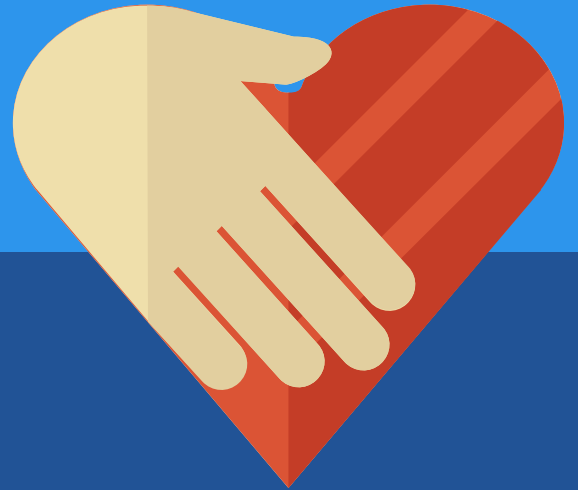


We help employers maintain compliance with complex regulations and provide assistance to their members for COBRA services.

Driven Benefit Administrators offers COBRA Administration services. Services include mailing of required notices, Qualified Beneficiary support via e-mail or call center, employer portal and employee portal with easy enrollment, payment services and account access.



Benefits of DrivenCOBRA to Employers:

- Automated COBRA process; save time, reduce manual processing and stay compliant
- Driven sends notifications to QB (Qualified Beneficiary) on your behalf
- Collection of premium payments from members and remittance to you or carrier
- Assists QB's with enrollment and sends notifications to carriers
- Online Employer Portal allows you to manage your qualifying events and provide access to real-time data and robust reporting.
- Payment reminder notices to members
- Year-round DrivenCOBRA Support Team assistance

Benefits of DrivenCOBRA for Members:

- User-friendly Online Member Portal with access to 24/7 account information; online enrollment, payment processing/status and copies of communication materials
- Mobile App Member Portal
- DrivenCOBRA Support Team is available via e-mail, phone or fax (M-F 8-5) for COBRA enrollment assistance, navigation of Online Member Portal or general COBRA questions.

COBRA Employer Responsibilities



General Rights Notices

Employers are required to provide COBRA General Rights Notice to all employees enrolled in a COBRA-eligible benefit. This notice may be included in your new hire benefit package or mailed to you.



Specific Rights Notices- Qualifying Events (QE)

When an employee is terminated and is COBRA eligible, DrivenCOBRA will be notified of the termination and COBRA Specific Rights Notices (also known as COBRA Election Packets) will be mailed out the following business day after the qualified beneficiary (QB) record is successfully processed. It is important for Employers to report COBRA eligible terminations timely.

Premium Collection & Distribution

DrivenCOBRA collects premiums from enrolled members and then distributes the funds back to you each month via ACH or check. You are responsible to reconcile the premium funds that you receive each month against the carrier invoice(s) using the monthly Remittance Report that is posted on the portal. Any discrepancies found between the carrier invoice(s) and the Remittance Report should be reported to your DrivenCOBRA team immediately.

Online Employer Portal

A menu of reports are available 24/7 via the COBRA Employer Portal to track your activity and premium remittance.

Annual Rate Changes and Open Enrollment

DrivenCOBRA will begin working with you approximately 60 days prior to your active open enrollment to obtain your new rate/benefit information for the new plan year. We must receive all finalized information no later than 5 days prior to your active open enrollment to begin setup for your new plan year to ensure processing is not delayed.