

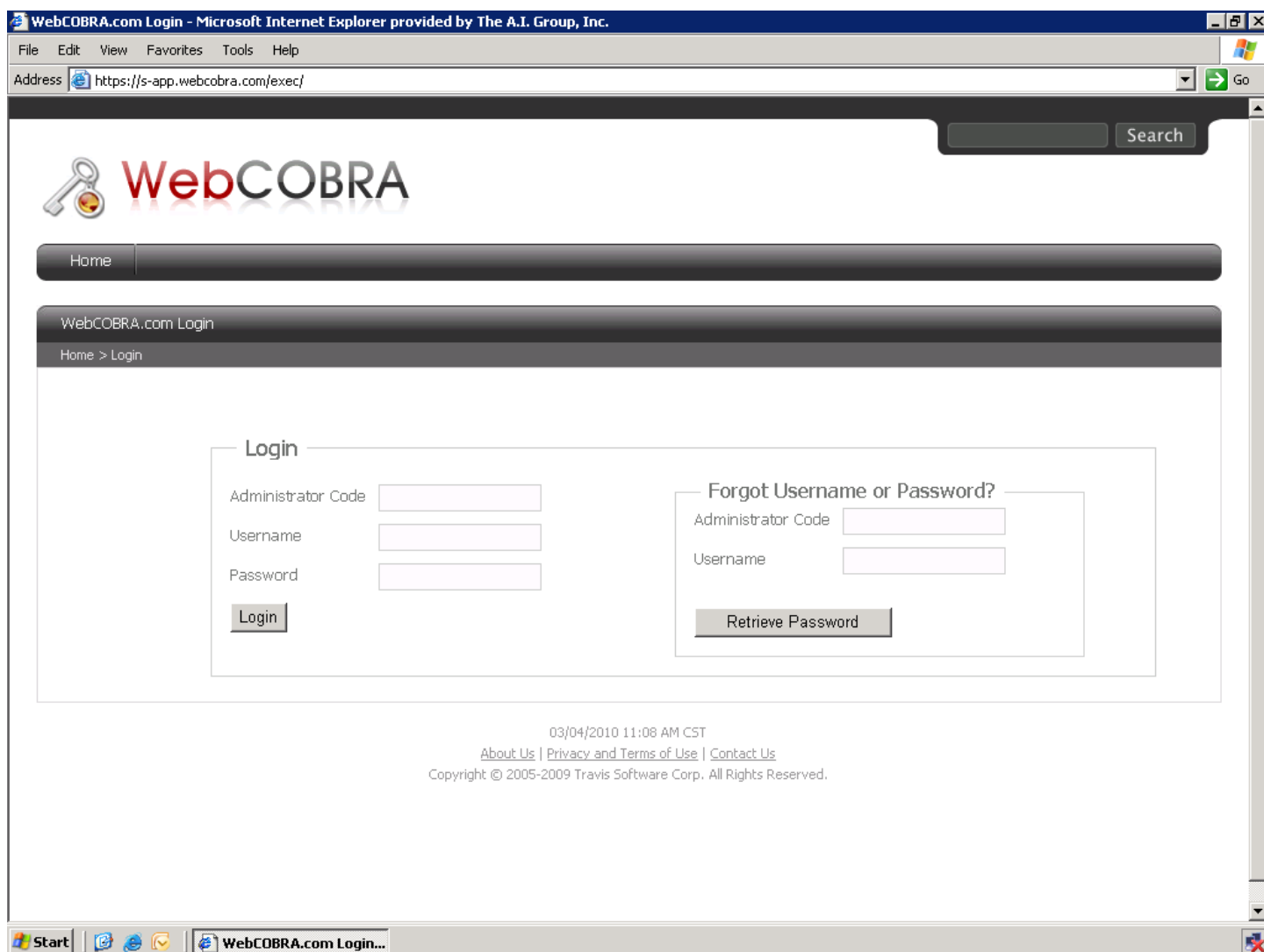
CLIENT GUIDE TO WebCOBRA

WebCOBRA is a real-time full-featured COBRA administration system with online access for both the employer and Qualified Beneficiary. To start using WebCOBRA, The A.I. Group, Inc. will need to grant you employer access. This will produce an email from travis.support@app.webcobra.com with your user name and temporary password. If you try to log in and your temporary password is not working, it is possible that your temporary password has expired. Please enter **AIGROUP** in the **Administrator Code**, the Username that was originally emailed to you and select Retrieve Password. You will receive a new temporary password via email.

Here is the link to the WebCOBRA website.

<https://aigroup.webcobra.com/exec/?cls.902/682/675>

Please save this shortcut to your favorites. Using this link will eliminate the need to enter the Administrative Code when logging in.



WebCOBRA.com Login - Microsoft Internet Explorer provided by The A.I. Group, Inc.

File Edit View Favorites Tools Help

Address <https://s-app.webcobra.com/exec/> Go

Search

Home

WebCOBRA.com Login

Home > Login

Login

Administrator Code

Username

Password

Login




Forgot Username or Password?

Administrator Code

Username

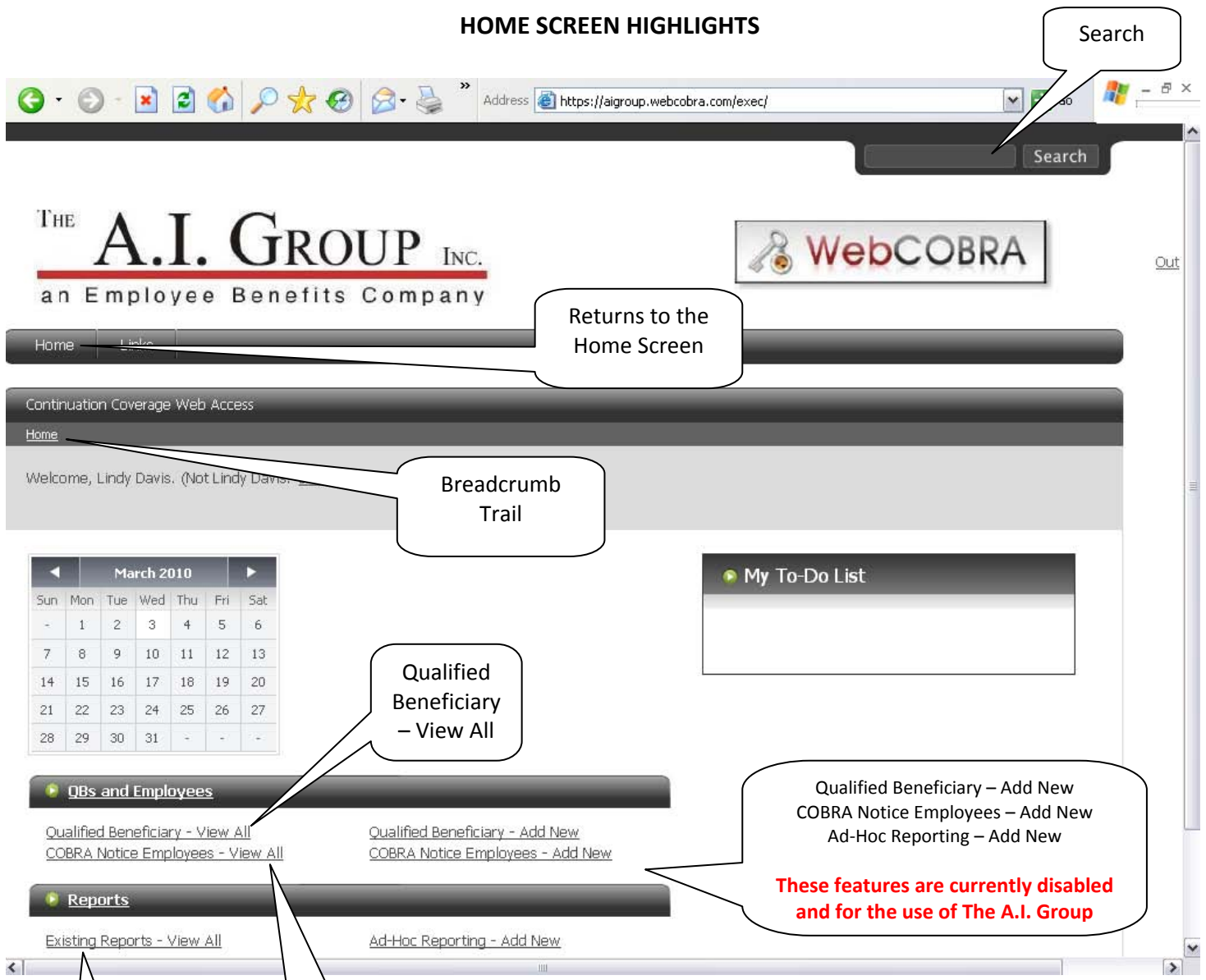
Retrieve Password

03/04/2010 11:08 AM CST
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Start |    WebCOBRA.com Login...

Once you have successfully logged in and reset your password, you will have the ability to view Qualified Beneficiary information including the date of enrollment, premium payments, benefit details and printed correspondence. You will also have access to real-time online reporting. **The system is currently for viewing only. You will not be able make changes in the system.**

HOME SCREEN HIGHLIGHTS



Search

Returns to the Home Screen

Breadcrumb Trail

Qualified Beneficiary - View All

Qualified Beneficiary - Add New
COBRA Notice Employees - Add New
Ad-Hoc Reporting - Add New

These features are currently disabled and for the use of The A.I. Group

Reports

COBRA Notice Employees - View All

QB and Employees:

COBRA Notice Employees – View All

Plans subject to the Federal COBRA provisions must provide a General Notice to all covered employees when they become covered under the group health plan. If the general notice is not provided with the employee's new hire packet, you may have an agreement with The A.I. Group to mail the general notice to the employee's home address after their enrollment has been processed. The COBRA Notice to Employee's section of WebCOBRA will provide you with a list of employees who have received a general notice.

*You may see employees listed in this section that date back to 2000. During the conversion to WebCOBRA, all employees that have ever been sent a General Notice by The A.I. Group will be listed under this section. General Notices can be included in the New Hire Packet or posted on online enrollment systems and therefore are no longer mailed to the employee.

Qualified Beneficiary – View All

Definition of a Qualified Beneficiary (QB): A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event. This can be an employee, the employee's spouse, or an employee's dependent child.

From the home screen you can view all QB records by selecting the Qualified Beneficiary – View All link or you can use the use the **Search** feature in the upper right hand corner to find a particular QB. The process of selecting a QB is a tab based structure.

Once you select Qualified Beneficiary – view all, you will be directed to the Qualified Beneficiaries (QB) Listing.

Qualified Beneficiaries (QBs) Listing

Home Links Log Out

All QB Listing
Home > QB Listing

Qualified Beneficiaries (QBs) Listing

Below is every Group in the client/employers that you have access to. Click on the Group Name to go to the Group's detail screen, or to the detail screen.

Test Group
Number of QB Groups: 5

5 status selected

| Client/Employer | Group Name | Last Name | First Name | QB ID | QB SSN | Coverage | Status | Edit |
|-----------------|------------|-----------|------------|-------|-------------|----------|--------------------------------|------|
| Test Group | Sample | Sample | Joe | | 123-45-6789 | COBRA | Terminated | Edit |
| Test Group | Sample | Sample | Jane | | | COBRA | Terminated | Edit |
| Test Group | Sample | Sample | Pam | | 123-45-6789 | COBRA | Enrolled Pending Payment | Edit |
| Test Group | Sample | Sample | Rick | | | COBRA | Enrolled Pending Payment | Edit |
| Test Group | Sample | Sample | Sally | | 123-45-6789 | COBRA | Notified, Waiting for Response | Edit |
| Test Group | Smith | Smith | John | | 123-45-6789 | COBRA | Enrolled | Edit |
| Test Group | Test | Test | ARRA | | 123-45-8989 | COBRA | Notified, Waiting for Response | Edit |

Number of QB Groups: 5

Done Internet 100%

This screen displays all active, pending and termed QB's.

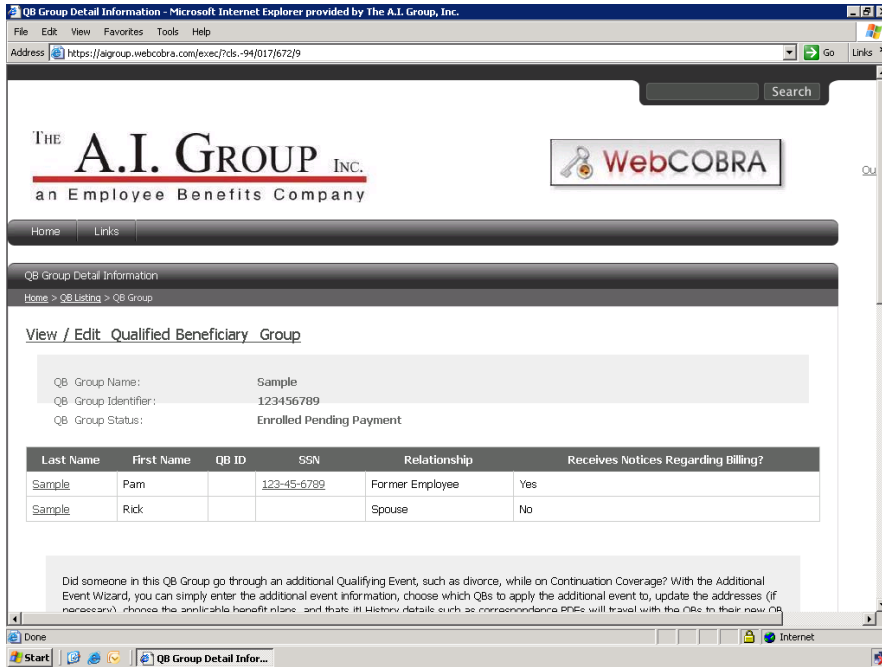
Status Types include:

- **Enrolled:** QB has elected to continue coverage and premiums have been paid.
- **Notified, Waiting for Response:** QB has been notified but has not officially elected to continue coverage.
- **Enrolled Pending Payment:** QB has returned their COBRA Continuation Election Form with no payment. From the date the enrollment form is received, the QB has 45 days to make their first payment and catch up on their premiums. Coverage is not reinstated until payment has been received.
- **Terminated*:** QB has termed off COBRA or the QB did not elect to continue coverage during their COBRA election period.

*If you select Qualified Beneficiary – view all and do not see terminated QB's listed, click on the QB Group Status drop down box and check the box next to Terminated.

To select a QB click on the Group Name. This will direct you to the QB Group.

QB Group



This screen displays the QB Group which includes the employee, spouse and children who were previously covered on the date before the qualifying event.

- **QB Group Name:** The Employee's last name or last name, first name
- **QB Group Identifier:** The employee's SSN or the system may auto assign a group identifier if the Outsourcing Account Supervisor left this field blank when the QB was originally entered into the system.
- **QB Group Status:** See above for status definitions
- **Last Name**
- **First Name**
- **QB ID**
- **SSN**
- **Relationship**
- **Received Notices Regarding Billing**

To Select the QB click on the QB's Last Name or the SSN. This will direct you to the QB Detail Screen.

Highlights on the QB Detail Screen

Qualifying Event: John Smith, Status: Enrolled, Date of Birth: 01/01/1950 - 60, Relationship: Former Employee, Client/Employer Name: Test Group, Department Name: --, QB Group Name -- ID: Smith -- John, Qualifying Event Date: 01/22/2010, First Day After Loss of Coverage: 02/01/2010, Scheduled End of Continuing Coverage: 08/01/2011, ARRA End Date: 05/01/2011

Typical Monthly Premiums: \$510.00

Enrollment Period Ends: 04/09/2010

Account Balance: \$0.00

ARRA End Date: 05/01/2011

First Day After Loss of Coverage: 02/01/2010

Scheduled End of Continuing Coverage: 08/01/2011

QB Detail Tabs: Information, Contact, Event, Benefits, L, Correspondence, History, Actions, Reports

QB Information

Employee ID: [] Date of Birth: 01/01/1950 Title: [None] Suffix: [n/a] Hire Date: [] Gender: [Male] Salary: [] On SS Disability: Yes No

Medicaid Participant: Yes No Don't Terminate: Yes No Receive Emails: Yes No Event Occurred to this QB: Yes No Include in Address Block: Yes No Receive own copy of Letters: Yes No Print 'and Dependent(s)': Yes No Language to Send Correspondence: [English]

Save QB Information

- **Qualifying Event Date** – reflects the qualifying event date which is the date the QB experiences a loss in coverage. Qualifying events include:
 - **Qualifying Events for Employees:**
 - Voluntary or involuntary termination of employment for reasons other than gross misconduct
 - Reduction in the number of hours of employment
 - **Qualifying Events for Spouses:**
 - Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
 - Reduction in the hours worked by the covered employee
 - Covered employee becoming entitled to Medicare
 - Divorce or legal separation of the covered employee
 - Death of the covered employee
 - **Qualifying Events for Dependent Children**
 - Loss of dependent child status under the plan rules
 - Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
 - Reduction in the hours worked by the covered employee
 - Covered employee becoming entitled to Medicare
 - Divorce or legal separation of the covered employee
 - Death of the covered employee
- **First Day After Loss of Coverage** – reflect the first day of COBRA coverage. This may vary depending on your group's contact. Contact types include:
 - **Event date** – COBRA coverage will start the day after the qualifying event date
 - **End of the month** – COBRA coverage will start the first day of the month following the qualifying event date
- **Scheduled End Date of Continuing Coverage** - reflects the date COBRA coverage will expire
 - The date reflected is the first day that coverage is lost. i.e. if the QB's last day of COBRA coverage is 07/31/2010, the system will show a 08/01/2010 loss of coverage date. The actual qualifying event determines the number of months a QB is allowed to stay on COBRA.
 - 18 Month Events
 - Termination of Employment
 - Retirement
 - Reduction in hours
 - 36 Month Events
 - Loss of dependent status under plan provisions
 - Employee's death
 - Employee's entitlement to Medicare causing spouse to lose coverage
 - Divorce or Legal Separation
 - 29 Month Events
 - Social Security Disability Extension
 - QB must have experienced an 18-month qualifying event
 - The Social Security Administration (SSA) must have determined that the individual was disabled either before the COBRA event or within the first 60 days of COBRA continuation coverage.
 - Plan Administrator must be provided a copy of the SSA determination of disability within 60 days after the determination is issued and before the end of the initial 18 months of COBRA.
 - Premiums are increased by 50% during the additional 11 month extension.
- **ARRA End Date** – If the QB experienced an involuntary termination during the ARRA eligible period, this date will appear on the QB detail screen. If the QB is an Assistance Eligible Individual, this date reflects the date the QB will no longer be eligible for the ARRA discounted rate.
 - The QB is only required to pay 35% of the monthly COBRA premium if they are an Assistance Eligible Individual.

- If the QB continues coverage after this date, the QB will be required to pay 100% of the monthly COBRA premium plus the 2% Administration Fee.
- **Premium Paid Through** – reflects the QB’s paid through date
- **Typical Monthly Premiums** – reflects the monthly COBRA cost for the QB. This does NOT take into consideration the ARRA premium reduction. If the QB is enrolled in the ARRA, their monthly cost would be 35% of the amount shown here.
- **Enrollment Period Ends** – the last day a QB can elect to continue coverage through COBRA.
 - QB’s have 60 days to elect COBRA from the later of the date the COBRA Qualifying event notice was mailed or the QB’s qualifying event date.
 - If the QB mails the COBRA continuation Election form without payment, the election period is then extended another 45 days. Coverage is not reinstated until payment has been received.
- **Account Balance** – reflects a balance due on the QB’s account. A QB may have a balance due for one of the following reasons:
 - Underpayment of a Monthly Premium
 - Overpayment of a Monthly Premium
 - The overpayment will be applied to the subsequent month(s). If the overpayment does not cover the cost of the subsequent month’s premium, an Account Balance is reflected.
 - QB has not paid current month’s premium
 - Premiums are due the 1st of the month, but all QB’s have a 30 day grace period. If a payment is due on March 1st and it is currently March 15th and the QB’s payment has not been received, the balance due for March will be reflected in the Account Balance.
 - If a QB has paid premium in advance or has a credit on their account, the Account Balance will display a negative number.
- **QB Detail Tabs**

Information Tab

Information

Displays the QB’s personal information including:

- Date of Birth
- Gender
- On SS Disability – yes results in an 11 month extension of COBRA

Contact Tab

| | | | |
|---------------------------------------|-----------------|----------------------------------|--------------------------|
| QB Name: | John Smith | Status: | Enrolled |
| QB ID: | -- | Date of Birth: | 01/01/1950 - 60 |
| SSN: | 123-45-6789 | Phone Number: | |
| Relationship: | Former Employee | Email Address: | |
| Client/Employer Name: | Test Group | Premiums Paid Through: | 03/31/2010 |
| Department Name: | -- | Typical Monthly Premiums: | \$510.00 |
| QB Group Name -- ID: | Smith -- John | Enrollment Period Ends: | 04/09/2010 |
| Qualifying Event Date: | 01/22/2010 | Last Payment Received: | \$178.50 on 03/02/2010 |
| First Day After Loss of Coverage: | 02/01/2010 | Account Balance: | \$0.00 |
| Scheduled End of Continuing Coverage: | 08/01/2011 | First Possible Termination Date: | 05/08/2010 - Non Payment |
| ARRA End Date: | 05/01/2011 | | |

| | |
|----------------|-------------------------------------|
| Address | |
| Physical: | 165 Sample Road Athens, GA 30606 |
| Phone | |
| None Added | |
| Email | |
| None Added | |

[Other People in this Group](#)

This is the only person in this Group

Contact

Displays the QB's demographic data including:

- Address
- Phone Number *
- Email Address*

*Phone and email will be listed if The A.I. Group has the information on file

Event Tab

| | | | |
|---------------------------------------|-----------------|----------------------------------|--------------------------|
| QB Name: | John Smith | Status: | Enrolled |
| QB ID: | -- | Date of Birth: | 01/01/1950 - 60 |
| SSN: | 123-45-6789 | Phone Number: | |
| Relationship: | Former Employee | Email Address: | |
| Client/Employer Name: | Test Group | Premiums Paid Through: | 03/31/2010 |
| Department Name: | -- | Typical Monthly Premiums: | \$510.00 |
| QB Group Name -- ID: | Smith -- John | Enrollment Period Ends: | 04/09/2010 |
| Qualifying Event Date: | 01/22/2010 | Last Payment Received: | \$178.50 on 03/02/2010 |
| First Day After Loss of Coverage: | 02/01/2010 | Account Balance: | \$0.00 |
| Scheduled End of Continuing Coverage: | 08/01/2011 | First Possible Termination Date: | 05/08/2010 - Non Payment |
| ARRA End Date: | 05/01/2011 | | |

| | |
|---|-------------|
| Qualifying Event Description: | Termination |
| Qualifying Event Date: | 01/22/2010 |
| Date Administrator Was Notified: | 01/15/2010 |

Event

Displays data about the COBRA event and when the event occurred including:

- Qualifying Event Description
- Qualifying Event Date
- Date Administrator was Notified

Benefits Tab

Smith, John - Detail Information - Microsoft Internet Explorer provided by The A.I. Group, Inc.

Address: <https://aigroup.webcobra.com/exec/cls-14/027/903/19>

QB ID: --- Date of Birth: 01/01/1950 - 60
 SSN: 123-45-6789 Phone Number: ---
 Relationship: Former Employee Email Address: ---
 Client/Employer Name: Test Group Premiums Paid Through: 03/31/2010
 Department Name: --- Typical Monthly Premiums: \$510.00
 QB Group Name -- ID: Smith -- John Enrollment Period Ends: 04/09/2010
 Qualifying Event Date: 01/22/2010 Last Payment Received: \$178.50 on 03/02/2010
 First Day After Loss of Coverage: 02/01/2010 Account Balance: \$0.00
 Scheduled End of Continuing Coverage: 08/01/2011 First Possible Termination Date: 05/08/2010 - Non Payment
 ARRA End Date: 05/01/2011

Information Contact Event **Benefits** Ledger Correspondence History Actions Reports

QB Benefit Plan Information

| Carrier/Sponsor | Benefit Plan | Coverage Level | Monthly Premium Cost | Eligibility / Start Date | First Day after Loss of Coverage | Premium Billing Start Date | First Day after Federal COBRA Ends | Administrative Fee During Federal Continuation | View Edit Plan |
|-----------------|-------------------------|----------------|----------------------|--------------------------|----------------------------------|----------------------------|------------------------------------|--|---|
| UHC | PPO (Ended: 02/28/2010) | QB and Spouse | \$200.00 | 02/01/2010 | 02/01/2010 | 02/01/2010 | 08/01/2011 | 2.00% | View / Edit / Remove End Date |
| BCBS | HMO | QB and Spouse | \$500.00 | 03/01/2010 | 02/01/2010 | 02/01/2010 | 08/01/2011 | 2.00% | View / Edit |

03/04/2010 4:30 PM CST
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Benefits

Displays the QB's current, past and future benefit assignments:

- Carrier/Sponsor
- Benefit Plan
- Coverage Level
- Monthly Premium Cost
- Eligibility / Start Date
- First Day after loss of coverage
- Premium Billing Start Date
- First Day after Federal COBRA Ends
- Administration Fee During Federal Continuation

- Carrier/Sponsor – The name of the insurance company
- Benefit Plan – The benefit plan name (i.e. HMO, PPO, POS, medical, dental, vision)
- Coverage Level – The coverage level currently assigned to that particular benefit plan. Usually one of a four tiered structure.
 - QB Only
 - QB and Spouse
 - QB and Child(ren)
 - QB and Family
- Monthly Premium Cost – The QB's total monthly premium for each benefit plan. This premium amount includes the 2% administrative fee and does NOT reflect the discounted monthly premium for QB's that are Assistance Eligible Individuals and are receiving the ARRA subsidy or an employer subsidy.
- Eligibility / Start Date – The QB's start date of that particular Benefit Plan
- First Day after loss of coverage – The QB's 1st day of COBRA coverage
- Premium Billing Start Date – The billing start date for that particular benefit plan
- First Day after Federal COBRA Ends – The day the QB's COBRA coverage will end
- Administration Fee During Federal Continuation – The 2% administration fee that is charged for each benefit plan

Ledger Tab

Smith, John - Detail Information - Microsoft Internet Explorer provided by The A.I. Group, Inc.

https://aigroup.webcobra.com/exec?cls.109/884/292

Smith, John - Detail Information

Home > QB List > QB Group > QB Detail

QB Name: John Smith Status: Enrolled
 QB ID: -- Date of Birth: 01/01/1950 - 60
 SSN: 123-45-6789 Phone Number:
 Relationship: Former Employee Email Address:
 Client/Employer Name: Test Group Premiums Paid Through: 03/31/2010
 Department Name: -- Typical Monthly Premiums: \$510.00
 QB Group Name -- ID: Smith -- John Enrollment Period Ends: 04/09/2010
 Qualifying Event Date: 01/22/2010 Last Payment Received: \$178.50 on 03/02/2010
 First Day After Loss of Coverage: 02/01/2010 Account Balance: \$0.00
 Scheduled End of Continuing Coverage: 08/01/2011 First Possible Termination Date: 05/08/2010 - Non Payment
 ARRA End Date: 05/01/2011

Information Contact Event Benefits Ledger Correspondence History Actions Reports

QB Account Ledger

| Date | Type | Description | Due Date | Charges | Payments | Balance |
|------------|---------|---|------------|----------|----------|-----------|
| 02/01/2010 | PMT | [ARRA SUBSIDY] ARRA Government Premium Reduction: PPO | | | \$127.87 | -\$127.87 |
| 02/01/2010 | Premium | February, 2010 + Plan Detail | 02/01/2010 | \$196.72 | | \$68.85 |
| 02/25/2010 | PMT | [Check] Number 1234 | | | \$68.85 | \$0.00 |
| 03/01/2010 | PMT | [ARRA SUBSIDY] ARRA Government Premium Reduction: HMO | | | \$331.50 | -\$331.50 |
| 03/01/2010 | Premium | March, 2010 + Plan Detail | 03/01/2010 | \$510.00 | | \$178.50 |
| 03/02/2010 | PMT | [Check] Number 1245 | | | \$178.50 | \$0.00 |

Ledger

The Ledger displays a running total of all debits and credits on a QB's COBRA account.

The ledger includes:

- Date
- Type
- Description
- Due Date
- Charges*
- Payments
- Balance

- **Date** - displays both the
 - Premium due date and the
 - Date a payment or credit was applied to QB's account
- **Type** - displays the type of entry that has been made on the QB's account
 - **PMT** – Displays a payment and/or ARRA Subsidy credit that has been applied to the QB's account
 - **Premium*** – Displays the premium amount due for the dated month on the ledger
 - **Open Premium*** – Open indicates that the QB is still within the 30 day grace period and the displayed amount is the premium amount due for the current month
- **Description** – describes the type of ledger entry that has been applied to the QB's account. Here are some examples that you may see under this section
 - **[ARRA SUBSIDY] ARRA Government Premium Reduction** – This displays the ARRA credit that has been applied to the QB's account for the month dated on the ledger entry. When the QB qualifies as an Assistance Eligible Individual and is eligible for the 65% premium reduction, the system automatically applies the ARRA credit at the beginning of each month to the QB's account.
 - **February, 2010 + Plan Detail*** – This displays the total monthly premium for the month dated on the ledger entry. You can click on the + sign to display more details about the QB's premium. You can see a detailed list of benefit plan assignments, the QB's coverage level for each benefit, the monthly premium cost for each benefit, and the 2% admin fee for each benefit.

| | | | | | | | | |
|------------|---------|------------------------------|-----------|----------|------------|----------|--|---------|
| 02/01/2010 | Premium | February, 2010 - Plan Detail | | | 02/01/2010 | \$196.72 | | \$68.85 |
| | | PPO - QB and Spouse | Premium | \$192.86 | | | | |
| | | PPO - QB and Spouse | Admin Fee | \$3.86 | | | | |

- **[Check] Number 1234** – Displays a payment in the form of a check has been received and applied to the QB's account
- **[Money Order]** – Displays a payment in the form of a money order has been received and applied to the QB's account
- **Due Date** – Displays the date the QB's COBRA premium payment is due. A date is displayed in this column when a premium ledger entry is automatically posted for the premium amount due at the beginning of each month

- **Charges*** – Displays the total premium amount due for the month dated on the ledger. This is the total monthly premium including the 2% administrative fee. **This does not reflect the discounted monthly premium for Assistant Eligible QB's that are receiving the ARRA subsidy or if the QB is receiving an employer subsidy.**
- **Payments** – This displays payments or subsidy credits on the QB's COBRA account.
 - Payments are indicated by
 - [Check]
 - The date beside the check number is the postmark date
 - [Money Order]
 - Subsidy Credits are indicated by
 - [ARRA SUBSIDY] ARRA Government Premium Reduction
 - [SUBSIDY]
- **Balance** – Keeps a running total of the balance due on the QB's account

| Date | Type | Description | Due Date | Charges | Payments | Balance |
|------------|---------|---|------------|----------|----------|-----------|
| 02/01/2010 | PMT | [ARRA SUBSIDY] ARRA Government Premium Reduction: PPO | | | \$127.87 | -\$127.87 |
| 02/01/2010 | Premium | February, 2010 + Plan Detail | 02/01/2010 | \$196.72 | | \$68.85 |
| 02/25/2010 | PMT | [Check] Number 1234 on 02/24/2010 | | | \$68.85 | \$0.00 |

- In the above example
 - On 02/01/2010 the ARRA Government Subsidy was applied to the ledger for the month of February leaving a balance of -\$127.87.
 - On 02/01/2010 the February premium was applied to the ledger. The total monthly premium is \$196.72 for the month of February. Once the February premium amount was applied, it left a balance of \$68.85 that is QB's responsibility.
 - On 02/25/2010 a payment was received and applied. [Check] Number 1234 was postmarked on 02/24/2010 in the amount of \$68.85. This left a balance of \$0.00.

*The premium amount is the total monthly premium including the 2% administrative fee. This does not reflect the discounted monthly premium for QB's that are Assistant Eligible Individuals receiving the ARRA subsidy or if the QB is receiving an employer subsidy.

Correspondence Tab

Correspondence

The Correspondence tab displays any correspondence that will generate the next time correspondence is ran for the employer group or that particular QB. In addition if the QB is about to experience a change in status, the correspondence will display the new status and the reason for the status change. The status change will occur when the correspondence is generated and accepted.

* You may receive an error message when clicking on the correspondence tab. Correspondence is generated by The A.I. Group. You will not be able to generate any correspondence.

History Tab

QB History

| Effective Date | User | Affected | Item | Change |
|------------------------|--------|------------|-------------------------------------|---|
| 01/23/2010 | ldavis | Group | QB Created | Date Entered: 01/23/2010 01:09:00 PM |
| 01/25/2010 | ldavis | Group | Eligibility Notice Printed | Date Entered: 01/25/2010 03:28:00 PM |
| 01/25/2010 03:28:47 PM | ldavis | Group | QB Group Status | QB Status changed to: Notified Waiting Intent |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | COBRA Election Notice | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | ARRA Request Letter | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | ARRA Summary Letter | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | Enrollment Form | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | Premium Computation Form | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | HIPAA Coverage Certificate | Printed -- View |
| 01/25/2010 03:28:48 PM | ldavis | John Smith | Email Agreement | Printed -- View |
| 02/01/2010 | ldavis | Group | Enrollment Window Begin | Date Entered: 01/25/2010 03:28:00 PM |
| 02/24/2010 | ldavis | Group | Enrolled | Date Entered: 03/04/2010 08:37:00 AM |
| 02/24/2010 | ldavis | Group | Payment Window Begin | Date Entered: 03/04/2010 08:37:00 AM |
| 02/24/2010 | ldavis | Group | Enrollment Form Received | Date Entered: 03/04/2010 08:37:00 AM |
| 02/25/2010 10:07:44 AM | ldavis | John Smith | ARRA Enrollment Form | Printed -- View |
| 02/25/2010 10:07:44 AM | ldavis | John Smith | ARRA Request Letter | Printed -- View |
| 02/25/2010 10:07:44 AM | ldavis | John Smith | ARRA Summary Letter | Printed -- View |
| 02/25/2010 10:07:44 AM | ldavis | John Smith | Rate Change | Printed -- View |
| 02/03/2010 09:12:11 AM | ldavis | John Smith | Benefit Plan Transfer on 02/01/2010 | Changed value to "HMO" from "PPO" |
| 03/04/2010 | ldavis | Group | QB Stimulus Authorized | Date Entered: 03/04/2010 08:37:00 AM |
| 03/04/2010 08:37:25 AM | ldavis | Group | QB Group Status | QB Status changed to: Enrolled |
| 03/04/2010 08:38:44 AM | ldavis | John Smith | LastName | Changed value to "Smith" from "Sample" |

History

The History tab keeps a detailed account of each user and what change or action has been performed for that particular QB.

The History also includes electronic copies of every piece of correspondence that is generated out of the system. Electronic copies are time stamped with the date and time and are stored in PDF format. You can view the correspondence by clicking the [View](#) link next to Printed--.

* Not all correspondence is mailed to the QB

Reports Tab

Smith, John - Detail Information - Microsoft Internet Explorer provided by The A.I. Group, Inc.

Address: https://aigroup.webcobra.com/exec/pds.771/383/666

QB Name: John Smith Status: Enrolled

QB ID: -- Date of Birth: 01/01/1950 - 60

SSN: 123-45-6789 Phone Number: --

Relationship: Former Employee Email Address: --

Client/Employer Name: Test Group Premiums Paid Through: 03/31/2010

Department Name: -- Typical Monthly Premiums: \$510.00

QB Group Name -- ID: Smith -- John Enrollment Period Ends: 04/09/2010

Qualifying Event Date: 01/22/2010 Last Payment Received: \$178.50 on 03/02/2010

First Day After Loss of Coverage: 02/01/2010 Account Balance: \$0.00

Scheduled End of Continuing Coverage: 08/01/2011 First Possible Termination Date: 05/08/2010 - Non Payment

ARRA End Date: 05/01/2011

Information Contact Event Benefits Ledger Correspondence History Actions Reports

QB Reports

- QB Reports
 - QB Detail
 - QB Payment
- Premium Reports
 - Premium Receipt
 - Premium Reconciliation
 - Reconciliation By Payment
- Benefit Plan Reports
 - Benefit Plan Listing

Reports

The Reports tab allows for 6 preformatted reports to be run for the specific QB record that you have selected.

- **QB Reports**
 - QB Detail
 - QB Payment
- **Benefit Plan Reports**
 - Benefit Plan Listing
- **Premium Reports**
 - Premium Receipt
 - Premium Reconciliation
 - Reconciliation by Payment

• QB Reports

QB Detail Report

| Test Group | Date: 3/10/2010 | | | | | |
|--------------------------------------|-------------------------------------|----------------------------------|------------------|-----------------------|---------------------|----------|
| QB Detail Listing | Time: 12:03 PM | | | | | |
| John Smith | Client / Employer: Test Group | | | | | |
| 165 Sample Road Athens, GA 30606 | Status: Enrolled | | | | | |
| QB Information | | | | | | |
| QB Name: John Smith | Qualifying Event Date: 1/22/2010 | | | | | |
| OB Relationship: Former Employee | Admin Notification Date: 1/15/2010 | | | | | |
| Type Of Event: Termination | Enrollment Form Received: 2/24/2010 | | | | | |
| Phone Number: | First Payment Received: 2/1/2010 | | | | | |
| E-Mail Address: | Termination Date: | | | | | |
| Date Of Birth / Age: 01/01/1950 / 60 | Reinstatement Date: | | | | | |
| Social Security No.: 123-45-6789 | Expected Paid Through: 3/31/2010 | | | | | |
| | SS Extension End Date: | | | | | |
| Benefit Information | | | | | | |
| Plan Sponsor / Carrier | Benefit Plan | First Day After Loss Of Coverage | COBRA Expiration | Assignment Start Date | Assignment End Date | Premium |
| Blue Cross Blue Shield | Medical HMO | 2/1/2010 | 8/1/2011 | 3/1/2010 | OPEN | \$500.00 |
| Monthly Premium: | | | | | | \$500.00 |

QB Detail Report

The **QB Detail** report is a complete history of the QB. This report includes:

- QB Name
- QB Address
- Status
- QB Relationship
- Type of Event
- Phone Number
- Email Address
- Date of Birth / Age
- SSN
- Qualifying Event Date
- Admin Notification Date
- Enrollment Form Received Date
- First Payment Received Date
- Termination Date
- Reinstatement Date
- Expected Paid Through Date
- SS Extension End Date
- Benefit Information
 - Plan Sponsor/ Carrier
 - Benefit Plan
 - First Day After Loss of Coverage
 - COBRA Expiration
 - Assignment Start Date
 - Assignment End Date
 - Premium Amount

QB Payment Report

| Test Group | Date: 3/10/2010 |
|-------------------------------|--|
| QB Payments | Time: 1:03 PM |
| Date Range: No Date Range | |
| Client / Employer: Test Group | |
| Smith, John | SSN: 123-45-6789 |
| Account Payment History | |
| Payment Date: 3/2/2010 | Check \$178.50 |
| March, 2010 | HMO - QB and Spouse 3/4/2010 \$168.50 \$168.50 |
| March, 2010 | HMO - QB and Spouse 3/4/2010 \$10.00 \$10.00 |
| Payment Date: 3/1/2010 | ARRA SUBSIDY \$331.50 |
| March, 2010 | HMO - QB and Spouse 3/4/2010 \$500.00 \$331.50 |
| Payment Date: 2/26/2010 | Check \$68.86 |
| February, 2010 | PPO - QB and Spouse 3/4/2010 \$64.99 \$64.99 |
| February, 2010 | PPO - QB and Spouse 3/4/2010 \$3.86 \$3.86 |
| Payment Date: 2/1/2010 | ARRA SUBSIDY \$127.87 |
| February, 2010 | PPO - QB and Spouse 3/4/2010 \$192.86 \$127.87 |
| Totals: Smith, John | |
| Total Payments Received: | \$706.72 |
| Total Payments Applied: | \$706.72 |
| Total Refunds: | \$0.00 |

QB Payment Report

The **QB Payment** report is a summary of payments received on the QB's account. This report includes:

- QB Name
- SSN
- Payment Date
- Payment Method
- Payment Amount
- Benefits that the payment was applied to
- ARRA Subsidy Amount
- Totals
 - Payments Received
 - Payments Applied
 - Refunds

QB Benefit Plan Listing Report

Test Group

Date: 3/10/2010

Benefit Plan Listing

Time: 12:36 PM

Client / Employer: Test Group

Sponsor / Carrier: Blue Cross Blue Shield

Benefit Plan: Medical HMO

Status: Enrolled

| QB Name | SSN | Coverage Level | Paid Through | Monthly Premium |
|---|-------------|----------------|--------------|-----------------|
| Smith, John | 123-45-6789 | QB and Spouse | 3/31/2010 | \$500.00 |
| Status - Subtotal QB's: 1 | | | | \$500.00 |
| Plan - Subtotal QB's: 1 | | | | \$500.00 |
| Sponsor / Carrier - Subtotal QB's: 1 | | | | \$500.00 |

QB Benefit Plan Listing Report

The **QB Benefit Plan Listing** report is a summary of the QB's Benefit Plans in which they are participating or have been offered. This report includes:

- Sponsor / Carrier
- Benefit Plan Name
- Status
- QB Name
- SSN
- Coverage Level
- Paid Through Date
- Monthly Premium (excluding the 2% administrative fee)

QB Premium Receipt Report

Test Group

Date: 3/10/2010

Premium Receipt

Time: 12:56 PM

Date Range: No Date Range

Client / Employer: Test Group

| Name | SSN | | Payment Date | Payment Amount |
|-------------|-------------|--------------|--------------|----------------|
| Smith, John | 123-45-6789 | Check | 3/2/2010 | \$178.50 |
| Smith, John | 123-45-6789 | ARRA SUBSIDY | 3/1/2010 | \$331.50 |
| Smith, John | 123-45-6789 | Check | 2/25/2010 | \$68.85 |
| Smith, John | 123-45-6789 | ARRA SUBSIDY | 2/1/2010 | \$127.87 |

| | |
|----------------------------------|-----------------|
| Total Payments Received: | \$706.72 |
| Total Payment Refunds: | \$0.00 |
| Total Payments Unapplied: | \$0.00 |
| Total Payments Applied: | \$706.72 |
| Fee | |
| HMO - QB and Spouse | \$10.00 |
| PPO - QB and Spouse | \$3.86 |
| Fee | \$13.86 |
| Premium | |
| HMO - QB and Spouse | \$500.00 |
| PPO - QB and Spouse | \$192.86 |
| Premium | \$692.86 |

QB Premium Receipt Report

The **QB Premium Receipt** report is a summary of all premiums received from the QB. This report includes:

- QB Name
- SSN
- Payment Type
- Payment Date
- Payment Amount
- Totals
 - Payments Received
 - Payment Refunds
 - Total Payments Unapplied
 - Total Payments Applied
 - 2% Admin Fee
 - Premium Amounts

QB Premium Reconciliation Reports

Test Group

Date: 3/10/2010

Premium Reconciliation

Time: 1:06 PM

Date Range: No Date Range

Client / Employer: Tes: Group

Smith, John **SSN: 123-45-6789**

| | | | | | | |
|-------------|--------|----------|-------|----------|-------|--------|
| March, 2010 | Total: | \$510.00 | Paid: | \$510.00 | Open: | \$0.00 |
|-------------|--------|----------|-------|----------|-------|--------|

| | | | |
|---------------------|-------------------|--------------|------------|
| HMO - QB and Spouse | | Premium | \$500.00 |
| | Payment: 3/1/2010 | ARRA SUBSIDY | (\$331.50) |
| | Payment: 3/2/2010 | Check | (\$168.50) |
| HMO - QB and Spouse | | Fee | \$10.00 |
| | Payment: 3/2/2010 | Check | (\$10.00) |

| | | | | | | |
|----------------|--------|----------|-------|----------|-------|--------|
| February, 2010 | Total: | \$196.72 | Paid: | \$196.72 | Open: | \$0.00 |
|----------------|--------|----------|-------|----------|-------|--------|

| | | | |
|---------------------|--------------------|--------------|------------|
| PPO - QB and Spouse | | Premium | \$182.86 |
| | Payment: 2/1/2010 | ARRA SUBSIDY | (\$127.87) |
| | Payment: 2/25/2010 | Check | (\$64.99) |
| PPO - QB and Spouse | | Fee | \$3.86 |
| | Payment: 2/25/2010 | Check | (\$3.86) |

| Smith, John | |
|---------------------------|----------|
| Total Invoices Delivered: | \$706.72 |
| Total Invoices Paid: | \$706.72 |
| Total Open Invoices: | \$0.00 |
| Current Account Balance: | \$0.00 |

QB Premium Reconciliation Reports

The **QB Premium Reconciliation** report helps to account for and balance all premium dollars owed and received from the QB. This report includes:

- QB Name
- SSN
- Month
- Total Premium Due
- Total Premium Paid
- Amount Open (unpaid)
- Benefit Plan
- Coverage Level
- Payment Dates
- Payment Amounts
- Totals
 - Invoices Delivered
 - Invoices Paid
 - Total Open Invoices
 - Current Account Balance

Difference between the QB Premium Reconciliation Report and the QB Premium Reconciliation by Payments Report

The QB Premium Reconciliation Report is based on the month in which the payment has been applied. The QB Premium Reconciliation by Payments report is based on the date the QB's payment was received and not based on the month in which the payment was applied.

Reports

Existing Reports – View All

The screenshot displays a web interface for viewing reports. The page is titled "Existing Reports – View All" and contains a list of reports organized into several categories:

- 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](#)
 - [Premium Reduction Summary Report](#)
 - [Premium Reduction Summary By Payments](#)
 - [ARRA Audit Report](#)
 - [Premium Receipt With Payment](#)
 - [ARRA IRS Report](#)
 - [ARRA Eligible Reduced Hours](#)
- 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](#)
- Ad-Hoc Reporting Engine**

No custom ad-hoc reports created

The screenshot also shows a browser window at the bottom with the address bar displaying "Internet" and a zoom level of "95%".

List of Preformatted Reports

- QB Reports
 - QB Detail
 - QB Termination
 - QB Enrolled Premiums Listing
 - QB Payment
 - QB Status History
- Benefit Plan Reports
 - Benefit Plan Listing
- System Integrator Reports
 - Activity Report
- Premium Reports
 - Premium Receipt
 - Premium Reconciliation
 - Reconciliation by Payment
 - Reconciliation by Plan
 - Reconciliation by Disbursement
 - Electronic Payments
 - Premium Reduction Summary Report
 - Premium Reduction Summary by Payments
 - ARRA Audit Report
 - Premium Receipt with Payment
 - ARRA IRS Report
 - ARRA Eligible Reduced Hours
- Client/Employer Reports
 - Certificate of Mailing
 - Active QB Listing
 - Election Notices
 - Notes
 - Employee Listing

Reports can be generated about participants, benefit plans, premiums billed and collected, and correspondence produced.

Reports can easily be sorted by department, date range, or other criteria specific to the particular report. To change the date range, uncheck the NULL boxes and input the report start date and end date. You can also generate reports based on the QB status. To run the reports based on a particular QB status, select the drop down box and put a check box next to each status desired. All reports can be viewed on the screen or exported to a file type of your choice. If you are viewing the report on the screen and the report is more than one page, you will need to use the arrow buttons to go to the next page. The report can also be exported into a desired format. Reports can be saved when exported to the following formats:

- XML file with report data
- CVS (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

To export a report, select the format desired in the drop down box and then click on the word **Export**.

The screenshot shows a report generation interface with the following elements:

- QBIdentifier:** A dropdown menu set to "SSN".
- Payment Entered On or After:** A date input field with a calendar icon and a checked "NULL" checkbox.
- Payment Entered On or Before:** A date input field with a calendar icon and a checked "NULL" checkbox.
- QB Status:** A dropdown menu set to "Added not Notified, Current".
- View Report:** A blue button located in the top right corner.
- Export:** A dropdown menu at the bottom right labeled "Select a format".
- Page Navigation:** A bar at the bottom left showing "1 of 3" pages, a "100%" zoom level, and "Find | Next" options.

The Reporting Module has the ability to provide ad-hoc reports easily and quickly. Ad-Hoc reporting gives you the capability to create your own reports. You can choose which field you want to show, in what order, and you can drill down to the data you are looking for with filters. You will have the ability to save the report so you can run the report at any point in time.

- **QB Reports**

QB Detail Report

Test Group
QB Detail Listing

Date: 3/10/2010
Time: 12:03 PM

John Smith
165 Sample Road
Athens, GA 30606

Client / Employer: Test Group

Status: Enrolled

QB Information

| | |
|---|--|
| QB Name: John Smith | Qualifying Event Date: 1/22/2010 |
| QB Relationship: Former Employee | Admin Notification Date: 1/15/2010 |
| Type Of Event: Termination | Enrollment Form Received: 2/24/2010 |
| Phone Number: | First Payment Received: 2/1/2010 |
| E-Mail Address: | Termination Date: |
| Date Of Birth / Age: 01/01/1950 / 60 | Reinstatement Date: |
| Social Security No.: 123-45-6789 | Expected Paid Through: 3/31/2010 |
| | SS Extension End Date: |

Benefit Informaton

| Plan Sponsor / Carrier | Benefit Plan | First Day After Loss Of Coverage | COBRA Expiration | Assignment Start Date | Assignment End Date | Premium |
|-------------------------|--------------|----------------------------------|------------------|-----------------------|---------------------|-----------------|
| Blue Cross Blue Shield | Medical HMO | 2/1/2010 | 8/1/2011 | 3/1/2010 | OPEN | \$500.00 |
| Monthly Premium: | | | | | | \$500.00 |

QB Detail Report

The **QB Detail** report is a complete history of all the QB's. This report list one QB per page and includes:

- QB Name
- QB Address
- Status
- QB Relationship
- Type of Event
- Phone Number
- Email Address
- Date of Birth / Age
- Social Security No.
- Qualifying Event Date
- Admin Notification Date
- Enrollment Form Received Date
- First Payment Received Date
- Termination Date
- Reinstatement Date
- Expected Paid Through Date
- SS Extension End Date
- Benefit Information
 - Plan Sponsor/ Carrier
 - Benefit Plan
 - First Day After Loss of Coverage
 - COBRA Expiration
 - Assignment Start Date
 - Assignment End Date
 - Premium Amount

QB Termination Report

Test Group
Termination Report

Date: 3/22/2010
Time: 9:28 AM

Date Range: No Date Range

Client / Employer: Test Group

Final Termination - From Past Due Premium

Total QBs: 1

Sample, Joe A **Term Date: 10/31/2009** **SSN: 123-45-6789**

123 Main Street Watkins, GA 30677

| | | |
|--------------------------|-----------------------|---------------------|
| <u>Carrier / Sponsor</u> | <u>Coverage Level</u> | <u>Benefit Plan</u> |
| United Health Care | QB and Spouse | Medical PPO |

Total QB Terminations for Test Group: 1

| QB Termination Totals | |
|-----------------------|---|
| Test Group | 1 |
| | 1 |

QB Termination Report

The **QB Termination** report provides a list of all QBs that have termed off COBRA. This report is sorted by reason for termination and includes:

- Termination Reason
- QB Name
- Term Date
- SSN
- Benefit Information
 - Plan Sponsor/ Carrier
 - Coverage Level
 - Benefit Plan

QB Enrolled Premium Listing

Test Group

Date: 3/22/2010

QB Enrolled Premiums Listing

Time: 9:36 AM

Date Range: No Date Range

Client / Employer: Test Group

| Enrolled | | | | |
|--------------|---------------|-------------|----------|-----------------|
| Name | Enrolled Date | SSN | Premiums | Account Balance |
| Smith, John | 2/21/2010 | 123 45 6789 | \$500.00 | \$0.00 |
| Total QBs: 1 | | | \$500.00 | |

| Test Group | |
|------------|---|
| Enrolled | 1 |

QB Enrolled Premium Listing Report

The **QB Enrolled Premium Listing** is a summary of each QB's monthly premium amount. This report includes:

- QB Name
- Enrolled Date (Date enrollment form was received)
- SSN
- Premiums (2% administration fee is excluded)
- Account Balance

QB Payment Report

Test Group

Date: 3/10/2010

QB Payments

Time: 1:03 PM

Date Range: No Date Range

Client / Employer: Test Group

Smith, John SSN: 123-45-6789

| Account Payment History | | | | | |
|--------------------------------|---------------------|---------------------|--|-----------------|--|
| Payment Date: 3/2/2010 | | Check | \$178.50 | | |
| March, 2010 | HMO - QB and Spouse | 3/4/2010 | \$168.50 | \$168.50 | |
| March, 2010 | HMO - QB and Spouse | 3/4/2010 | \$10.00 | \$10.00 | |
| Payment Date: 3/1/2010 | | ARRA SUBSIDY | ARRA Government Premium Reduction: HMO | \$331.50 | |
| March, 2010 | HMO - QB and Spouse | 3/4/2010 | \$500.00 | \$331.50 | |
| Payment Date: 2/25/2010 | | Check | \$68.85 | | |
| February, 2010 | PPO - QB and Spouse | 3/4/2010 | \$64.99 | \$64.99 | |
| February, 2010 | PPO - QB and Spouse | 3/4/2010 | \$3.86 | \$3.86 | |
| Payment Date: 2/1/2010 | | ARRA SUBSIDY | ARRA Government Premium Reduction: PPO | \$127.87 | |
| February, 2010 | PPO - QB and Spouse | 3/4/2010 | \$192.86 | \$127.87 | |

Totals: Smith, John

| | |
|--------------------------|----------|
| Total Payments Received: | \$706.72 |
| Total Payments Applied: | \$706.72 |
| Total Refunds: | \$0.00 |

QB Payment Report

The **QB Payment** report is a summary of payments received on all QB accounts. The report will list one page per QB and includes:

- QB Name
- SSN
- Payment Date
- Payment Method
- Payment Amount
- Benefits that the payment was applied to
- ARRA Subsidy Amount
- Totals
 - Payments Received
 - Payments Applied
 - Refunds

QB Status History Report

QB Group Status: Enrolled Pending Payment

Department Name: Not in a Department

| Name | SSN |
|-------------|-------------|
| Sample, Pam | 123-45-6789 |

Total QBs not in a Department: 1

Total Enrolled Pending Payment QBs: 1

QB Group Status: Notified, Waiting for Response

Department Name: Not in a Department

| Name | SSN |
|---------------|-------------|
| Sample, Joe A | 123-45-6789 |
| Sample, Pam | 123-45-6789 |
| Sample, Sally | 123-45-6789 |
| Smith, John | 123-45-6789 |
| Test, ARRA | 123-45-8989 |

Total QBs not in a Department: 6

Total Notified, Waiting for Response QBs: 6

QB Group Status: Terminated

Department Name: Not in a Department

| Name | SSN |
|---------------|-------------|
| Sample, Joe A | 123-45-6789 |

Total QBs not in a Department: 1

Total Terminated QBs: 1

| Test Group | |
|--------------------------------------|-----------|
| Added not Notified | 5 |
| Current Employee | 1 |
| Employee Added Not Notified | 1 |
| Enrolled | 2 |
| Enrolled Pending Payment | 1 |
| Notified, Waiting for Response | 5 |
| Terminated | 1 |
| Total QB Groups in Test Group | 16 |

QB Status History Report

The **QB Status History** lists all QBs by their enrolled status. This report is sorted by QB status and includes:

- QB Name
- SSN
- Status Types
 - Added not Notified
 - Current Employee
 - Employee Added Not Notified
 - Enrolled
 - Enrolled Pending Payment
 - Notified, Waiting on Response
 - Terminated
- Total QBs under each status

Benefit Plan Reports

Benefit Plan Listing Report

Test Group

Date: 3/22/2010

Benefit Plan Listing

Time: 9:59 AM

Client / Employer: Test Group

Sponsor / Carrier: Blue Cross Blue Shield **Benefit Plan:** Medical HMO

| Status: Enrolled | | | | |
|------------------|-------------|----------------|--------------|-----------------|
| QB Name | SSN | Coverage Level | Paid Through | Monthly Premium |
| Smith, John | 123-45-6789 | QB and Spouse | 3/31/2010 | \$600.00 |
| | | | | \$500.00 |

Status - Subtotal QB's: 1

| Status: Enrolled Pending Payment | | | | |
|----------------------------------|-------------|----------------|--------------|-----------------|
| QB Name | SSN | Coverage Level | Paid Through | Monthly Premium |
| Sample, Pam | 123-45-6789 | QB and Family | | \$900.00 |
| | | | | \$900.00 |

Status - Subtotal QB's: 1

| Status: Notified, Waiting for Response | | | | |
|--|-------------|----------------|--------------|-----------------|
| QB Name | SSN | Coverage Level | Paid Through | Monthly Premium |
| Test, ARRA | 123-45-8989 | QB and Family | | \$900.00 |
| | | | | \$900.00 |

Status - Subtotal QB's: 1

Plan - Subtotal QB's: 3 **\$2,300.00**

Benefit Plan Listing Report

The **Benefit Plan Listing** report is a summary of all QB's Benefit Plans in which they are participating or have been offered. This report is sorted by Sponsor/Carrier and QB Status and includes:

- Sponsor / Carrier
- Benefit Plan Name
- Status
- QB Name
- SSN
- Coverage Level
- Paid Through Date
- Monthly Premium (excludes the 2% administrative fee)

- **Premium Reports** – below are a few examples of Premium reports that you may find helpful

Premium Receipt Report

Test Group Date: 3/22/2010
 Premium Receipt Time: 10:06 AM
 Date Range: No Date Range
 Client / Employer: Test Group

| Name | SSN | | Payment Date | Payment Amount |
|---------------|-------------|--------------|--------------|----------------|
| Sample, Joe A | 123-45-6789 | Check | 11/11/2009 | \$102.00 |
| Sample, Joe A | 123-45-6789 | Check | 10/1/2009 | \$102.00 |
| Smith, John | 123-45-6789 | Check | 3/2/2010 | \$178.50 |
| Smith, John | 123-45-6789 | ARRA SUBSIDY | 3/1/2010 | \$331.50 |
| Smith, John | 123-45-6789 | Check | 2/25/2010 | \$68.85 |
| Smith, John | 123-45-6789 | ARRA SUBSIDY | 2/1/2010 | \$127.87 |

| | |
|---------------------------|----------|
| Total Payments Received: | \$910.72 |
| Total Payment Refunds: | \$0.00 |
| Total Payments Unapplied: | \$0.00 |
| Total Payments Applied: | \$910.72 |
| Fee | |
| HMO - QB and Spouse | \$10.00 |
| HSA - QB and Spouse | \$4.00 |
| PPO - QB and Spouse | \$3.86 |
| Fee | \$17.86 |
| Premium | |
| HMO - QB and Spouse | \$500.00 |
| HSA - QB and Spouse | \$200.00 |
| PPO - QB and Spouse | \$192.86 |
| Premium | \$892.86 |

Premium Receipt Report

The **Premium Receipt** report is a summary of all premiums received from all QBs. This report includes:

- QB Name
- SSN
- Payment Type
- Payment Date
- Payment Amount
- Totals
 - Payments Received
 - Payment Refunds
 - Total Payments Unapplied
 - Total Payment Applied
 - 2% Admin Fee
 - Premium Amount

Premium Reconciliation Reports

Test Group Date: 3/10/2010
 Premium Reconciliation Time: 1:06 PM
 Date Range: No Date Range
 Client / Employer: Test Group

| Smith, John | | SSN: 123-45-6789 | | |
|---------------------|--------------------|------------------|--------------|--|
| March, 2010 | Total: \$510.00 | Paid: \$510.00 | Open: \$0.00 | |
| HMO - QB and Spouse | | Premium | \$500.00 | |
| | Payment: 3/1/2010 | ARRA SUBSIDY | (\$331.50) | |
| | Payment: 3/2/2010 | Check | (\$168.50) | |
| HMO - QB and Spouse | | Fee | \$10.00 | |
| | Payment: 3/2/2010 | Check | (\$10.00) | |
| February, 2010 | Total: \$196.72 | Paid: \$196.72 | Open: \$0.00 | |
| PPO - QB and Spouse | | Premium | \$102.86 | |
| | Payment: 2/1/2010 | ARRA SUBSIDY | (\$127.87) | |
| | Payment: 2/25/2010 | Check | (\$64.99) | |
| PPO - QB and Spouse | | Fee | \$3.86 | |
| | Payment: 2/25/2010 | Check | (\$3.86) | |

| Smith, John | |
|---------------------------|----------|
| Total Invoices Delivered: | \$706.72 |
| Total Invoices Paid: | \$706.72 |
| Total Open Invoices: | \$0.00 |
| Current Account Balance: | \$0.00 |

Premium Reconciliation Reports

The **Premium Reconciliation** report helps to account for and balance all premium dollars owed and received from all QBs. This report includes:

- QB Name
- SSN
- Month
- Total Premium Due
- Total Premium Paid
- Amount Open (unpaid)
- Benefit Plan
- Coverage Level
- Payment Dates
- Payment Amounts
- Totals
 - Invoices Delivered
 - Invoices Paid
 - Total Open
 - Current Account Balance

Difference between the QB Premium Reconciliation Report and the QB Premium Reconciliation by Payments Report

The QB Premium Reconciliation Report is based on the month in which the payment has been applied. The QB Premium Reconciliation by Payments report is based on the date the QB's payment was received and not based on the month in which the payment was applied.

Premium Reduction Summary by Payments

Premium Reduction Summary By Payments

Date: 3/22/2010

Time: 10:55 AM

Date Range: No Date Range

Client / Employer: Test Group

| Smith, John | | SSN: 123-45-6789 | | QE Date: 1/22/2010 # of Dependents: 0 | |
|-------------------------|--------------------------|---------------------|----------|---------------------------------------|----------|
| Payment Date: 2/25/2010 | Payment Amount: \$68.85 | Payment Type: Check | | | |
| February, 2010 | PPO | Fee | \$3.86 | | |
| February, 2010 | PPO | Premium | \$192.86 | ARRA Reduction: | \$127.87 |
| Payment Date: 3/2/2010 | Payment Amount: \$178.50 | Payment Type: Check | | | |
| March, 2010 | HMO | Fee | \$10.00 | | |
| March, 2010 | HMO | Premium | \$500.00 | ARRA Reduction: | \$331.50 |

Difference between the Premium Reduction Summary Report and the Premium Reduction by Payments Report

The Premium Reduction Summary Report is based on the month in which the payment has been applied. The Premium Reduction by Payments report is based on the date the QB's payment was received and not based on the month in which the payment was applied.

Client / Employer Reports

QB Listing

Test Group

Date: 3/22/2010

QB Listing

Time: 12:21 PM

Client / Employer: Test Group

Enrolled

| Name | SSN | Premium |
|-------------|-------------|----------|
| Smith, John | 123-45-6789 | \$500.00 |

Total QBs: 1

Enrolled Pending Payment

| Name | SSN | Premium |
|-------------|-------------|----------|
| Sample, Pam | 123-45-6789 | \$900.00 |

Total QBs: 1

Notified, Waiting for Response

| Name | SSN | Premium |
|---------------|-------------|----------|
| Sample, Sally | 123-45-6789 | \$0.00 |
| Test, ARRA | 123-45-8989 | \$900.00 |

Total QBs: 2

Total QBs For Test Group: 4

Premium Reduction Summary by Payments

The **Premium Reduction Summary by Payments** report is needed to file IRS 941 due to the ARRA. This report is based on when the QB makes their premium payment. This report includes:

- QB Name
- SSN
- Qualifying Event Date
- Number of Dependents (if dependent are listed in WebCOBRA system)
- Payment Date
- Payment Amount
- Payment Type
- Month Payment was Applied
- Benefit Plan
- 2% Administrative Fee
- Premium Amount
- ARRA Reduction Amount

QB Listing

The **QB Listing** report is a summary of all active QB's. This report is sorted by QB Status and includes:

- Status
- QB Name
- SSN
- Premium (excludes the 2% administrative fee)

Election Notices

Test Group

Date: 3/22/2010

Election Notices

Time: 12:33 PM

Date Range: No Date Range

Client / Employer: Test Group

QB and Family

| | SSN | Event Date | Notified | Election Ends | Days Left |
|---------------|-------------|------------|-----------|---------------|-----------|
| Sample, Pam | 123-45-6789 | 1/25/2010 | 1/27/2010 | 4/17/2010 | 26 |
| Sample, Sally | 123-45-6789 | 3/10/2010 | 3/11/2010 | 5/30/2010 | 69 |
| Test, ARRA | 123-45-8989 | 1/25/2010 | 1/25/2010 | 4/1/2010 | 10 |

Coverage Type Total: 3

QB and Spouse

| | SSN | Event Date | Notified | Election Ends | Days Left |
|---------------|-------------|------------|------------|---------------|------------|
| Sample, Joe A | 123-45-6789 | 9/30/2009 | 11/11/2009 | | Terminated |
| Smith, John | 123-45-6789 | 1/22/2010 | 1/25/2010 | 4/9/2010 | Enrolled |

Coverage Type Total: 2

Test Group Total: 5

Election Notices

The **Election Notices** report is a summary of who has been issued COBRA notices during the specified reporting period.

This report is sorted by

Coverage Level and includes:

- Coverage Level
- QB Name
- SSN
- Event Date
- Notification Date
- COBRA Election End Date
- Number of Days left to elect COBRA