

# My COBRA Express™

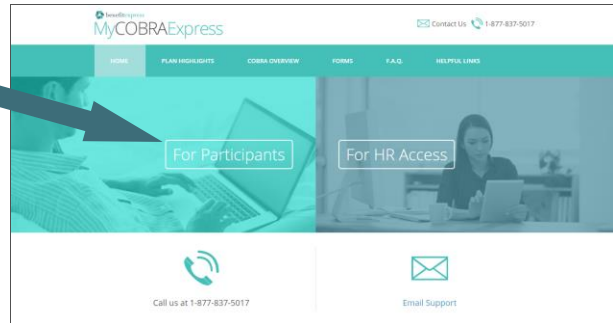
HR Portal – DOL Data Entry



benefitexpress  
benefit wise. relationship driven.

## DOL Data Entry – benefitexpress

1. Access the Website:  
[www.myonlinecobra.com](http://www.myonlinecobra.com)
2. Select: **Click here to access your COBRA information**

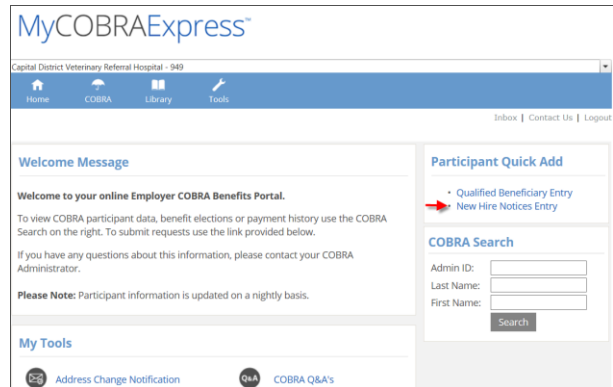


3. **Login** using the following:
  - i. Username
  - ii. Password

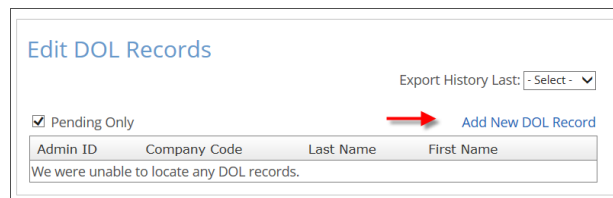
(Your Username and Password will be sent to you separately by a member of the benefitexpress COBRA team)



4. Once you have logged in, you will be brought to the **Welcome** page. To enter new COBRA loss of coverage records you will need to navigate to the **Participant Quick Add** section. Click the **New DOL Entry** link.



5. Click **“Add New DOL Record”**



6. Enter the Participant Demographic information. (All fields with an \* are required fields)

**DOL Entry**

**Important Notes:** - All fields with an (\*) are required fields.

Length of Core Medical Creditable Coverage: How much Creditable Coverage does this employee have on their Core Medical Plan? This can be left blank.

Maximum Length of Pre-Existing Condition Exclusion: What is the maximum Pre-Existing Condition Exclusion that applies to this employee? This can be left blank.

If you are adding Dependents, click on Add Dependents.

**Note:** Only spouses are required to receive a DOL Notice.

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Admin ID:  \*

Title:  -Select Title-

First Name:  \*

Middle Name:

Last Name:  \*

Address Line 1:  \*

Address Line 2:

City:  \*

State:  -Select State-

Zip Code:  \*

Phone:

Branch:  -Select Branch-

Employee ID:

7. Employee Coverage History

- a. Enter the “Begin Date” of the employee’s medical coverage.
- b. If you need to add a Spouse, click on “**Save and Add Spouse**”. If you do not need to add a Spouse, then click the “**Save and Review**” button.

**Note:** If the participant has a spouse, they are required to receive a separate DOL Notice.

- c. If you click on “**Save and Add Spouse**” you will be brought to a new screen to add Spousal Demographic information. (All fields with an \* are required fields)

**DOL Entry**

**Important Notes:** - All fields with an (\*) are required fields.

Length of Core Medical Creditable Coverage: How much Creditable Coverage does this employee have on their Core Medical Plan? This can be left blank.

Maximum Length of Pre-Existing Condition Exclusion: What is the maximum Pre-Existing Condition Exclusion that applies to this employee? This can be left blank.

If you are adding Dependents, click on Add Dependents.

**Note:** Only spouses are required to receive a DOL Notice.

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Admin ID:  \*

Title:  -Select Title-

First Name:  \*

Middle Name:

Last Name:  \*

Address Line 1:  \*

Address Line 2:

City:  \*

State:  -Select State-

Zip Code:  \*

Phone:

Branch:  -Select Branch-

Employee ID:

Date of Birth:  mm/dd/yyyy \*

Gender:  -Select Gender-

**Beginning of Coverage Under Core Medical Plan**

Begin Date:  mm/dd/yyyy \*

8. Once you have entered all the information and complete the qualifying event section, you need to click the “**Save and Review**” button to proceed forward to the final review page.

## 9. Final Review of Entry

- a. Prior to completing your new entry, you will be brought to the DOL Entry review screen. This will allow you to verify everything that you have entered for the participant and for the participant's spouse if one was entered.
- b. Once you have completed your review, you can select one of four options:
  1. **“Edit”**, if you need correct any of the information entered
  2. **“Delete and Start Over”** if the entry was made in error
  3. **“Add Another DOL”**, if you have another record to add
  4. **“Exit”** button if you are done with DOL entries

**Note:** If you were in the middle of entering a record and your session timed out or you accidentally closed out the window, when you log back into the site, unlike the PQB Entry, the incomplete record will not show in red and you must reenter the DOL Entry.

Entries are downloaded to the benefitexpress Direct Billing System every Friday and the letters are printed and mailed. Updates can be viewed 24 hours after the import has been completed.

If you have any questions, please contact your project manager at benefitexpress with any questions.