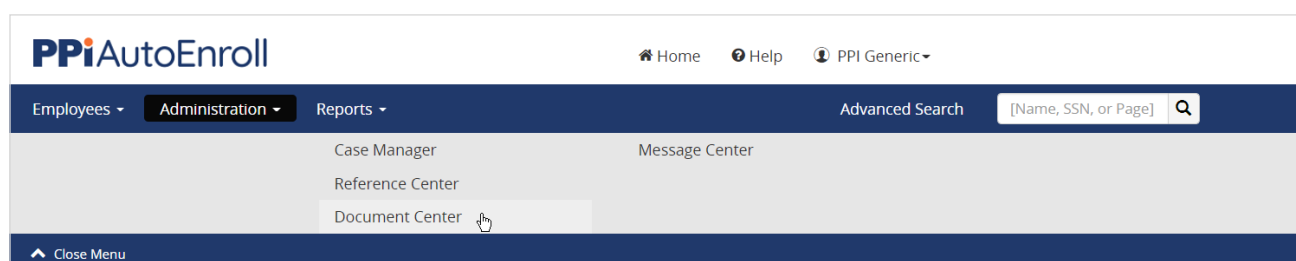
AutoEnroll COBRA Premium Reports

COBRA Premium Reports provide a detailed member-level summary of all participant COBRA premium payments paid to Businessolver. These reports can be used to validate the COBRA premiums you receive from PPI/Businessolver against those on the PPI Invoice.

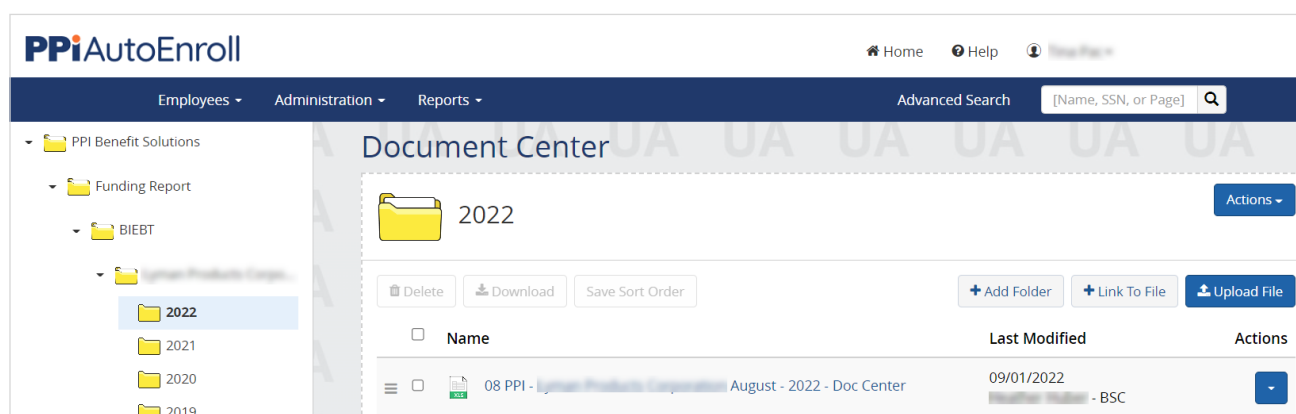
COBRA Premium Reports are available after the 10th of the month, after premium is collected from participants.

Access the COBRA Premium Report

1. The reports are stored in the AutoEnroll Document Center, within the “Funding Report” folder. To get there, click on “Administration” in the top menu, and select Document Center from the drop down:



2. Once you are in the Document Center, click on the “Funding Report” folder, and continue to click on the expandable folders until you find the month that you wish to review or save:



3. Click on the report name to download and open the report.