

## How to pull a Plan Configuration Report for BBP COBRA Admin in EaseCentral

1. If not already done, you will first need to go into each COBRA eligible benefits plan's profile table and set the COBRA status as "Eligible – 100%".

DEDUCTION CYCLE Employee Pay Cycle

COBRA Select

BANK INFORMATION

CESSATION PROGRAM

SHOW RIDERS?

Not Eligible

Eligible - 100%

Eligible - 102%

Eligible - 110%

**Important!** If line 14 is missing a % amount, no data on the file feed will come over

	A	B	C
1	Benefits > Profile		
2			
3	Company	SAMPLE CO.	SAMPLE CO.
4	Plan Type	Medical	Medical
5	Previous Plan		
6	Carrier	Kaiser Permanente	United Healthcare
7	Admin Name	2018 Kaiser Permanente Gold \$20	2019 UnitedHealthcare Core Gold 25,
8	Display Name	Kaiser Permanente Gold \$20	UnitedHealthcare Core Gold 25/1250
9	Plan Year Effective Date	7/1/2018	2/1/2019
10	Plan Year End Date	6/30/2019	1/31/2020
11	Available Start Date	4/2/2018	11/3/2018
12	Available End Date	6/30/2019	1/31/2020
13	Deduction Cycle	Employee Pay Cycle	Employee Pay Cycle
14	COBRA	Eligible - 100%	Eligible - 100%
15	Bank Information	No	No
16	Cessation Program	No	No
17	Agent License Number		

Ready

2. Under the Benefits tab, please select the plans you'd like included in the report.

Tech Perk Cafe > Plans

Tech Perk Cafe  
San Francisco, CA

Plans Progress Open Enrollment Lock Enrollment Statements Partners

Status Available Type All Reports Actions

Profile	<input type="checkbox"/>	Name	Type	Effective	Import Id
Employees	<input checked="" type="checkbox"/>	Anthem Bronze PPO 4500/35%/6550 w/HSA	Medical	1/1/2019	JS7N98 *
Benefits	<input checked="" type="checkbox"/>	Anthem Bronze PPO 4500/35%/6550 w/HSA	Medical	1/1/2018	Z26JH8
Documents	<input checked="" type="checkbox"/>	Anthem Bronze Select PPO 4800/40%/6550	Medical	1/1/2018	MGSBQG
ACA	<input type="checkbox"/>	Anthem Platinum PPO 20/10%/3000	Medical	1/1/2018	7KZPB7
HRIS	<input type="checkbox"/>	Health Savings Account	Health Savings Account	1/1/2018	8KQ5XP
Rate Quoting	<input type="checkbox"/>	Life/AD&D	Life/AD&D	1/1/2018	ABZPRL

3. Select Reports > Configuration Report.

The screenshot shows the 'Tech Perk Cafe' interface for San Francisco, CA. The 'Plans' tab is active. A red arrow points to the 'Reports' dropdown menu, which is open and shows a list of report types. The 'Configuration Report' option is highlighted in yellow. Other options include Census (Horizontal), Census (Vertical), Carrier Census, Consolidated Billing, Enrollment Forms, Enrollment Summaries, Enrollment Changes, Eligibility, Beneficiaries, and Import Id.

4. All generated reports can be found under Reports in the blue header under Generated Reports.

The screenshot shows the 'easecentral' interface. The 'REPORTS' tab is selected in the blue header. A red arrow points to the 'Generated Reports' section. The 'Generated Reports' list shows a report named 'Tech Perk Cafe - Plan Configuration Report.xlsx' with a date of '6/26/2018 3:48 PM' and a status of 'Completed'.

These steps are listed within the EaseCentral Help Desk and can be easily viewed by brokers in the BBP Admin Marketplace tile.

Help Desk Solution - <https://support.easecentral.com/support/solutions/articles/4000118558-bbp-administration-how-to-enable-bbp-admin-for-your-groups>