

Travisoft T-COBRA User Manual

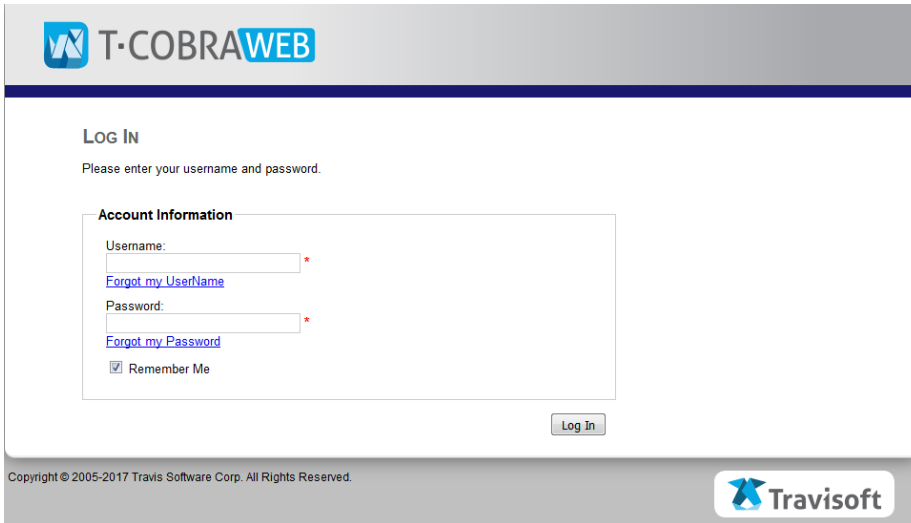
Adding a new PQB

Logging in:

The easiest way to access Travisoft T-COBRA is by going online to <https://bbp.webcobra.com/>

Once you are on this site use the username and Password that was sent out to your email.

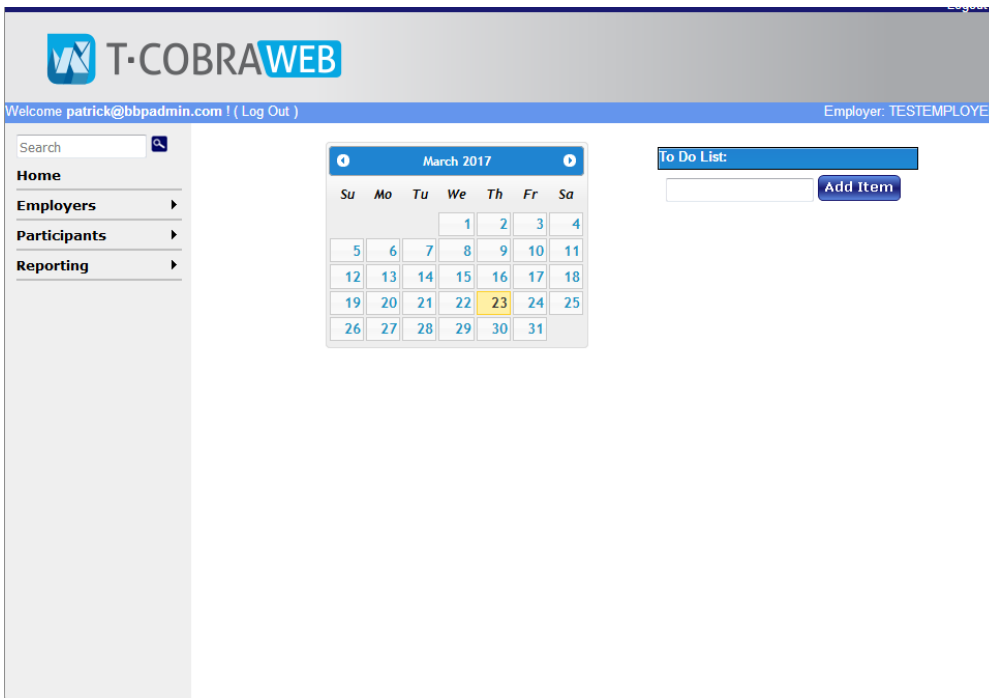
(If you happen to have issues logging in or have not received an email you can contact BBP Admin and we will be more than happy to help.)



The screenshot shows the login page for T-COBRAWEB. At the top left is the logo and the text "T-COBRAWEB". Below this is a "LOG IN" section with the instruction "Please enter your username and password." There is a form titled "Account Information" containing a "Username:" field with a red asterisk, a "Forgot my Username" link, a "Password:" field with a red asterisk, a "Forgot my Password" link, and a "Remember Me" checkbox. A "Log In" button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice "Copyright © 2005-2017 Travis Software Corp. All Rights Reserved." and the Travisoft logo.

Getting started:

Once you are logged in you will be redirected to the home page.



The screenshot shows the home page of T-COBRAWEB after logging in. At the top left is the logo and the text "T-COBRAWEB". Below this is a navigation bar with "Welcome patrick@bbpadmin.com ! (Log Out)" and "Employer: TESTEMPLOYER". On the left side, there is a search bar and a sidebar menu with "Home", "Employers", "Participants", and "Reporting". In the center, there is a calendar for "March 2017" with the date "23" highlighted. On the right side, there is a "To Do List" section with an "Add Item" button.

On the left hand side you will find all of your options. Under the Participants tab you will be able to do things like add a PQB, add a new employee or a retiree. Under this tab you can also view all of your employees that you have entered and all of your PQB's



Entering a PQB:

Once you select the add New tab under COBRA Participants. Be sure to fill out all the highlighted boxes

Contact Information

Address Line 1:* Phone Number: X

Address Line 2:

City:* Email available Letters: Yes No

State/Province:* Email Address: (Required if Correspondence is going to be sent electronically to this PQB)

Zip/Postal Code:*

Country:

Takeover / Retroactive Information (Not required for New Qualifying Events)

Additional Actions

Enroll with 100% Subsidy: Yes No

Print a Premium Coupon Set: Leave NO

Override Coupon Date Range: Yes No

Medicaid Participant: Yes No

Print "And Dependents": Yes No <-Change to YES if they have dependents!

On Hold Until:

SS Disability

[Continue to Event>>](#)

[Cancel PQB Entry](#)

Once you are done you have to click on Continue to event.

You are going click the highlighted box and choose termination.

T-COBRAWEB

Welcome patrick@bbpadmin.com ! (Log Out) Employer: IESTEMPLOYER

Search

Home

Employers ▶

Participants ▶

Reporting ▶

PQB and Dependents - Add New

1. PQB 2. Event 3. Dependents 4. Benefits

Qualifying Event

Qualifying Event Type:*

[<< Return to PQB](#) [Continue to Dependents >>](#)

[Cancel PQB Entry](#)

You are going to have to fill out the day the person was terminated. Then you are going to click Continue to Dependents when you are done with the event date.

T-COBRAWEB

Welcome patrick@bbpadmin.com ! (Log Out) Employer: TESTEMPLOYER

Search

Home
Employers ▶
Participants ▶
Reporting ▶

PQB and Dependents - Add New

1. PQB | 2. Event | 3. Dependents | 4. Benefits

Qualifying Event

Qualifying Event Type:* Termination ▼

Qualifying Event Date:* 04/06/2017 📅

What day was the administrator notified:* 4/6/2017 📅

Event Description: Termination ⓘ

<< Return to PQB Continue to Dependents >>

Cancel PQB Entry

Entering Dependents:

If the PQB has dependents you will enter this information here. If they do not then you just simply click Continue to Benefits. If you are adding Dependents you will select what is the relationship (spouse, child..). If there is multiple dependents then once you are done filling out this page hit Save and Add Another Dependent. Once you are done hit Continue to Benefits.

T-COBRAWEB

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Search

Home
Employers ▶
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Reporting ▶

PQB and Dependents - Add New

1. PQB | 2. Event | 3. Dependents | 4. Benefits

Dependent Information

Add New Dependent

First, M, Last:*

Date of Birth:* 📅

Relationship: Dependent ▼

Dependent ID:

Social Security Number:

Gender: Not Specified ▼

Email Address:

(Required if Correspondence is going to be sent electronically to this Dependent)

Dependent Eligible for Secondary Event:* Yes No

Receive own copy of Correspondence: Yes No

Use PQB Address: Yes No

Cancel Entry Save and Add Another Dependent ←

<< Return To Event Continue to Benefits >> ←

Cancel PQB Entry

Once on this page you will add the Benefit plans the PQB is eligible to enroll in. Under coverage level, you will choose if it is PQB only or any other level. If the benefit is member specific the amount will get entered there.

Premium Billing Amount:

Coverage Level Description:

At the bottom it is important that you change the dot to yes so the people under the plan can elect. Then select the date their coverage will start. This can vary under different employers between the day of termination or the first day of the following month. Once done hit Done- Save PQB at the bottom and the system will automatically send a coupon booklet and COBRA enrollment letter.

T-COBRAWEB

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PQB and Dependents - Add New

1. PQB 2. Event 3. Dependents 4. Benefits

Benefit Assignment

Benefit Plan Selection

Insurance Carrier:* TESTBCBS
Benefit Plan:* TEXAS - TESTA
Coverage Level:* PQB Only (\$175.00)

Coverage Start/End Information

Continuation Coverage Period: 04/07/2017 - 10/08/2018
First Day After LOC: 04/07/2017
Continuation Coverage End Date: 10/08/2018
Continuation Coverage Eligibility Date:* 4/7/2017
Premium Billing Start Date:* 4/7/2017
Fee Start Date:* 4/7/2017
Waiting Period Before Coverage Began: 0 days

Subsidy Information

Type of Subsidy: Employer
Subsidy Description:
Date Subsidy will Begin:*
Date Subsidy will End:*
Form of Subsidy:* Fixed Amount Percentage
Subsidy:*

Individual Assignment Information

Test Test Assigned to this plan: Yes No
18 Months Prior Coverage:* Yes No Original Coverage Start Date:* 04/07/2017

George Washington Assigned to this plan: Yes No
18 Months Prior Coverage* Yes No **Change to YES** Original Coverage Start Date:* 04/07/2017

Cancel This Subsidy Add Additional Subsidy

<< Return To Dependents

Cancel PQB Entry **Done - Save PQB**