



Complete COBRA Administration and Retiree Billing Software

Presented By:  
**Benecom Company**

# What Benecom can do for you...

Benecom chose to utilize an online cobra administration system as our COBRA and Retiree Billing software system because it offers you more benefits and features than you can find in any other system on the market today.

By using the our system, you are able to:

- Process COBRA Qualifying Events
- Add New Employees
- Run Reports
- View the QB Ledger and Notes

All available to use 24 hours a day, 7 days a week.



# System Overview

This is what you will see when you log into the Benecom Cobra system:

The screenshot shows the Benecom Cobra system dashboard. At the top right, there is a search bar with the text "Search". Below the search bar is the logo for "The Place" and a "Log Out" link. A navigation bar contains "Home" and "Links". Below this is a section titled "Continuation Coverage Web Access" with a "Home" link. A welcome message reads: "Welcome, Company1 User. (Not Company1 User? [click here](#))".

On the left, there is a calendar for April 2009:

April 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
-	-	-	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	-	-

On the right, there is a "My To-Do List" section with an "Add an item" link.

Below the calendar and to-do list are several sections:

- QBs, Employees and Retirees**
  - [Qualified Beneficiary - View All](#)      [Qualified Beneficiary - Add New](#)
  - [COBRA Notice Employees - View All](#)      [COBRA Notice Employees - Add New](#)
  - [Retirees - View All](#)      [Retirees - Add New](#)
- Retiree Processes**
  - [Terminate Past Due Retirees](#)
- Reports**
  - [Existing Reports - View All](#)      [Ad-Hoc Reporting - Add New](#)

# System Overview (cont.)

Our web-based system is:

- An On-Demand System
- Available 24 hours a day, 7 days a week
- Individual QB Log-Ins
- Wizard-based System
- Completely Customizable

By having a COBRA and Retiree Administrator that is web based, you will no longer have to fill out paper work for Employees and QBs and fax it in; rather, you simply log-in and add your own Employees and QBs with our simple, easy-to-use, wizards.

You will also never have to call your COBRA Administrator to check on a status of a termination again because you and/or your Employees and QBs can log into the system and check it themselves!



# Individual QB Log-In

The system allows your Employees and Qualified Beneficiaries (QBs) to log into the system and complete the following tasks:

- Enroll
- Check their Status
- Update Addresses

Allowing QBs to do all these things online will end up saving you hours of making phone calls and processing forms!

# Individual QB Log-In



[Log Out](#)

Home

Stepp, Stacy - Detail Information

Home > Your Information

QB Name:	Stacy Stepp	Status:	Enrolled
QB ID:	536254896453	Date of Birth:	01/01/1978 - 31
SSN:	--	Phone Number:	
Relationship:	Former Employee	Email Address:	SSSS@SSSS.com
Client/Employer Name:	Company 1	Premiums Paid Through:	04/30/2009
Department Name:	--	Typical Monthly Premiums:	\$102.00
QB Group Name -- ID	Stepp -- IVI1GRMORDCGV1H	Enrollment Period Ended:	04/17/2009
Qualifying Event Date:	12/17/2008	Last Payment Received:	\$204.00 on 04/29/2009
First Day After Loss of Coverage:	01/01/2009	Account Balance:	\$0.00
Scheduled End of Continuing Coverage:	07/01/2010		

Information Contact Event Payments Ledger Documents

QB Information

Employee ID:		On SS Disability:	No
Date of Birth:	01/01/1978	Medicaid Participant:	No
Title:	Ms.	Don't Terminate:	No
Suffix:	n/a	Receive Emails:	No
Hire Date:	01/01/1998	Event Occured to this QB:	Yes
Gender:	Female	Include in Address Block:	Yes
Salary:		Receive own copy of Letters:	Yes
Campus Code - What campus are they on?	<input type="text"/>	Language to Send Correspondence:	English

Save QB Information

This is an example of what a QB could see when logging onto Benecom's web-based system.



# Wizard-Based System

The system was created around a series of wizards, which walk you through each step of adding QBs and Employees.

Below are some examples of the various wizards located within the system.

## QB Add Wizard

### Wizard Steps

1. [Client/Employer Selection](#) ✓
2. Event Information
3. QB Group
4. QB Info
5. Dependents
6. Benefit Assignment
7. Prior Activity
8. Review and Save

[Save this Wizard](#)

[Cancel Wizard and Start Over](#)

## Employee Add Wizard

### Wizard Steps

1. [Client/Employer Selection](#) ✓
2. [Employee Group](#) ✓
3. Employee
4. Dependent(s)
5. Review and Save

[Cancel Wizard and Start Over](#)

# Reporting Capabilities

The system also gives you the ability to run reports on various activities that occur within the system. Some of the topics you can generate reports for include:

- QB Reports
- Benefit Plan Reports
- Client/Employer Reports
- Retiree Reports

You will be able to run these reports on your current data, and you also have the ability to export them to either an EXCEL or PDF format.



# Reporting Capabilities

In addition to running the pre-formatted reports listed on the previous slide, you can also create your own reports by using the Ad-Hoc Report Wizard.

## Wizard Steps

1. Data Selection
2. Filtering
3. Run and Save

[Cancel Wizard and Start Over](#)

This wizard will walk you through the above steps to select specific information you would like included in a report. It's that easy!

Easy-to-Use Features

# Processing COBRA Qualified Events

When an Employee becomes eligible for COBRA, the system then classifies them as a Qualified Beneficiary (QB). Entering QBs are quick and easy with the QB Add Wizard. You can see the steps the wizard takes you through below.

## Wizard Steps

1. [Client/Employer Selection](#) ✓
2. Event Information
3. QB Group
4. QB Info
5. Dependents
6. Benefit Assignment
7. Prior Activity
8. Review and Save

[Save this Wizard](#)

[Cancel Wizard and Start Over](#)

Once you complete the steps in the QB Add wizard, the system then automatically generates the appropriate notices.

*Benecom*  
*Company*

# Entering an Employee

When an Employee begins working for you, the Department of Labor specifies that Employers must send out a COBRA General Notice, informing the employee of their right to possibly continue coverage.

We have made this process easy by giving you a wizard to automatically generate this notice.

## Wizard Steps

1. Client/Employer Selection ✓
2. Employee Group ✓
3. Employee
4. Dependent(s)
5. Review and Save

[Cancel Wizard and Start Over](#)

This wizard allows you to:

- Enter Employee Information
- Enter Benefit Plan Coverage Information
- Enter Dependent Information (if applicable)

Once you complete all the steps in the wizard, the COBRA General Notice will generate for the Employee that was just added.



# Running Reports

The two options you have for running reports in the system are:

## Existing Reports

WebCOBRA.com Reporting Engine  
Home > Reports

**Reports**

- QB Reports**
  - [QB Detail](#)
  - [QB Termination](#)
  - [QB Enrolled Premiums Listing](#)
  - [QB Payment](#)
  - [QB Status History](#)
- Premium Reports**
  - [Premium Receipt](#)
  - [Premium Reconciliation](#)
  - [Reconciliation By Payment](#)
  - [Reconciliation By Plan](#)
  - [Reconciliation By Disbursement](#)
  - [Electronic Payments](#)
  - [ARRA Premium Listing](#)
- Benefit Plan Reports**
  - [Benefit Plan Listing](#)
- Client/Employer Reports**
  - [Certificate of Mailing](#)
  - [Active QB Listing](#)
  - [Election Notices](#)
  - [Notes](#)
  - [Employee Listing](#)
- System Integrator Reports**
  - [Activity Report](#)
- Retiree Reports**
  - [Retiree Status](#)
  - [Retiree Termination](#)

- If you choose to run an existing report, you simply select the link of the report you want to run, and the report will generate for you.

## Ad-Hoc Reporting

Ad-Hoc Report Wizard Step 1 of 3

**Field Selection**

Below check each field that you want to show in your report.

- You can select as many fields as you want, but if you select too many and export to PDF it may run onto multiple pages. Excel could be preferable for a large number of fields
- You can narrow your result set by using Filters

Name this Report:

### Wizard Steps

1. [Data Selection](#)
2. [Filtering](#)
3. [Run and Save](#)

[Cancel Wizard and Start Over](#)

- If you choose to create your own, custom, report, simply select Ad-Hoc Reporting – Add New and follow the simple wizard.



# What's Next?

- Simply contact Benecom at today!

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