



**BBP Admin**  
BENEFITS ADMINISTRATION  
COBRA, FMLA, FSA, HRA, HSA, TRANSIT  
info@bbpadmin.com  
www.bbpadmin.com  
630 773 2337

## BBP Admin – COBRA Services

### COBRA Services Include:

COBRA Initial Notice	COBRA Election Notice
COBRA Add & Terms w/carrier	COBRA Open Enrollment
COBRA Phone Consults	Additional COBRA Notices
COBRA Online Access	COBRA Account Representative
COBRA Premium Collecting	No cost on COBRA Integration
COBRA Training	

### Additional COBRA Services Include:

Our COBRA services also include:

- Proof of mailing and tracking all COBRA notices, including the initial and election notices
- Providing an employer-approved open enrollment kit
- Collect all COBRA premiums and remit back to the employer
- Handle COBRA adds and terms with the insurance carrier – *all employer has to do is setup BBP Admin as the TPA with their insurance companies for online access.*

### State Continuation:

Our COBRA system is equipped to handle the state continuation laws in every applicable state. Our system is always current with up-to-the-minute State Continuation laws.