Benecom Company

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.

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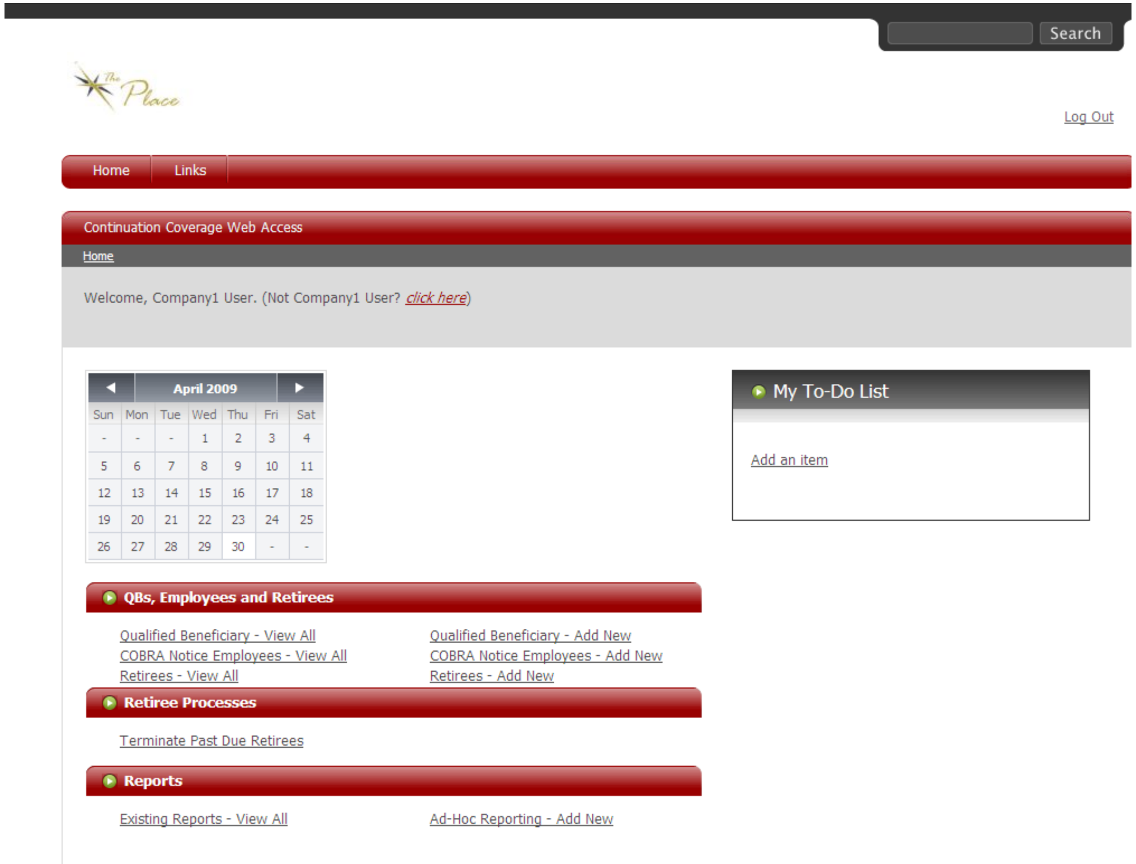
System Overview

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



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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!

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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!

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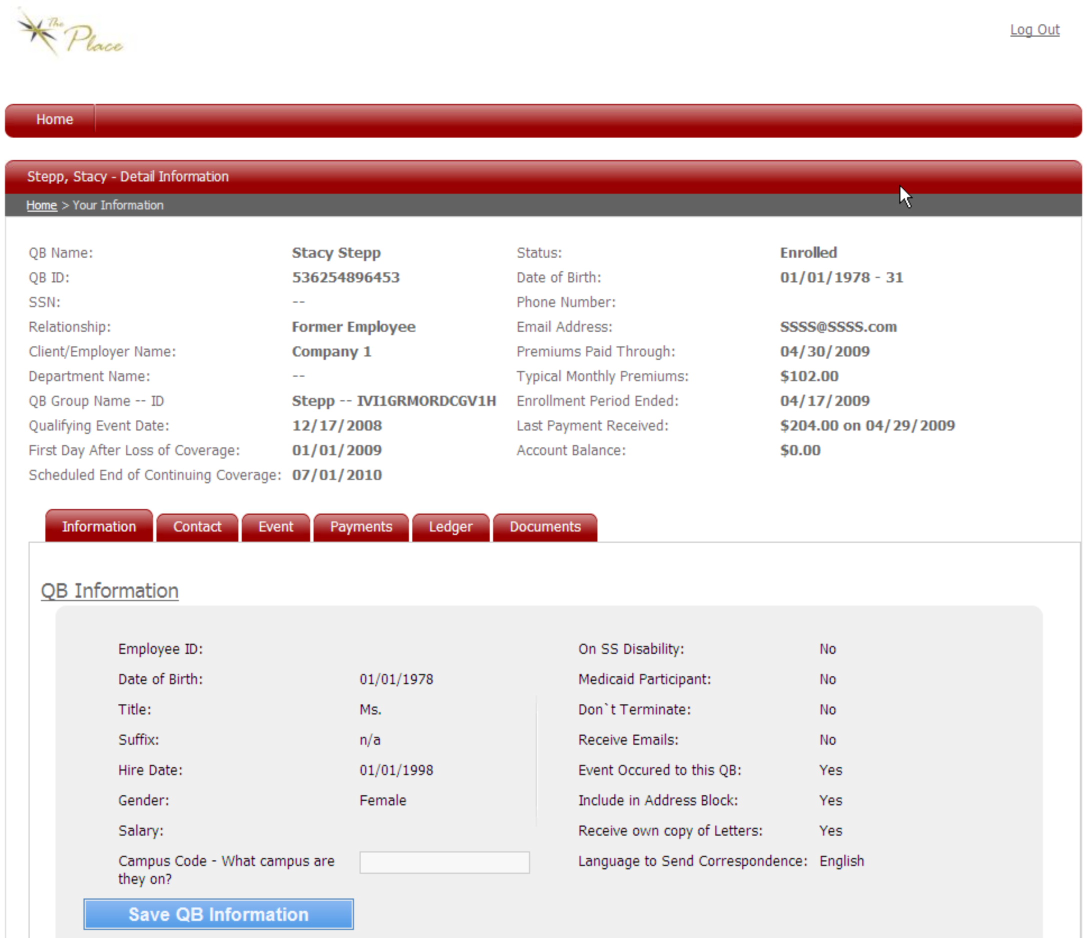
Individual QB Log-In



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

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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

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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.

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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.

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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.

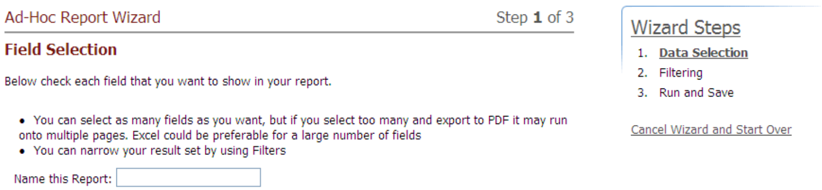
Running Reports

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

Existing Reports

- 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



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

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What’s Next?

- Simply contact Benecom at today!

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