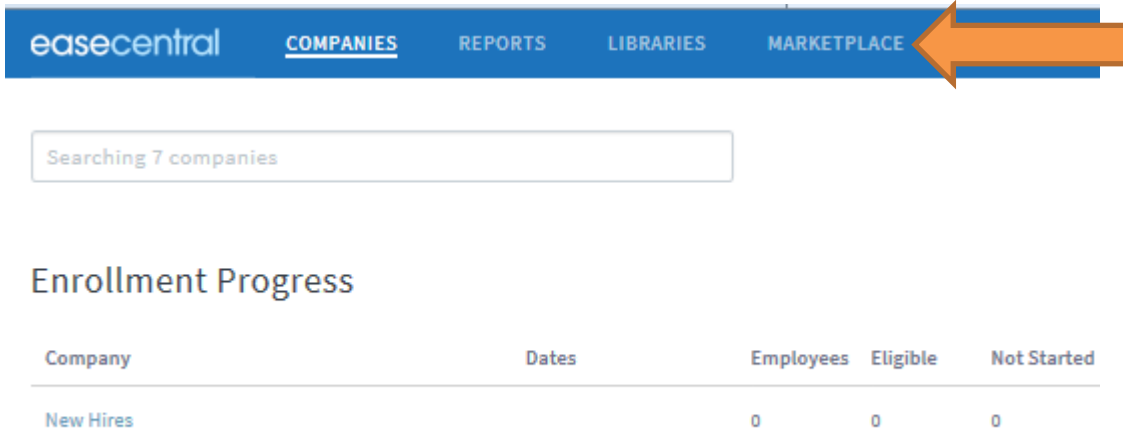


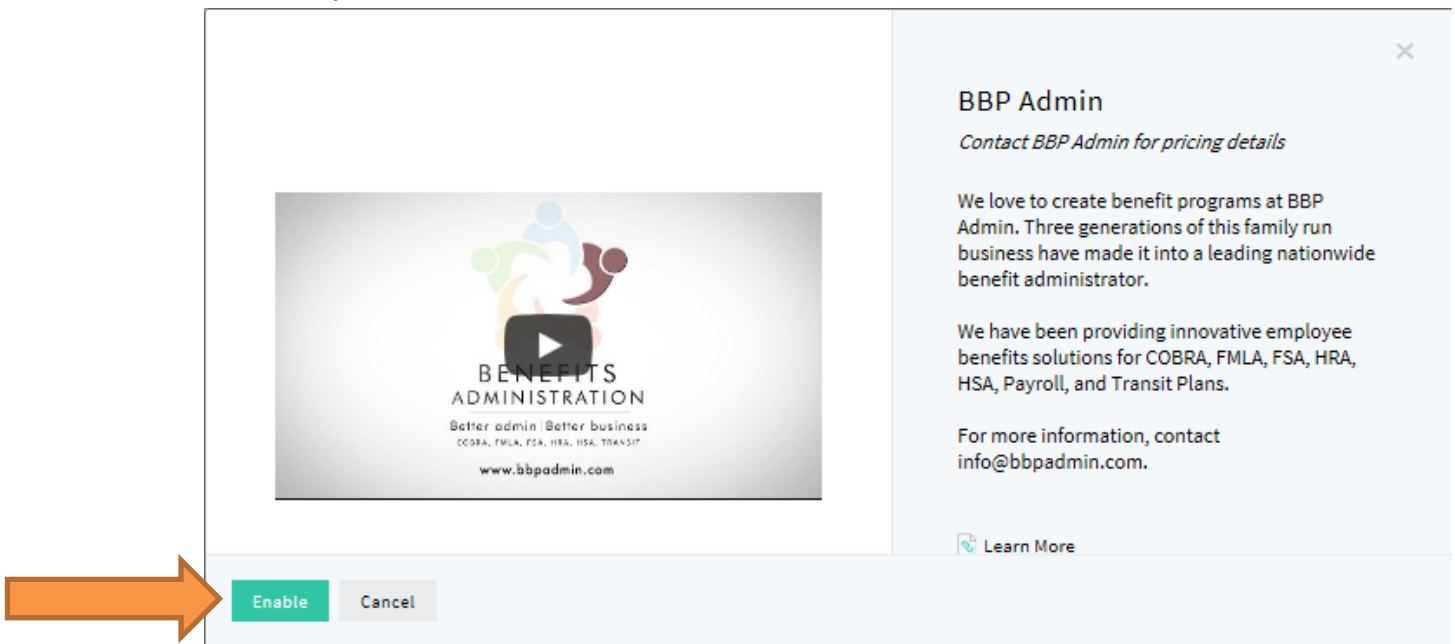
How to Link to BBP Admin *with Ease* (pun intended!)

If you are already linked with BBP Admin in the main Marketplace, please skip to step 3.

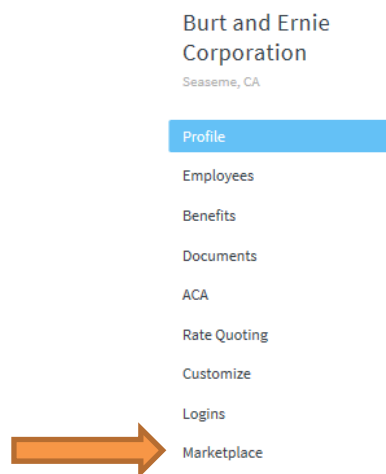
1. Once you first login, go to the “Marketplace” that is listed at the top of your screen.



2. Then scroll down to the “Third Party Administrators’ and look for BBP Admin. Then click on our logo and click “Enable”. **Note – if you do not see enable, please contact your Ease account rep.**



- Once you have linked yourself in the main Marketplace, please go to the company profile and click on Marketplace that is listed underneath your company –



Then go to the “Third Party Administrators” again, and click on BBP Admin’s logo. Then click Enable.

- Then, click on “Get Started”. This will take you to the integration wizard. The only section that will need to be completed is the Setup. The client ID will be provided to you by your implementation specialist. Then please add from the drop down the General Initial notice and the Qualifying Event.

CLIENT ID

MANAGE COBRA FILES

General Initial Notice (GIN) x

Qualifying Event (QE) x

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