

# ASI COBRA Member Portal User Guide

## Open Enrollment

After logging in, you are automatically taken to the open enrollment section if you have not yet made elections and an open enrollment period is available. The open enrollment section is displayed each time you access the portal until you submit elections. The Open Enrollment Plan Election page lists each of your open enrollment options as well as your current elections. Enrollment options are grouped into sections by plan type. Individual coverage levels are listed within a plan type section and display rate information.

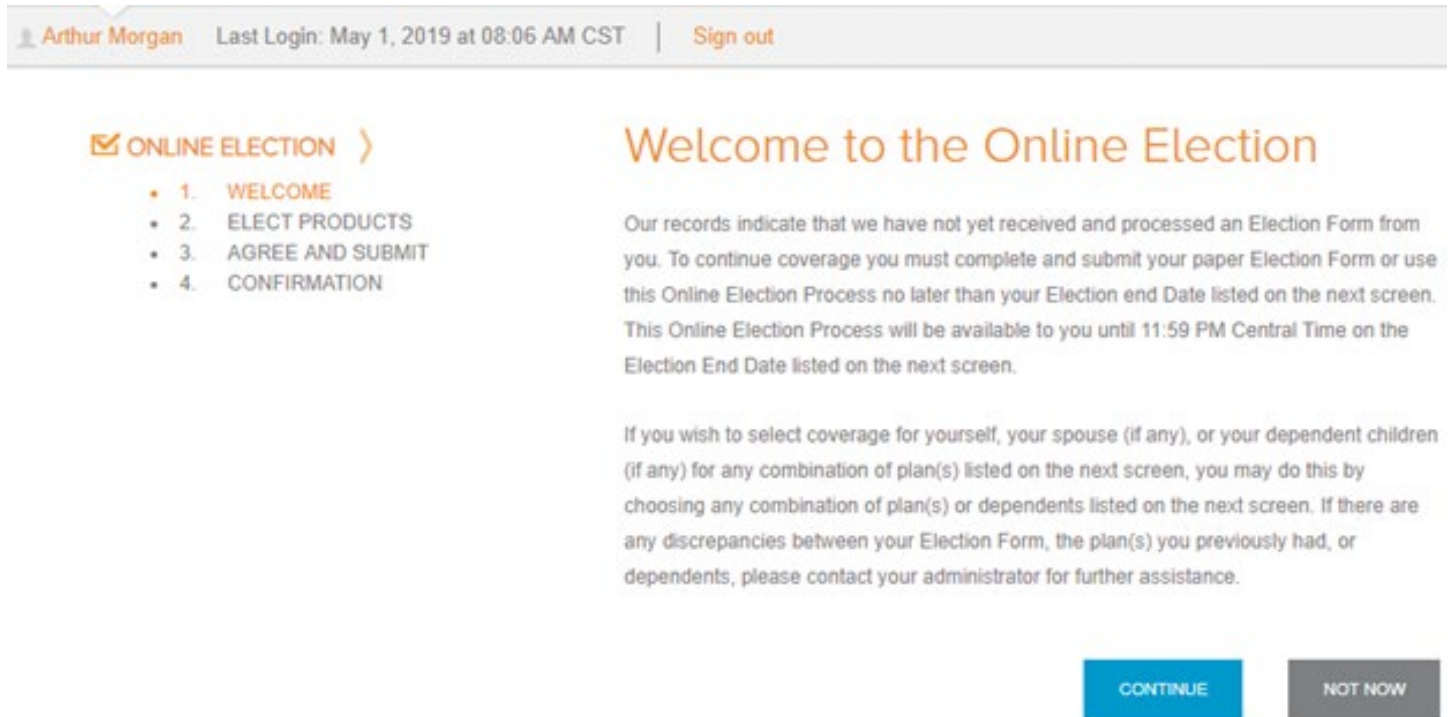
### To make elections:

1. Select the desired coverage option(s).
  - Coverage-level based plans display as radio buttons.
  - The **Waive Coverage** option allows you to forgo coverage for a plan type.
2. The **Enroll Dependents** section lists your dependents and allows you to select which of your dependents should also be covered under a plan. Clicking the **Add Dependent** link within an Enroll Dependents section allows you to add a new dependent.
3. The **Subtotals** section of the page displays the subtotal of your current enrollment, as well as a summary of your new elections and rates based on these elections.
4. The **Submit** button is displayed below the **Subtotals** section. Clicking this button confirms and submits your elections. If you skipped any section in the election process, the **Submit** button is disabled. When submitting elections, if your coverage level and dependents do not match, the following is displayed: **Your coverage level and dependents do not match. Please update.** The following validation occurs when submitting elections:
  - You can only have one plan per plan type. If you choose a second plan for the same plan type, the system automatically un-selects the other plan.
  - There are no system rules around "under 19" and "18 and older". It is the responsibility of the Administrator or Employer to ensure these are used properly and are only offered where applicable.
  - If dependents are not entered into the system, coverage level validation is omitted and the system does not restrict you from electing a plan, even if it lists a coverage level with dependents (for example, QB+Family).
5. The **Confirmation** page is displayed once you have successfully submitted your elections. If you need to make changes to your elections, you can do so through the final day of your open enrollment period. Clicking the **Download Election Summary** button allows you to download a PDF copy of your elections. A new summary is generated each time the **Submit** button is clicked. This summary can also be obtained from the **Communications** tab of your record in the Administrator or Employer Portals.

## Removing Dependents During Online Election

When electing coverage online and downgrading coverage level, you can select which dependents should not be continuing coverage. This functionality is only available for plans that have not been elected.

The text of the Online Election **Welcome** page includes information about dependents.



Arthur Morgan Last Login: May 1, 2019 at 08:06 AM CST | Sign out

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) or dependents listed on the next screen. If there are any discrepancies between your Election Form, the plan(s) you previously had, or dependents, please contact your administrator for further assistance.

CONTINUE NOT NOW

After clicking **Continue** on the Online Election **Welcome** page, the **Elect Products** page is displayed. Here, you can elect coverage, change coverage level, and drop dependents. If you do not have any dependents entered into the system, coverage level validation is omitted. To remove one or more dependents, you must first adjust coverage level using the **Coverage Level** drop-down menu for the plan. Coverage level must match the corresponding dependent selection. To remove a dependent, you must clear the checkbox in the **Dependent Name** column for the dependent who should no longer be covered under the plan. For non-coverage level based plans, the system recalculates rates after a dependent is removed and displays the new rate on the **Elect Products** page. This functionality is not applicable to coverage level based plans. If a dependent is removed, the dependent is dropped when the plan election is confirmed and added. The system then sets the **Drop Effective Date** as the first date of coverage minus 1 day for each plan from which a dependent was removed and displays this date in the Administrator Portal. The system does not provide the ability for you to enter the **Drop Effective Date**.

## YOUR INFORMATION

Arthur Morgan  
 Avenue 123  
 Mobile AL 12345

## PRODUCT INFORMATION

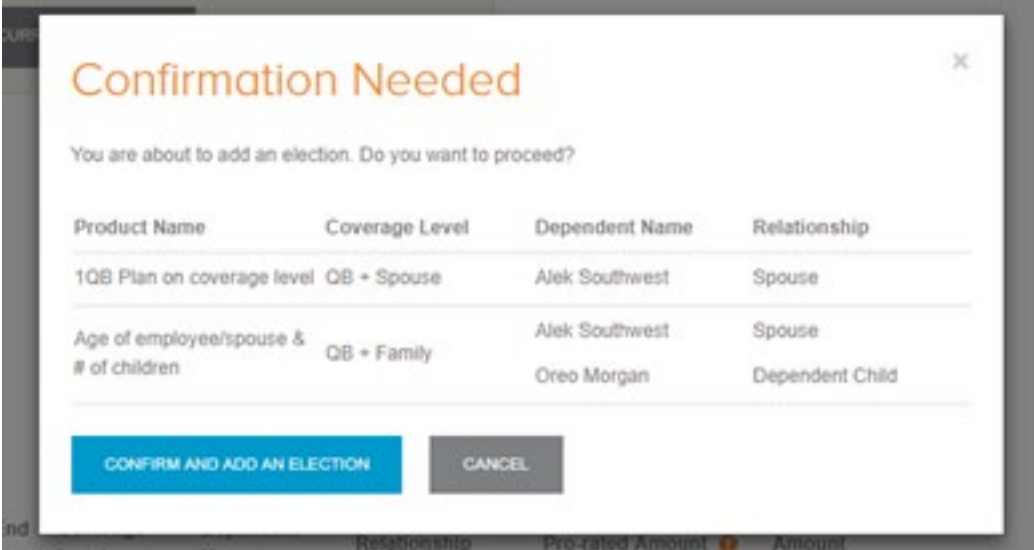
<input type="checkbox"/> Elect All	Product Name	Election End Date ⓘ	Coverage Level	Dependent Name	Relationship	Pro-rated Amount ⓘ	Amount
				<input checked="" type="checkbox"/> Alek Southwest	Spouse		
				<input checked="" type="checkbox"/> Oreo Morgan	Dependent Child		
<input type="checkbox"/> Elect	1QB Plan on coverage level	Jun 30, 2019	QB + Family ▾	<input checked="" type="checkbox"/> Avalon Morgan	Dependent Child	\$143.00	\$143.00
				<input checked="" type="checkbox"/> Dennie Morgan	Dependent Child		
				<input checked="" type="checkbox"/> Donezo Morgan	Dependent Child		
				<input checked="" type="checkbox"/> Altari Morgan	Dependent Child		
<input checked="" type="checkbox"/> Elect	3 QB Plan rate based on coverage level	Jun 30, 2019	QB + 2	Alek Southwest	Spouse	\$300.00	\$300.00
				Oreo Morgan	Dependent Child		
<input type="checkbox"/> Elect	Age of employee/spouse & # of children	Jun 30, 2019	QB + Family ▾	<input checked="" type="checkbox"/> Alek Southwest	Spouse	\$193.55	\$200.00
				<input checked="" type="checkbox"/> Oreo Morgan	Dependent Child		
<b>Total:</b>						<b>\$300.00</b>	<b>\$300.00</b>

RESET

ADD ELECTION

NOT NOW

After completing the necessary steps on the **Elect Products** page and clicking the **Add Election** button, the **Confirmation Needed** dialog is displayed. Here, you can review and confirm an election. When removing a dependent, an auto-note per dependent removed, is added to your record in the Administrator Portal indicating the dependents that were dropped and specifying that changes were made during the online election process.



After clicking the **Confirm and Add an Election** button, you will see the **Election Confirmation** page. This page displays a summary of your election and allows you to proceed to the Member Portal.

# 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 Jan 16, 2019 05:06:28 AM Central Daylight Time

## YOUR INFORMATION

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## YOUR SELECTED PRODUCTS

Product Name	Election End Date	Coverage Level	Dependent Name	Relationship	Pro-rated Amount	Amount
Age of employee/spouse & # of children	Jun 30, 2019	QB + Family	Alek Southwest	Spouse	\$193.55	\$200.00
			Oreo Morgan	Dependent Child		
<b>Total:</b>					<b>\$193.55</b>	<b>\$200.00</b>

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: 61626  
SS Number: xxx-xx-8786

### Remit to Address

OAT\_CSI  
123 main  
PO BOX 1234  
Omaha NE 68100-1111

[GO TO MEMBER PORTAL](#)

 PRINT