



ACCESSING YOUR MEMBER PORTAL

How to Log Into Your Member Portal And Make Your Election

To make it easy for you to access your Member Portal, we have included instructions below including all the information you will need to set up your account and where to find it. Follow along with each step to log in to your Member Portal for the first time and add an election!

Step 1: For your initial login, from the menu click on **Participants** then **login** and select **NEW USER REGISTRATION**. Subsequent logins will take place here by utilizing the username and password that you create during your initial login.

Step 2: Enter your unique **REGISTRATION CODE**. Your unique registration code is located on the last page of your COBRA Specific Rights Notice Letter (see example letter below) or Welcome Kit for Direct Bill members. After entering your registration code, you will be prompted to enter your **SOCIAL SECURITY NUMBER**. Once you are ready to continue, select the **SUBMIT REGISTRATION** button.

Step 3: Read the **NEW USER LICENSE AGREEMENT**. Mark the **CHECKBOX** next to **I ACCEPT** and select the **SUBMIT** button to continue.

Step 4: You must now create your account. Enter your **EMAIL ADDRESS**, and then create your **USERNAME** and **PASSWORD**. Choose the **SUBMIT & CREATE ACCOUNT** button to continue. *Please make sure to note the **PASSWORD**, because they cannot be retrieved. *



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Step 5: If you need to make an election for your benefits, you will be directed to "Welcome to the **ONLINE ELECTION!**" page. Select the **CONTINUE** button to begin your election process.

ONLINE ELECTION >

1. WELCOME
2. ELECT PRODUCTS
3. AGREE AND SUBMIT
4. CONFIRMATION

Welcome to the Online Election

Our records indicate that we have not yet received and processed an Election Form from you. To continue coverage you must complete and submit your paper Election Form or use this Online Election Process no later than your Election end Date listed on the next screen. This Online Election Process will be available to you until 11:59 PM Central Time on the Election End Date listed on the next screen.

If you wish to select coverage for yourself, your spouse (if any), or your dependent children (if any) for any combination of plan(s) listed on the next screen, you may do this by choosing any combination of plan(s) listed on the next screen. If there are any discrepancies between your Election Form or on the plan(s) you previously had, please contact your administrator for further assistance.

Step 6: Now you must choose the plans you wish to continue. You will then have to choose the coverage level for each plan and select the **ADD ELECTION** button to continue.

ONLINE ELECTION >

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Election

If you wish to cancel out of this process, please choose the NOT NOW button below and you will exit this screen. If you wish to elect by mail return the paper Election Form to the address on your form.

After you have elected, to become fully enrolled the full initial premium must be paid. Please refer to your Election Form sent through the mail for more information.

YOUR INFORMATION

Wen Miller
12316 Mesquite St
Government Village CO80111

PRODUCT INFORMATION

Elect All	Product Name	Election End Date	Coverage Level	Amount
<input checked="" type="checkbox"/>	Dental PPO Total	Apr 30, 2016	EE Only	\$29.41
<input checked="" type="checkbox"/>	Medical	Apr 30, 2016	EE Only	\$306.03
<input checked="" type="checkbox"/>	Vision	Apr 30, 2016	EE Only	\$5.11
				Total: \$331.55

Step 7: Read and agree to the **USER AGREEMENT**. Check the **I ACCEPT** box and select the **ADD ELECTION** button to continue.

ONLINE ELECTION >

1. WELCOME
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AGREE AND SUBMIT

PLEASE READ THIS AGREEMENT CAREFULLY. IT GOVERNS YOUR ACCESS TO AND USE OF THE COBRAPoint website and the services and materials provided on the COBRAPoint Website (collectively "COBRAPoint").

User Agreement

COBRAPoint USER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY. IT GOVERNS YOUR ACCESS TO AND USE OF THE COBRAPoint Website and the services and materials provided on the COBRAPoint Website (collectively "COBRAPoint").

BY SELECTING "I ACCEPT" OR BY ACCESSING COBRAPoint, YOU AGREE TO THE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY ALL OF THE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT, YOU MUST PROMPTLY CEASE ALL USE OF COBRAPoint.

I Accept

Step 8: You are almost done!



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Once you have confirmed your submission, you will be taken to the **ELECTION CONFIRMATION** page.

Here you have the opportunity to print your confirmation. Once you have a copy of your confirmation for your records, you can choose **GO TO THE MEMBER PORTAL**

ONLINE ELECTION

- ✓ WELCOME
- ✓ ELECT PRODUCTS
- ✓ AGREE AND SUBMIT
- 4 CONFIRMATION

Election Confirmation

YOUR PRODUCT(S) ARE NOW ELECTED

Thank you for submitting your election online using our Online Election Process. Please print a copy of this Election Confirmation Screen for your records using the "Print" button below.

Today's Date & Time
Wednesday, Mar 2, 2016 10:58:20 PM Central Daylight Time

YOUR INFORMATION

Your Mailer
122 E. Vineville St
Greenwood Village CO 80111

YOUR SELECTED PRODUCTS

Product Name	Election End Date	Coverage Level	Amount
Dental PPO Plan	Apr 30, 2016	EE Only	\$20.40
Medical	Apr 30, 2016	EE Only	\$368.00
Vision	Apr 30, 2016	EE Only	\$5.10
Total:			\$393.50

Premium payments can be paid online via checking, savings, debit, or credit card, or recurring payment. If you choose to pay by mail, payments should be remitted to the address below. Payments must be in the form of a check or money order. **DO NOT** send cash. To ensure accurate posting of your payment, please include your Member ID in the memo line of your check or money order.

Your Account
Member ID: 98127
SS Number: xxx-xx-9814

Mail to Address
2400 W. 16th
PO Box 2490
Omaha NE 68123-2490

[GO TO MEMBER PORTAL](#)