

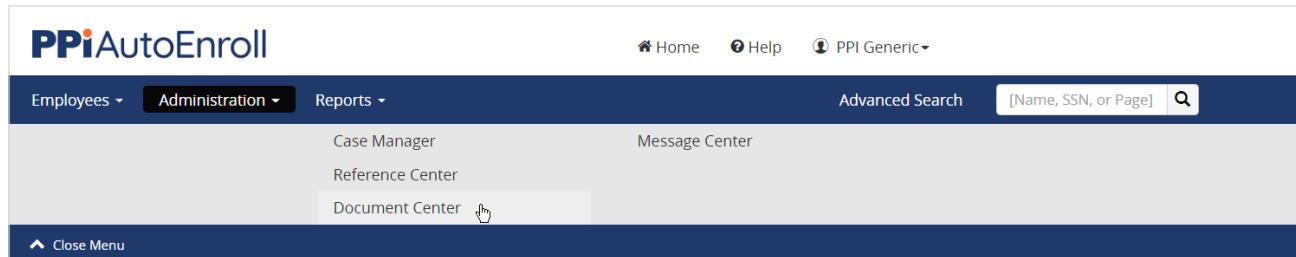
# AutoEnroll COBRA Premium Reports

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.

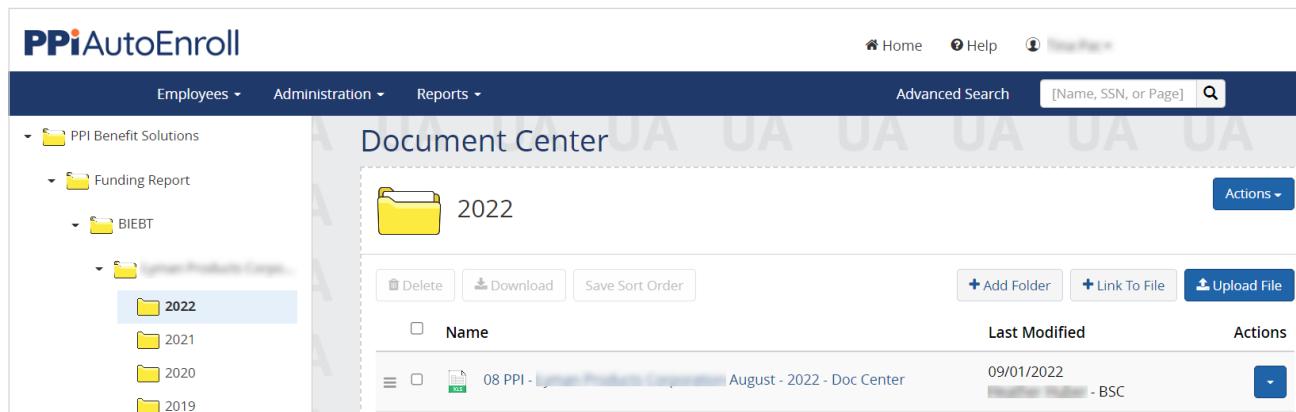
## Access the COBRA Premium Report

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:



The screenshot shows the PPIAutoEnroll homepage. The top navigation bar includes links for Home, Help, and PPI Generic. Below the bar are links for Employees, Administration, and Reports. The Administration link is currently selected. The main content area features links for Case Manager, Reference Center, and Document Center, with the Document Center link being the active one. A search bar at the top right contains the placeholder text "[Name, SSN, or Page]" and a magnifying glass icon. A "Close Menu" button is located at the bottom left of the navigation bar.

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:



The screenshot shows the PPIAutoEnroll Document Center. The left sidebar shows a tree view of folders: PPI Benefit Solutions, Funding Report, BIEBT, and a folder for the current year (2022, 2021, 2020, 2019). The 2022 folder is currently selected. The main content area is titled "Document Center" and shows a list of files for August 2022. The list includes a file named "08 PPI - August 2022 - Doc Center" with a download icon. Below the list are buttons for Actions, Add Folder, Link To File, and Upload File. The table columns are Name, Last Modified, and Actions.

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