

BBPAdmin – Employee Navigator – COBRA/State Continuation

At BBPAdmin, we make implementing a new COBRA/State Continuation group a breeze!

Please follow the steps below to start implementing your new group today!

1. Once you have selected the group you would like to link, look at the bottom left of the screen in the box “Data Feeds” and click on the option “COBRA”

The screenshot displays the BBPAdmin Employee Navigator interface. At the top, there is a navigation menu with links for Home, Employees, Reports, Wall, ACA, PTO, Tasks, Benefits, Payroll, Documents, and Settings. Below the menu is a search bar with the placeholder text "find employee by last name or full SSN" and a magnifying glass icon. To the right of the search bar are links for "Support Center" and "Add Notes".

A green notification banner at the top reads: "We've made updates! We've listened to your feedback and made some improvements. Before we switch over to our new pages, we want you to take one more look." with a "View Preview" link.

The main content area is divided into three sections:

- Helpful Tools & Information:** A list of links including "Add Employee", "Enrollment Editor", "Import Employees & Enrollment", "Locked Accounts", "Login Status Report", "Review Insurability Requests", and "BBP HR360".
- Data Feeds:** A list of links including "Carrier", "Cafeteria", "COBRA" (highlighted in yellow), and "Administrative Services".
- Pending HR Approval:** A list of items with "None" status: "Profile Changes", "Onboarding", "Pending EOI", "New Employee Enrollment Forms", and "Invalid Addresses".
- Status:** A list of items with various statuses: "24 Active Employee Headcount", "None Incomplete employees", "12/31/2024 Pay dates created through", "None PTO", "Active Onboarding", "5 plans Benefits", and "None COBRA Participants".

2. Then click on “add a service”

DATA FEEDS ^{beta} ▾

- Carrier
- Cafeteria
- **COBRA**
- Administrative Services

COBRA Services

Automate COBRA with the click of a button [How it works](#)

We've taken the hassle out of managing COBRA by automatically sending qualifying events to participating TPAs.

add a service ➕

Product Name	Group	Identifier	EN Identifier	Status
No products have been selected				

Then select the product to be “BBP Admin: COBRA Administration” and click add to then advance in the Data Feed wizard

[Home](#) [Employees](#) [Reports](#) [Wall](#) [ACA](#) [PTO](#) [Tasks](#) [Benefits](#) [Payroll](#) [Documents](#) [Settings](#)

Add Service

[← Return to Service List](#)

- **Partner Selection**
- Contact Info
- Company Info

First, select an available service

BBP Admin: COBRA Administration ▾

Then, select which employees should be included

NOTE: If subscriber groups have not been established, all employees will be included when the service is added. If you are planning on using subscriber groups, please establish the subscriber group prior to selecting the service. You can establish subscriber groups under [Settings / Subscriber Groups](#).

Include all employees

All Employees

[Add](#) [Cancel](#)

3. Once you have completed the Data Feed Wizard, BBP Admin is automatically sent an email alerting us of the new group connection. This will then prompt one of our COBRA implementation team members to send out an email with a few questions so that we are able to complete the implementation -

Subject: Congrats, you have received a new request

Dear BBP Admin,

Congratulations, you have a new Data Exchange request!

Company: [REDACTED]

Requested by: Joseph Zell (joseph@bbpadmin.com)

You can now log into Employee Navigator and get the details to manage the setup process

Regards,
Employee Navigator Vendor Services Team

CPMI

While we wait for the questions to be answered, our implementation team will be pulling the following information that we receive from Employee Navigator:
Employer Demographic information; Benefit Plan name & information; Rates; Employer Contact

4. Once you send over the answers to our Follow up Questions, then we complete the implementation and send out an email to you that the implementation is complete and the group is activated on our end for the files start flowing over. BBPAdmin will also test the files before the group's go live date to ensure we are receiving the correct data.

*During the Implementation process the employer contact will receive a Welcome email from "web cobra" letting them know that they can access the secure online COBRA portal. New Broker access will also receive this Welcome email from "web cobra". If not a new Broker, the employer will be added to your current login access.

If you have any questions on the linking process please reach out to Joe Zell at joseph@bbpadmin.com or 630-775-8525