

Access Your COBRA Information and Make Payments Online!

Visit www.benesyst.NET

Step 1:

Visit www.benesyst.NET and Select **Login** in upper right-hand corner



Step 2:

Select **Create an Account**



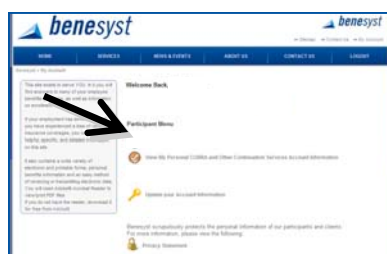
Step 3:

Provide the required information to access and create your account



Step 4:

From the Welcome page, select: **View My Personal COBRA and other Continuation Services Account Information**



I just received a COBRA Qualifying Event Packet. How do I enroll in COBRA?

To enroll in COBRA you must complete the following documents (contained in the **COBRA Qualifying Event Packet**) and return them to Benesyst within 60 days of receiving the Packet:

- *COBRA Continuation Election* form
- *Request For Treatment As An Assistance Eligible Individual (AEI)* form
- *Request For Dependent Treatment As An Assistance Eligible Individual (AEI)* form (if applicable to you)

The completed forms must be faxed or mailed to Benesyst:



Fax:
612-746-5505



Benesyst, Inc.
800 Washington Avenue North, 8th Floor
Minneapolis, MN 55401

Can I make my initial premium payment online?

Yes. Under COBRA law, you must make your initial premium payment within 45 days of electing COBRA. Benesyst will mail payment coupons to you once you have elected COBRA. You can either use the coupons to mail a check, or simply pay online using a Credit or Debit card.

What Cards are accepted?

You may use your Visa, MasterCard, American Express, or Discover credit or debit card to make your COBRA payments online. The transaction will be subject to a convenience fee (this is a pass-through of fees charged by our electronic payment vendor).

When do I make ongoing payments?

Payments are due the first of each month.

What other information is available online?

Before you elect COBRA:

Before you have enrolled in COBRA (Notified), you will be able to see your Notification Status, Coverages Available, and number of days remaining to elect coverage.

After you elect COBRA:

Once you have enrolled in COBRA, you will be able to see the Coverages you are enrolled in and Billing/Payment History.

Anytime:

The website provides details on:

- *COBRA law*
- *HIPAA Information*
- *Questions-and-Answers on the American Recovery and Reinvestment Act of 2009 and its impact on COBRA Law and COBRA premiums.*