



COBRA - CONSUMER PORTAL QUICKSTART GUIDE



Contents

03...How Do I Login?

04...Enroll in Coverage

05...Make a Payment

06...Review Payment History & Upcoming Payments



HOW DO I LOGIN TO THE COBRA HOME PAGE?



To login:

1. New Member Login Notice is provided in your initial COBRA packet that contained the election form, HIPAA Notice and Rights. If you have not received a New Member Login Notice please contact your administrator at COBRA@driven125.com
2. Go to cobra.driven125.com and select New User Registration.
3. Enter your registration ID and SSN, then submit registration.
4. Accept the New User License Agreement.
5. Set up your username and password.
6. Click Submit & Create Account.

← → ↻ 🔒 cobra.driven125.com

DRIVEN
COBRA

Sign In

Username

[Forgot your username or password?](#)

Remember Me

New to Driven125 COBRA ?

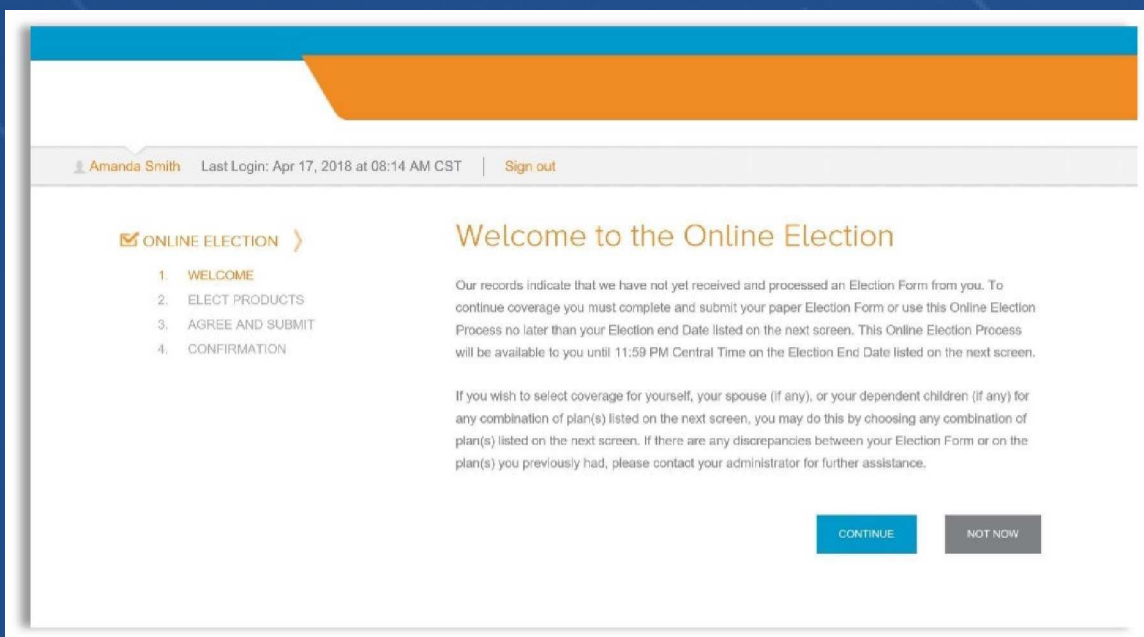
©WEX Health Inc. 2004-2022





HOW DO I ENROLL IN COBRA?

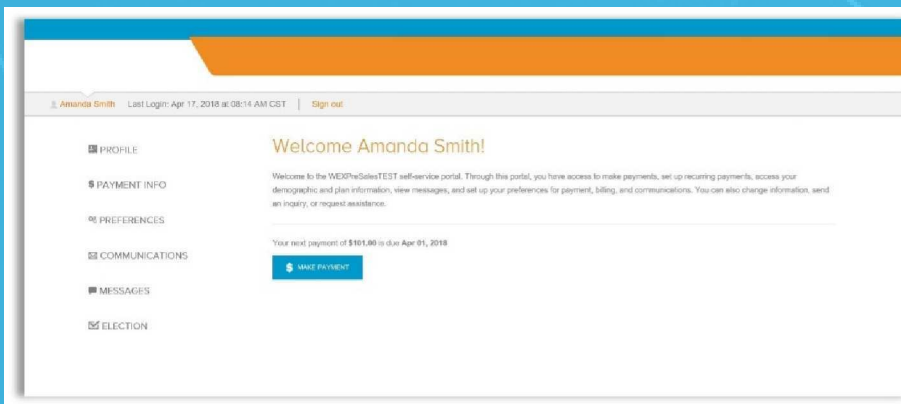
1. After registration, if you have not submitted an enrollment form, you will be directed to enroll in your COBRA benefits.
2. You will be able to choose the products that you wish to elect as well as the coverage level for each product.
3. Once you have completed your election you will be directed to your member portal Home Page.



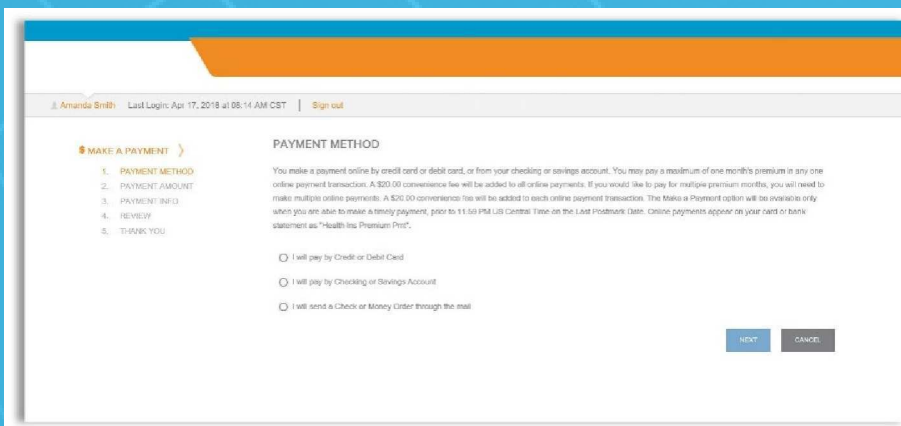
HOW TO MAKE ELECTRONIC PREMIUM PAYMENTS

A convenience fee is applied to electronic premium remittance.

1. Setup your payments directly with the Make Payment button.
2. Review your payment schedule, summary, and history from the payment info selection.
3. Review your personal information via the profile selection.
4. Update your login and communications options in the preferences selection.
5. Review all information sent on your account in the communications and messages selections.
6. Review your election, including coverage level and amount in the election selection.

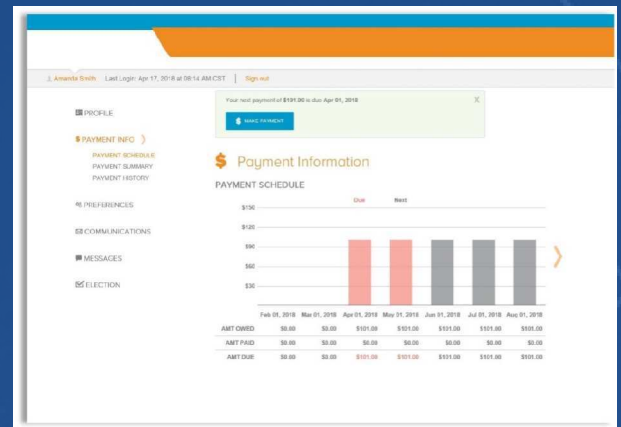


1. The option to make a payment is available from the Make Payment button on both the home page as well as the Payment Summary page under the Payment Info selection.
2. Select between paying via Card, Bank Account, or Check through the mail.
3. The check option will take you to the form to be printed and mailed with your check. Otherwise, you will be prompted to select the amount to pay, and notified of any applicable fees.
4. Finally, complete the payment info fields before reviewing and submitting your payment.



HOW TO REVIEW PAST PAYMENTS

1. Past payments can be reviewed from the Payment Info selection.
2. The payment schedule shows payments that have been made, what your next payment is, and your payment schedule after that.
3. The payment summary shows, in brief, the last payment made and the next payment to be made, as well as providing the option to make a payment.
4. The payment history shows each payment that has been made as separate line items.



HOW TO SET UP RECURRING PAYMENTS

The screenshot shows the 'Recurring Payments' setup page. It includes a navigation menu with '1. PAYMENT METHOD', '2. PAYMENT INFO', and '3. PAYMENT SUMMARY'. The main heading is 'Payment Information' and 'RECURRING PAYMENTS'. There are two radio button options: 'I would like to setup a recurring electronic payment' and 'I would like to setup recurring payments by mail-in form'. At the bottom, there are 'NEXT' and 'CANCEL' buttons.

1. The Recurring Payments option is available from the home page and under the payment info options.
2. Select between setting up electronic payments or payments via mail.
3. Selecting electronic payments will bring you to a screen to fill in your bank account information, while selecting payments via mail will provide you a link to download the Automatic Premium Payment form.
4. After completing the payment info fields click NEXT to submit your recurring payment.



PAYMENTS BY MAIL:

Send check or money order along with your coupon to:

Driven Benefit Administrators, LLC
P.O. Box 2274
Omaha, NE 68103

QUESTIONS?

Email questions to: COBRA@driven125.com

Support Team: 866.581.0472

Fax: 877.912.6080

