



COBRA & PREMIUM BILLING RATE RENEWAL PORTAL USER GUIDE

Table of Contents

Screen: Login Page	2
Screen: Client Landing Page	3
Screen: Client Demographics Page	4
Screen: Client Demographics Page/Plan Renewal	5
Screen: Plan Termination	6
Screen: Add New Plan	7
Screen: Add New Carrier	8
Screen: Plan Submission	9
Frequently Asked Questions	10

Screen: Login Page



The cure for benefits as usual.

Login

Sign in

[Forgot your password?](#)

Instructions: Your User ID is your email address. If you are a first-time user, click the new user option and a temporary password will be sent to your email. You will then be directed to establish a permanent password for the site.

Users will be notified by email for an upcoming renewal. Renewal notification emails are sent at 60, 45 and 30 days prior to the renewal date. The notification email will include the link to the Rate Renewal Portal for easy access.

Reminder: This is separate from your COBRApoin login.

Screen: Client Landing Page



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Home

COBRA Rate Renewal

Show 10 entries

Search: sample x

Client Name	Next Renewal Date
Sample Client One	08/01/2020
Sample Client Three	08/01/2020
Sample Client Two	08/01/2020

Showing 1 to 3 of 3 entries (filtered from 354 total entries)

First Previous 1 Next Last

Instructions: The Client landing page will show all clients linked to the user. Client names will show in chronological order with the next pending renewals first. Users can search for a client, reorder the list by Client Name and Next Renewal Date, or use the navigation buttons at the bottom of the screen to scroll through the list of clients.

Screen: Client Demographics Page



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[Home](#) > [Client Details](#)

COBRA Rate Renewal

[Return to Client Search](#)

Client Details

Benefit Manager(s)

Client Name	Sample Client One	Sample Benefit Manager	(555) 555-5577
EIN	999123456	bmsampleemail@bmsampleemail.com	
Address	123 ABC Drive SYRACUSE, NY, 13214		
Service Team	LBSMember Mailbox		
Service Team Email	lbsmember@lifetimebenefitsolutions.com		

When submitting renewal information, you will be required to enter the current # of Benefit Eligible Employees.

If you would like LBS to handle your Open Enrollment or would like to make changes to the above information, please email your service team.

[Add New Plan](#) **New Plans and Renewals must be submitted on the same day**


Instructions: Users can see the client demographics, LBS COBRA & Premium Billing Service Team and Benefit Manager information. These fields are not editable. Users can contact their LBS COBRA & Premium Billing Service Team to make any changes to this information.


Screen: Client Demographics Page/Plan Renewal

Home > Client Details

Effective Date

08/01/2019

PLAN NAME	BILLING TYPE	PLAN YEAR EFFECTIVE DATE	PLAN YEAR END DATE	RENEWAL DATE	RENEWAL STATUS
- Sample Plan One	COBRA	08/01/2019		08/01/2020 	Available for Renewal

PLAN NAME	PLAN TYPE	CARRIER	RATE TYPE	COVERAGE LEVEL	CURRENT RATE	NEW RATE 	TERM TIER
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE	\$550.00	\$ 559.00	<input type="checkbox"/>
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE+SPOUSE	\$1,070.00		<input checked="" type="checkbox"/>
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE+FAMILY	\$1,630.00	\$ 1,640.00	<input type="checkbox"/>
						<input type="button" value="+ Add Coverage Level"/> <input type="button" value="⊘ Terminate Plan"/>	<input type="button" value="Save"/>

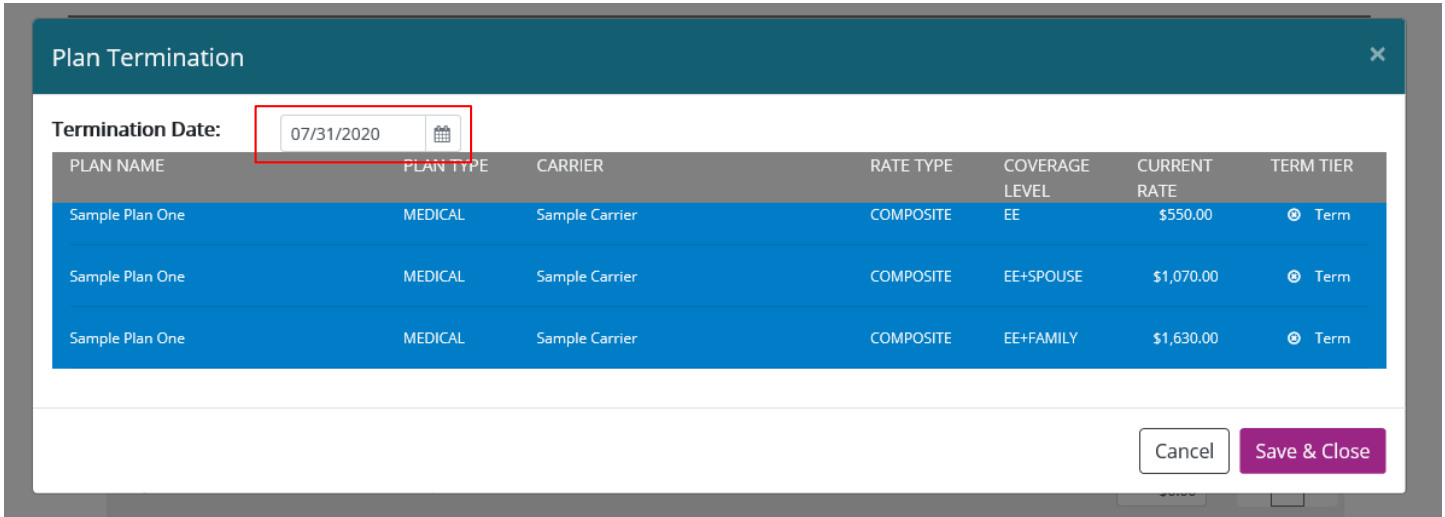
Current # of Benefit Eligible Employees is Required:

100

Submit

Instructions: Plans are grouped in tabs by the plan renewal date. Expand each plan by clicking on the plan name to renew or terminate the plan. When renewing a plan, the Renewal Date defaults to a year from the current effective date but can be edited if necessary. Users can add new rates for the new plan year, terminate a tier, add a new coverage level, or fully terminate the plan. Plans are available for renewal if they are within 90 days of the current date. Renewal status will change to Pending Submission when all required fields have been filled in for the plan. If the plan has a status of In Progress, there is additional information needed before the plan is ready for submission.

Screen: Plan Termination



Plan Termination

Termination Date: 07/31/2020

PLAN NAME	PLAN TYPE	CARRIER	RATE TYPE	COVERAGE LEVEL	CURRENT RATE	TERM TIER
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE	\$550.00	Term
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE+SPOUSE	\$1,070.00	Term
Sample Plan One	MEDICAL	Sample Carrier	COMPOSITE	EE+FAMILY	\$1,630.00	Term

Cancel Save & Close

Instructions: Once a user clicks on Terminate Plan from the Plan Renewal screen, the Plan Termination window will open. Users can change the default termination date if needed.







Screen: Add New Plan




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Home > Client Details

Add/Edit Carrier

Plan Name: [*] <input type="text"/>	Billing: <input type="text" value="v"/>	Plan Type: <input type="text" value="v"/>	Effective Date: [*] <input type="text" value="mm/dd/yyyy"/> 	Carrier: <input type="text" value="v"/>
Remit to: <input type="text" value="v"/>	Carrier Plan ID:  <input type="text"/>	Rate Type: [*] <input type="text" value="v"/>	Coverage Termination: <input type="text" value="v"/>	Insured Type: <input type="text" value="v"/>
Carrier Enrollment Contact Name:  <input type="text"/>	Does this plan offer conversion:  <input type="text" value="v"/>	Is the Plan available for all divisions?: <input type="text" value="v"/>	QB Premium Admin Fee:  <input type="text" value="v"/>	QB Disability Extension Fee  <input type="text" value="v"/>

Coverage Levels

Coverage Level	Rate 
<input type="text" value="v"/> [*]	<input type="text" value="v"/> [*]

Add Coverage Level

Cancel

Save & Close

Instructions: The user will click on Add New Plan to display the New Plan Add window. If a new carrier is required for the plan, the new carrier must be added first. If the new plan is using an existing carrier, the carrier will be available for selection.

All fields must be completed before submitting a new plan. New plans must be submitted on the same day as renewals to ensure that all plans are available for members at the same time. If a new plan is identified after a renewal has been submitted, please contact your LBS COBRA & Premium Billing Service Team for assistance.

Screen: Add New Carrier



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[Home](#) > [Client Details](#)

Add/Edit Carrier

[Return to Add New Plan](#)

Add/Edit Carrier*	<input type="text" value="Add New Carrier"/>		
Carrier Name*	<input type="text" value="Enter Name"/>		
Enrollment Contact			
Contact Name*	<input type="text" value="Enter Name"/>	Phone*	<input type="text" value="XXX"/> <input type="text" value="XXXXXXX"/> Ext <input type="text"/>
Email Address*	<input type="text" value="Enter Email Address"/>	Fax	<input type="text" value="XXX"/> <input type="text" value="XXXXXXX"/>
Customer Service Contact			
Contact Name*	<input type="text" value="Enter Name"/>	Phone*	<input type="text" value="XXX"/> <input type="text" value="XXXXXXX"/> Ext <input type="text"/>
Email Address*	<input type="text" value="Enter Email Address"/>	Fax	<input type="text" value="XXX"/> <input type="text" value="XXXXXXX"/>

Instructions: If a user is adding a new plan for a carrier that is not currently being utilized, the user will need to add the new carrier before adding the new plan. Once a user clicks on Add New plan, the user will click on Add New Carrier and the Add/Edit Carrier window will display. Required fields are indicated with an asterisk. All required fields for the new carrier must be filled in before it is available to select when adding a new plan. Please note, the contact name and email request are for the carrier contact. If you do not have this information, please contact your carrier to obtain.

Screen: Plan Submission

Home > Client Details

Effective Date

08/01/2019

PLAN NAME	BILLING TYPE	PLAN YEAR EFFECTIVE DATE	PLAN YEAR END DATE	RENEWAL STATUS
+ Sample Plan One	COBRA	08/01/2019		Pending Submission
<p>Current # of Benefit Eligible Employees is Required: <input type="text" value="100"/></p>				<input type="button" value="Submit"/>

New Plans In Progress

08/01/2020

PLAN NAME	EFFECTIVE DATE	STATUS	
+ New Medical Plan	08/01/2020	Pending Submission	<input type="button" value="Edit"/> <input type="button" value="DELETE"/> <input type="button" value="Submit"/>

Instructions: Once the user has updated **ALL** existing plans and added **ALL** new plans, the user can submit. Plans must be in a status of Pending Submission to be submitted. The user must also fill in the 'Current # of Benefit Eligible Employees' field in order to submit a renewal. New plans must be submitted on the same day as renewals to ensure that all plans are available for members at the same time. Users will have the option to print the plan rates upon submission. Renewed Plans and New Plans will be reflected in the portal in 3-5 business days from plan submission.

Frequently Asked Questions

FAQ: I have forgotten my password. How do I reset my password?

Answer: Go to the portal home page and click the 'Forgot Your Password' link. Enter your email address and click 'Send Temporary Password'. A temporary password will be emailed to you. You can then establish a new password.

FAQ: I am no longer the Benefit Manager. How do I get myself removed and the appropriate representative added as a Benefit Manager?

Answer: Contact your LBS COBRA & Premium Billing Service Team and they will make the change for you.

FAQ: Why do my plans say, 'Not Available for Submission'?

Answer: Only plans that renew within 90 days of the current date are available for submission.

FAQ: Why is my plan renewal not showing a status of 'Pending Submission'?

Answer: There is required data that is not complete. You will need to go back into the plan renewal and complete any missing information. For a renewal, each coverage level must have a new rate, or the tier must be termed. New Plans must have all fields completed. New Carriers need to have a contact name, phone number and email address for each type of contact.

FAQ: Why is the submit button not enabled?

Answer: In order for the submit button to be enabled, all plans must be in a status of Pending Submission and the 'Current # of Benefit Eligible Employees is Required' field must be filled in.

FAQ: I am a broker and I do not see some of my clients in the portal.

Answer: Generally, there are two reasons you may not see a client in the portal.

1. Certain client rate information is provided directly to LBS via an automated carrier file. In these cases, the client is not responsible for providing our office with the required data and not loaded into the portal.
2. The client is not linked to your access. If you feel this is the situation, please contact your LBS COBRA & Premium Billing LBS COBRA & Premium Billing Service Team to update the access.

FAQ: I submitted my rates, but I do not see the new rates in the portal. What should I do?

Answer: Please allow for 3-5 business days for rates to be updated in the portal. If it is beyond this time and you do not see your rates, please contact your LBS COBRA & Premium Billing LBS COBRA & Premium Billing Service Team.