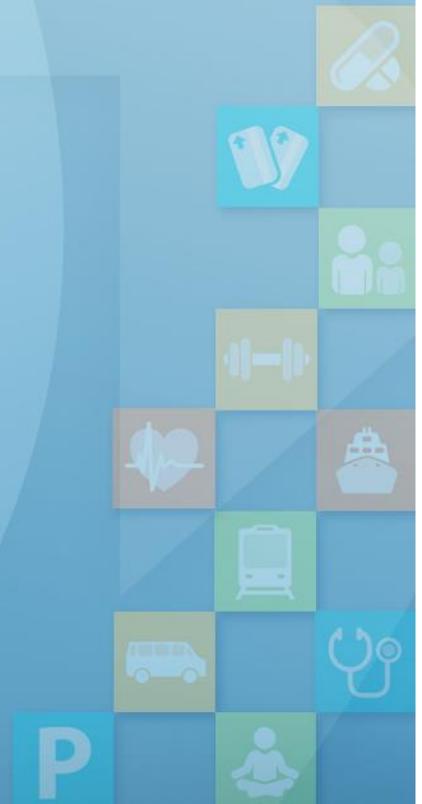


# WageWorks COBRA/Direct Bill Participant Website

User Guide  
V1.4



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## Introduction

This COBRA/Direct Bill Participant Website User Guide is designed to assist you in understanding and using the WageWorks secure participant website. Our goal is to design our website so that all of our COBRA and Direct Bill participants have information and functionality at their fingertips to allow them to manage their COBRA and Direct Bill account with WageWorks. This document outlines the functionality of the website.

## Website Functionality

Participants have access to the following functionalities on the website:

- View your personal/indicative information
- View your current benefit elections
- Print payment coupons
- View COBRA and Direct Bill related documents
- Review all letters that were sent to you
- Complete address changes
- Elect coverage continuation
- Make payments online (via your checking/saving account)

## Website Access

Once you enroll in COBRA or sign up for Direct Bill services, you will receive notification that you can sign in to the participant website.

### Accessing the Website – First Time User

1. Go to <https://cobra.wageworks.com>.
2. Select **Go to COBRA Participant Site**
3. Select **First-Time User? Register Now**
4. Complete the Registration Information Requested
5. Once you complete the registration, you will be granted a user name and password

### Accessing the Website – Recurring User

1. Go to <https://cobra.wageworks.com>
2. Select **Go to COBRA Participant Site**
3. Enter in your **User Name** and **Password**

## Home Page

When you log in to the website you will be directed to the Home Page. From the Home Page you will see:

- Links on the right side of the page, including:
  - The option to view documents and letters that were sent to you
  - The option to access any communications that your employer would like you to have, as well as, WageWorks forms to make changes to your account
- Links on the left side, including:
  - The option to access all document types
  - The option to update personal information on your account
  - The option to manage email notification settings

The screenshot shows the WageWorks website interface. At the top, the WageWorks logo and navigation icons are visible. Below the logo, there are tabs for 'Benefits', 'Contacts', and 'COBRA/Retiree'. The user is logged in as 'William Darcy' and can 'Log Out' or 'Change Password'. The main content area greets the user as 'Hello William' and says 'Welcome to the WageWorks, Inc. COBRA / Direct Bill Participant Site...'. There are sections for 'Links on the Left' (Home, Documents, Fulfillment, Personal Information Changes, Manage Subscriptions), 'Links on the Right' (Documents, View Your New Documents), and 'Tabs at the Top' (Contacts, COBRA/Retiree). A 'New Feature!' banner for 'Premium Payment Online' is also present.

## Documents

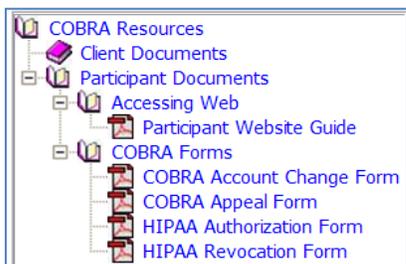
You can review documents and letters that were sent to you, along with, necessary WageWorks forms to help manage your account. You can access this information in two areas: *Documents* icon (short cut) on the right side of the home page or the *Documents* link on the left side of the home page. Each area will allow you to review the documents/letters from your account.

To view documents click on the link on the left hand side that states **Documents**.

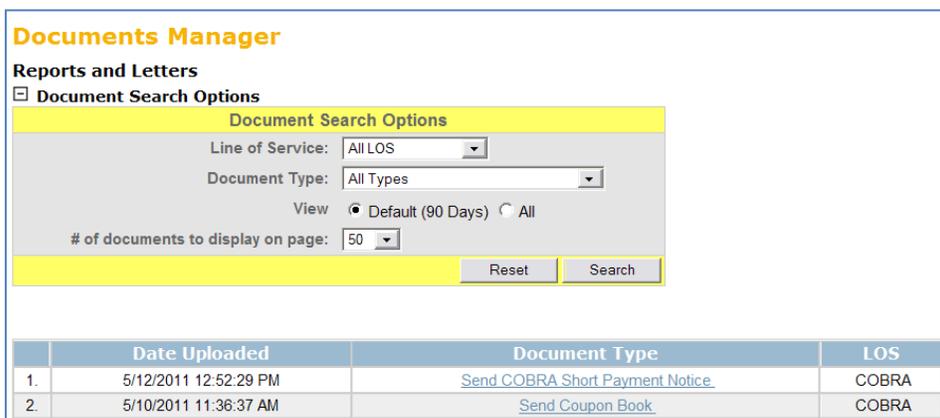


Underneath **My Documents** you will find:

- **Documents for COBRA (COBRA)** – These documents are PDF documents outlining specific information regarding COBRA, such as Guides and Forms.



- **Review Reports and Letters** – This is where you will be able to view all letters that were sent to you. These will come up in a PDF view and you will have access to all correspondence that has been sent to you.



- **Reports and Letters Display Settings** – This will allow you to change how long the current letters are available to you. The default is 90 days and the recommendation is that you leave this default setting.

## Manage Subscriptions

You will receive an email notification when a new document/letter is available to view on the WageWorks participant site. The *Manage Subscriptions* link can be used to edit the default notification settings and the email address to which these notifications are sent.

### Update Email Address

The top section of this page provides the following options:

- Add/Update Primary Email
- Add/Update Work Email
- Send All Emails to an Alternative Email

To add/update an email address, input the email address into the appropriate field and click **Update Email**. For sending to an alternative address, check the radio-button and type the email address into the appropriate field. Click **Save Subscriptions**.

**Manage Subscriptions**

This page allows you to Manage your Subscriptions and to access your Email and Online Notifications.

PRIMARY EMAIL:

WORK EMAIL:

Send All Emails To this ALTERNATE EMAIL:

### Notification Settings

The bottom section of this page provides the ability to turn off the default settings for email notifications when a new document/letter is available to view, as well as, when an online payment is made. You will also have the ability to turn on pop-up notifications for these events.

To disable **Email Notifications**:

- Uncheck the **Receive an Email?** Box for the desired event.
  - For document/letter notifications – uncheck the *Report/Letter For myRSC Display* event.
  - For online payment notifications – uncheck the *RDC Pull Payments* event.
- Click **Save Subscriptions**.
- **NOTE:** the *Report/Letter For Mail* event is currently not being used. This option cannot be edited.

To enable **Pop-Up Notifications**:

- Check the **View Online?** box for the *Report/Letter For myRSC Display* event.
- Click **Save Subscriptions**.
- **NOTE:** the *Report/Letter For Mail* event is currently not being used. This option cannot be edited.

Event	Receive an Email?	Send Email To	View Online?
Report/Letter For myRSC Display ?	<input type="checkbox"/>	USE ALTERNATE EMAIL >>> <input type="text"/>	<input type="checkbox"/>
Report/Letter For Mail ?	<input type="checkbox"/>	USE ALTERNATE EMAIL >>> <input type="text"/>	<input type="checkbox"/>
RDC Pull Payments	<input type="checkbox"/>	USE ALTERNATE EMAIL >>> <input type="text"/>	<input type="checkbox"/>

### Search Notifications

This option provides the ability to review all past notifications. After clicking on this option, type the desired date range and click **Search**.

[Search Notifications](#)

**Search Notifications**

Event:

Date Range:  -

## Contacts Tab

The Contacts tab will have the WageWorks Call Center contact information. The Call Center is open from 8:00 AM – 8:00 PM EST, Monday – Friday. You can contact the Call Center for any questions that you have about your account. Address information for both participant correspondence and premium payments can also be found on this page.

## COBRA and Retiree Tab

The COBRA and Retiree tab is where you will find most of the information about your account. From this tab you will be able to:

1. Review your benefit history
2. Review your payment history
3. Review or update your personal address information
4. Review or update your dependent information
5. Pay your premiums online via a checking or savings account

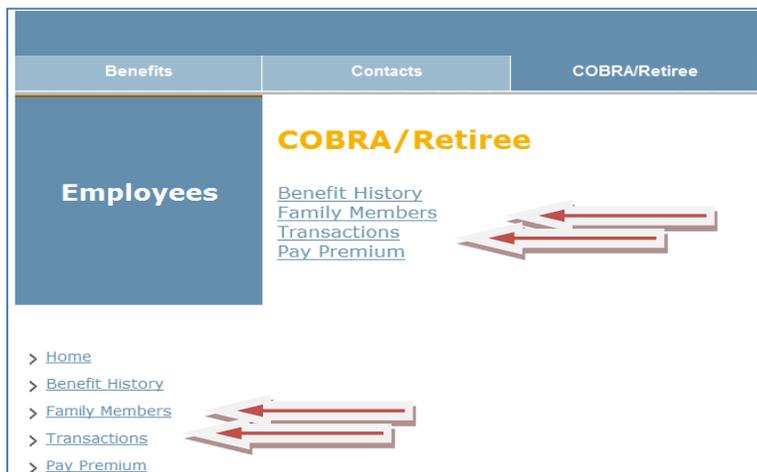
## Reviewing your Benefit History

In order to review your benefit history you can click on the **Benefit History** link on the left-hand side. This will bring up all current benefits that are assigned, as well as, the event dates that correlate to those benefits. In addition, the Current Amount Due.

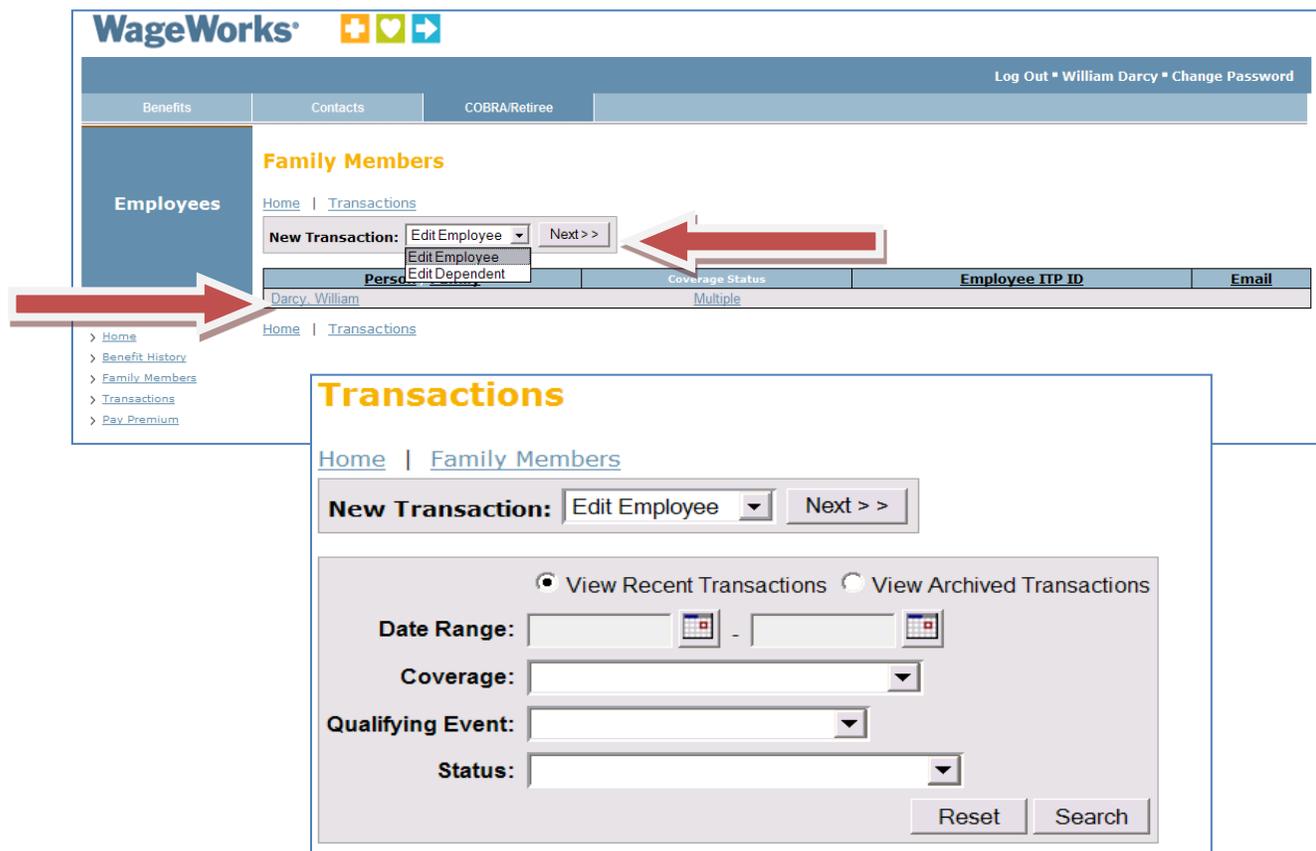
The screenshot displays the WageWorks interface. At the top, there are navigation tabs for 'Benefits', 'Contacts', and 'COBRA/Retiree'. The 'COBRA/Retiree' tab is active, showing a sub-menu with 'Benefit History', 'Family Members', 'Trans', and 'Pay P'. A red arrow points from the 'Benefit History' link in this sub-menu to the main content area. Another red arrow points from the 'Benefit History' link in the left-hand navigation menu to the same sub-menu link. The main content area shows 'Benefit History for William Darcy' with a 'View Payments' link and a 'Total Due' section showing 'Due Amount \$0.00'. Below this, there are three benefit plans listed: 'Kaiser HMO (CA Only)', 'Principal Dental PPO Buy Up', and 'Vision Service Plan Buy Up'. Each plan includes details such as Coverage Status, Coverage Tier, Covered Members, Current Due Date, Current Amount Due, Next Due Date, Next Amount Due, Paid Through Date, and Dates. A red box highlights the 'Benefit History' link in the sub-menu with the text 'Current Benefits as well as applicable information per benefit'.

## Updating your Personal Information

You can update your personal information, demographic and dependent data, on the participant site. You can do this in two places: *Family Member* link or the *Transactions* link. Each area will allow you to review data from your account.



On the Family Members tab you will be able to review your account in full. In order to review your account, click on the hyperlink with your name. You can create a new transaction in this view as well by either editing your account, or editing the dependent information.



You can also review recent transactions or changes to your account by searching four criteria:

1. Data Range
2. Coverage (Benefit Plans)
3. Qualifying Event
4. Status

By searching for transactions you will be able to see changes to your account.

## Making Premium Payments Online

Premium payments can be made online using your checking or savings account information. This feature allows you to make a one-time payment for your COBRA / Direct Bill benefits. When you use the Online Payment feature, a \$2.00 service fee will be charged to your checking or savings account along with your COBRA / Direct Bill premium payment.

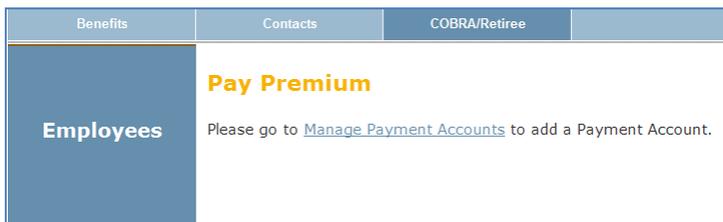
### Manage Payment Accounts

In order to initiate an online payment, a payment account needs to be established. To create:

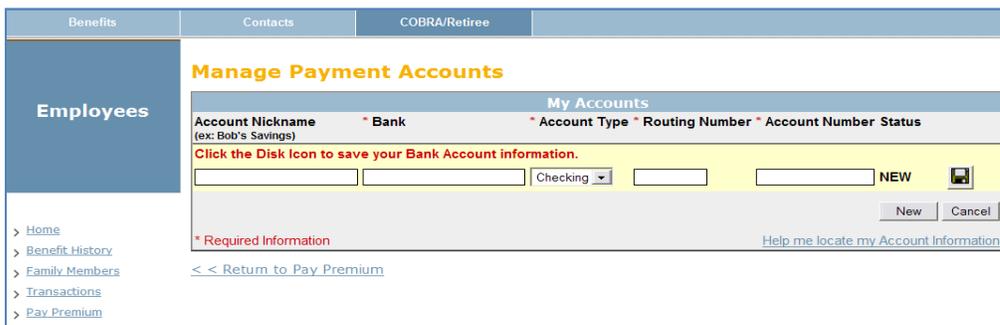
1. Select the **Pay Premium** link under the COBRA/Retiree tab.



2. Select **Manage Payment Accounts**. *NOTE:* If you select 'Bank Account Draft' you will automatically be directed to 'Manage Payment Accounts'.



3. Establish your account information and click the **Save** icon.



- You will be prompted to confirm the Routing Number and Account Number. Re-enter the information and click **Confirm**.

**Confirm Bank Account Information**

**Confirm Bank Account Information**

Routing Number:

Account Number:

- The payment account will now appear in the **Manage Payment Accounts** box. This account can be edited at anytime by clicking on the *Edit* icon (pencil). To remove the account, click on the *Delete* icon (red circle with x). You will now be able to proceed with making an online payment.

**Manage Payment Accounts**

My Accounts					
Account Nickname (ex: Bob's Savings)	* Bank	* Account Type	* Routing Number	* Account Number	Status
Demo Bank Account	Demo Bank Account	Checking	075908276	*0001	OPEN
Click the Disk Icon to save your Bank Account information.					
<input type="text"/>	<input type="text"/>	Checking ▾	<input type="text"/>	<input type="text"/>	NEW

\* Required Information [Help me locate my Account Information](#)

## Pay Premium by Bank Account Draft

After a valid payment account has been saved, you will have the ability to complete an electronic check for the Bank Account Draft payment.

- Select the **Pay Premium** link under the COBRA/Retiree tab.
- Input the **check amount** into the amount field.
- Choose the appropriate **payment account** from the Bank Account dropdown menu.
- Type a **Memo** if desired.
- Click **Next**.

**Pay Premium by Bank Account Draft**

If you are making a payment for someone other than William Darcy (spouse, dependent or other), then please contact your administrator, as set forth in your Election Notice and Payment Coupons.

Please enter the Premium Payment information, then click the **Next >>** button.

WILLIAM DARCY  
511 3RD STREET  
HAYWARD, WI 53092      3/10/2014

PAY TO THE ORDER OF PREMIUM \$

BANK ACCOUNT  
Demo Bank Account (Nickname: Demo Bank Account) ▾

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE  
075908276 \*0001 Checking ▾

MEMO  
Demo Payment

NOTE: Payments are processed at 2:00pm CST. Payments entered after 2:00pm CST will be processed the following business day. Payment processing does not occur on weekends or holidays.

NOTE: You understand and acknowledge that if you choose to make on-line premium payments, the amount withdrawn from your bank will equal the sum of your premium and a \$2.00 service fee. If you do not want to pay this service fee, there are other ways in which you may make a payment (e.g. mail a check to the administrator each month as set forth in your Election Notice and Payment Coupons).

- Confirm premium payment is correct. If yes, click **Submit**. If not, the Back option should be used to return to the previous screen and edit. **NOTE:** You will need to check the **I Agree** box to accept the \$2.00 service fee.

**Confirm Premium Payment**

Please verify that the Premium Payment information is correct, then click the **Submit** button.

WILLIAM DARCY  
511 3RD STREET  
HAYWARD, WI 53092 3/10/2014

PAY TO THE ORDER OF PREMIUM \$ 0.01

**BANK ACCOUNT**  
Demo Bank Account (Nickname: Demo Bank Account)

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE  
075908276 \*0001 Checking

**MEMO**  
Demo Payment

There is **\$2.00** service fee for each online Premium Payment.

My Premium Payment is **\$0.01**.

The total amount pulled from my bank account will be **\$2.01**.

**I Agree**

**NOTE:** Payments are processed at 2:00pm CST. Payments entered after 2:00pm CST will be processed the following business day. Payment processing does not occur on weekends or holidays.

**NOTE:** Your bank account will show two transactions, one for the premium amount you have entered and one for the \$2.00 service fee. This service fee is charged **ONLY** for online payments. Payments made today will not be processed until the next business day. Payment processing does not occur on weekends or holidays. The date you scheduled this payment for will be the date deemed equivalent to the post mark date on a paper check payment. This will be a one time only payment and will not be recurring. You will need to make additional payments for subsequent months that your premium is due. You can either schedule subsequent payments or refer to your Election Notice and other notifications for directions to make a payment by check. You can contact your Administrator for additional information and instructions.

- Click **OK** to confirm the payment should be submitted.

**Message from webpage** ✕

? Submit Premium Payment?

- The premium payment will now reflect at the bottom of the *Pay Premium* screen.

**Premium Payments**

[<< Return To Pay Premium](#)

Payment Date	Payment Amount	Fee Amount	Total	Memo	Bank Name	Routing Number	Account Number	Payment Type	Account Type	Date Created	Status	Status Date	Scheduled
3/10/2014	\$0.01	\$2.00	\$2.01	Demo Payment	Demo Bank Account	075908276	*0001	ONLINE	Checking	3/10/2014 3:44:49 PM	Pending	3/10/2014 3:44:49 PM	No <a href="#">Cancel</a>

## Schedule a Premium Payment

After a valid payment account has been saved, you will also have the option to schedule future premium payments using the Account Bank Draft payment option.

1. Select the **Pay Premium** link under the COBRA/Retiree tab.
2. Click the **Schedule a Premium Payment** link (middle section of the page).
3. Using the calendar icon, select the desired payment date.
4. Type the **check amount** in the amount field.
5. Choose the appropriate **payment account** from the Bank Account dropdown menu.
6. Type a **Memo** if desired.
7. Click **Next**.

### Schedule a Premium Payment

Please enter the Scheduled Premium Payment information, then click the **Next >>** button.

WILLIAM DARCY 511 3RD STREET HAYWARD, WI 53092			04/01/2014
PAY TO THE ORDER OF PREMIUM		\$	0.01
BANK ACCOUNT Demo Bank Account (Nickname: Demo Bank Account)			
ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	
075908276	*0001	Checking	
MEMO Demo Payment			

8. Confirm premium payment is correct. If yes, click **Submit**. If not, the Back option should be used to return to the previous screen to make edits. **NOTE:** You will need to check the **I Agree** box to accept the \$2.00 service fee.

### Confirm Scheduled Premium Payment

Please verify that the Scheduled Premium Payment information is correct, then click the **Submit** button.

WILLIAM DARCY 511 3RD STREET HAYWARD, WI 53092			4/1/2014
PAY TO THE ORDER OF PREMIUM		\$	0.01
BANK ACCOUNT Demo Bank Account (Nickname: Demo Bank Account)			
ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	
075908276	*0001	Checking	
MEMO Demo Payment			

There is **\$2.00** service fee for each online Premium Payment.

My Premium Payment is **\$0.01**.

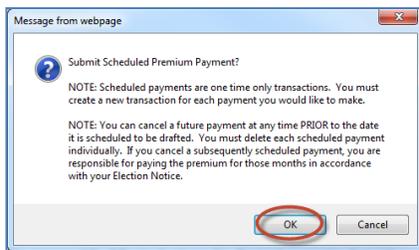
The total amount pulled from my bank account will be **\$2.01**.

**I Agree**

**NOTE:** Payments are processed at 2:00pm CST. Payments entered after 2:00pm CST will be processed the following business day. Payment processing does not occur on weekends or holidays.

**NOTE:** Your bank account will show two transactions, one for the premium amount you have entered and one for the \$2.00 service fee. This service fee is charged **ONLY** for online payments. Payments made today will not be processed until the next business day. Payment processing does not occur on weekends or holidays. The date you scheduled this payment for will be the date deemed equivalent to the post mark date on a paper check payment. This will be a one time only payment and will not be recurring. You will need to make additional payments for subsequent months that your premium is due. You can either schedule subsequent payments or refer to your Election Notice and other notifications for directions to make a payment by check. You can contact your Administrator for additional information and instructions.

9. Click **OK** to confirm the payment should be submitted.



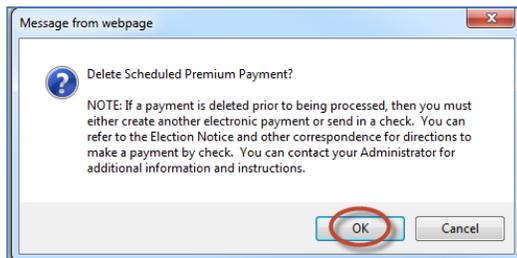
10. The scheduled premium payment will now reflect at the bottom of the *Pay Premium* screen. You will have the option to delete the premium payment at any point prior to the date it is scheduled to be drafted.

**Scheduled Premium Payments**

[<< Return To Pay Premium](#)

<u>Payment Date</u>	<u>Payment Amount</u>	<u>Fee Amount</u>	<u>Total</u>	<u>Memo</u>	<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Account Type</u>	<u>Date Created</u>	<u>Delete</u>
4/1/2014	\$0.01	\$2.00	\$2.01	Demo Payment	Demo Bank Account	075908276	*0001	Checking	3/10/2014 4:10:52 PM	Delete
	\$0.01	\$2.00	\$2.01							

11. If deleting a payment, you will need to confirm your request to delete the scheduled payment.



## Online Enrollment

### Requirements:

Participants with pending benefits and who are still within their election period (on or before the 'Last Day to Accept' date in the *Election Notice*) will have an **Election Coverage Continuation** option under the COBRA/Retiree tab on the Participant Site. This option will not display for participant accounts that do not meet this criteria.

\*The employee must be covered under each benefit election in order to enroll online with coverage. Dependent Only Elections can't be processed using this option.

### Elect Coverage Continuation:

1. Select the **Elect Coverage Continuation** link under the COBRA/Retiree tab.
2. Check the 'I Agree' box and click 'Continue' in the *Elect Coverage Continuation – Consent* section.

### Elect Coverage Continuation - Consent

Please read the following carefully before consent:

You should have received one or more election notice(s) for COBRA, Retiree or other continuation of designated benefits. The following is a general consent and acknowledgement of the receipt of those election notice(s). The elections you are making today and the summarization of your rights and obligations regarding your eligible election(s) as defined in the election notice(s) are designed to meet the disclosure requirements under ERISA. Please take time to carefully review the notices before giving your final consent.

**General Acknowledgement**

I acknowledge that I have received and read the election notice(s) and understand my rights and obligations regarding my eligible election(s). I further acknowledge that I have received as part of the election notice(s), a paper election form in accordance with the instructions and due date on the form.

**SPECIAL NOTICE TO ALL COBRA QUALIFIED BENEFICIARIES:**

I understand that I make certain benefit elections herein. With regard to any rights I may have to COBRA continuation coverage, I acknowledge by agreeing, the following: (i) I have received and read the COBRA election notice provided by my administrator, which summarizes my rights and obligations regarding under COBRA (ii) that I have also received as part of the COBRA election notice, a paper election form; (iii) that I am not required to make my COBRA elections online and that I may submit the paper election form in accordance with the instructions and due date on the form.

If you have questions or have not received the afore mentioned election notice(s) then, please contact your Administrator. The Administrator name and contact information can be found in your election notice. After you make your elections, you will have a chance to confirm these elections. After you confirm your elections you will receive a receipt which we recommend you print for your records. If you do not receive your receipt, then you have not made a proper election and you should select the << Back button and retry.

By clicking below, I hereby consent to make my elections online.

I AGREE

3. The *Election Coverage Continuation – Choose Your Elections* screen will display all benefits you are eligible to elect. The Benefit Name, Benefit Status (COBRA, Retiree, Direct Bill) Available Tiers to Elect, Corresponding Premium Amounts, and Available Covered Members to Elect will display. You will need to

select the benefits you wish to elect continuation coverage for, the applicable tier, and covered members. Once all elections are made, click **Continue**.

### Elect Coverage Continuation - Choose Your Elections

**Last Day To Elect:** 3/15/2012  
**Coverage Start Date:** 1/1/2012

<input checked="" type="checkbox"/> <b>CIGNA Medical HMO (COBRA)</b>	<b>Premium</b>	<b>Covered Members</b>
<input type="radio"/> Individual Only (EE)	\$102.51	<input checked="" type="checkbox"/> Oliver O. Orange (Self)
<input type="radio"/> Indiv+Spouse (EE+SP)	\$128.01	<input checked="" type="checkbox"/> Child Orange (Child)
<input type="radio"/> Indiv+Children (EE+CN)	\$153.51	<input checked="" type="checkbox"/> Spouse Orange (Spouse)
<input checked="" type="radio"/> Family (FAM)	\$179.01	

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**Last Day To Elect:** 3/15/2012  
**Coverage Start Date:** 1/1/2012

<input checked="" type="checkbox"/> <b>MetLife DMO Dental (COBRA)</b>	<b>Premium</b>	<b>Covered Members</b>
<input type="radio"/> Individual Only (EE)	\$26.01	<input checked="" type="checkbox"/> Oliver O. Orange (Self)
<input type="radio"/> Indiv+Spouse (EE+SP)	\$46.41	<input checked="" type="checkbox"/> Child Orange (Child)
<input type="radio"/> Indiv+Children (EE+CN)	\$66.81	<input checked="" type="checkbox"/> Spouse Orange (Spouse)
<input checked="" type="radio"/> Family (FAM)	\$87.21	

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**Last Day To Elect:** 3/15/2012  
**Coverage Start Date:** 1/1/2012

<input checked="" type="checkbox"/> <b>VSP Vision (COBRA)</b>	<b>Premium</b>	<b>Covered Members</b>
<input type="radio"/> Individual Only (EE)	\$20.91	<input checked="" type="checkbox"/> Oliver O. Orange (Self)
<input checked="" type="radio"/> Indiv+Spouse (EE+SP)	\$26.01	<input type="checkbox"/> Child Orange (Child)
<input type="radio"/> Indiv+Children (EE+CN)	\$31.11	<input checked="" type="checkbox"/> Spouse Orange (Spouse)
<input type="radio"/> Family (FAM)	\$36.21	

The rates listed above reflect the most current plan year's premiums. Any event with a date that corresponds to a previous plan year will be assigned the appropriate premium at the time of processing.

- The *Elect Coverage Continuation – Confirm Your Elections* screen will show a summary of the participant's elections. If incorrect, click 'back' to edit prior screens. If this screen displays correctly, click **Submit**.

### Elect Coverage Continuation - Confirm Your Elections

You have chosen the Elections seen below.

If these Elections are correct, please click the 'Submit >' button to Submit these Elections to your Benefits Administrator.

If these Elections are not correct, please click the '<< Back' button to Change these Elections.

<b>CIGNA Medical HMO (COBRA)</b> Family (FAM)	<b>Premium</b> \$179.01	<b>Covered Members</b> Oliver O. Orange (Self) Child Orange (Child) Spouse Orange (Spouse)
<b>MetLife DMO Dental (COBRA)</b> Family (FAM)	<b>Premium</b> \$87.21	<b>Covered Members</b> Oliver O. Orange (Self) Child Orange (Child) Spouse Orange (Spouse)
<b>VSP Vision (COBRA)</b> Indiv+Spouse (EE+SP)	<b>Premium</b> \$26.01	<b>Covered Members</b> Oliver O. Orange (Self) Spouse Orange (Spouse)

The rates listed above reflect the most current plan year's premiums. Any event with a date that corresponds to a previous plan year will be assigned the appropriate premium at the time of processing.

- The *Election Coverage Continuation – Receipt* screen will display a receipt of the participant’s elections with an option to print receipt. Click ‘Finished’ to exit the Election Coverage Continuation wizard. You will then return to the COBRA/Retiree tab.

## Elect Coverage Continuation - Receipt

[Print Receipt](#)

Your Elections as of 2/6/2012 11:43:14 AM.

<u>CIGNA Medical HMO (COBRA)</u>	<u>Premium</u>	<u>Covered Members</u>
Family (FAM)	\$179.01	Oliver O. Orange (Self) Child . Orange (Child) Spouse . Orange (Spouse)
<u>MetLife DMO Dental (COBRA)</u>	<u>Premium</u>	<u>Covered Members</u>
Family (FAM)	\$87.21	Oliver O. Orange (Self) Child . Orange (Child) Spouse . Orange (Spouse)
<u>VSP Vision (COBRA)</u>	<u>Premium</u>	<u>Covered Members</u>
Indiv+Spouse (EE+SP)	\$26.01	Oliver O. Orange (Self) Spouse . Orange (Spouse)

*The rates listed above reflect the most current plan year's premiums. Any event with a date that corresponds to a previous plan year will be assigned the appropriate premium at the time of processing.*

In order for your coverage(s) to be continued, the above Premium Payment is required. You have the option to make your payment in accordance with the information received in the election notice and/or coupon book you received in the mail. We also are offering you the option to make your Premium Payment now by following this link [Pay Premium](#) found in the left margin of this page.

Your rights and obligations regarding the coverage you have elected (such as the duration, premium due dates, etc) are set forth in the written election notice provided to you by your administrator and your group health plan summary plan description. If you have questions, you may also contact your administrator.

We recommend that you [Print this Receipt](#) for your records.

Finished

- The *Elect Coverage Continuation* link will be visible through the ‘Last Day to Accept’ date. Once an online enrollment is made, the participant will only be able to elect additional coverage(s) that were previously not elected through the end of the election period. Prior elections will reflect within the wizard as grayed out once the election transaction has been approved by WageWorks.
- You will have the ability to view your billing elections from the *Transactions* link under the COBRA/Retiree tab. The status of these transactions will display and can be used to monitor the processing of your online enrollment transactions.

### Premium Billing

- [Benefit History](#)
- [Family Members](#)
- [Transactions](#)
- [Pay Premium](#)
- [Elect Coverage Continuation](#)

Transaction	Person	EE ITP ID	Current Status
<a href="#">Billing Election - VSP Vision</a> [ <a href="#">View</a> <a href="#">Add Dependent</a> <a href="#">Edit Dependent</a> ]	Oliver O Orange		Created By Employee
<a href="#">COBRA Billing Election - MetLife DMO Dental</a> [ <a href="#">Edit Employee</a> <a href="#">Add Dependent</a> <a href="#">Edit Dependent</a> ]	Oliver O Orange		Created By Employee
<a href="#">COBRA Billing Election - CIGNA Medical HMO</a> [ <a href="#">Edit Employee</a> <a href="#">Add Dependent</a> <a href="#">Edit Dependent</a> ]	Oliver O Orange		Created By Employee

## Exit Website

To log out of the COBRA participant site, click **Log Out** option in the upper right-hand corner of the website.

