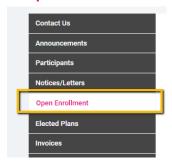


Participant Open Enrollment Guide

As a COBRA Participant you will be sent an open enrollment notification to provide you with information about your time to review coverage changes for the upcoming plan year. Your open enrollment period allows you to select different plans and includes the ability to add or drop participants from your COBRA coverage. isolved Benefit Services is now offering you with the ability to make these open enrollment selections, plan changes and enroll additional family members through the COBRA Online Portal.

All your open enrollment changes will be saved in real-time. Please review the steps below to make those changes through your COBRA Online Portal.

Open Enrollment Changes

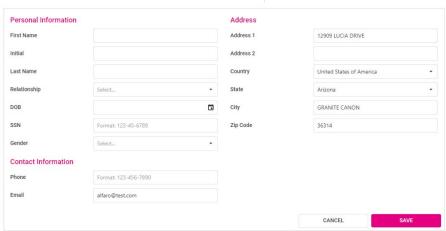


To make your open enrollment changes through your COBRA Online Portal, select "Open Enrollment" in the menu on the left.

You can view your current coverages and participants. Your open enrollment materials are available within the portal as well – including your open enrollment letter and Summary of Benefits and Coverage.



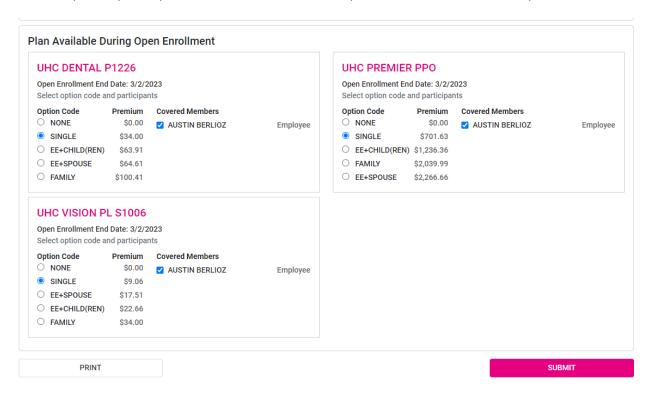
To add additional individuals to your COBRA coverage, click on "ADD Participant" and provide the required information.





The next section is where you will select the plan(s) that you would like to select for your COBRA coverage. You will only view plans that are available during your open enrollment period.

Select any changes or your current plan to confirm your enrollment. Make sure to complete your open enrollment selections prior to your "Open Enrollment End Date" listed in your letter and within the online portal.



Once you have all your selections checked, you can "preview" to confirm your selections are correct. You can print or save this preview – but your process is not completed until you click on "Submit". Your Open Enrollment Confirmation will remain open in another browser window – but will not be completed until you click on "Submit" in your initial browser window.

Once you have completed your selections, click on "Submit".

Once you have submitted your Open Enrollment selections, you will see the information within your online portal.

sased apon your selections, you have made	following plan elections, covering	uicoc iliulvidualo.	. II this is not corre	ect, please contact our office at 800-594	1-0957.
Some of the abbreviations you may see withi EE+DEP (Employee plus dependents) or FAM		le: EE (Employee), S	SGL (Single), EE+	1 (Employee plus one), EE+SPS (Employ	ee plus spous
Current Elected Plans	[UHC][PREMIER F	PPO][SINGLE]		[UHC][VISION PL S1006][SINGI	LE]
Current Elected Plans [UHC][DENTAL P1226][SINGLE] Covered Members	[UHC][PREMIER F			[UHC][VISION PL S1006][SINGI Covered Members	LE]

Each COBRA Qualified Beneficiary has the same rights as similarly situated non-COBRA beneficiaries (in other words, active employees). Selections made during open enrollment are subject to the same eligibility rules that apply to active employees.

For assistance with making Open Enrollment changes/elections, please reach out to our Participant Support Team at 800-594-6957 or via email QBmail@isolvedhcm.com.