

# Travisoft T-COBRA User Manual

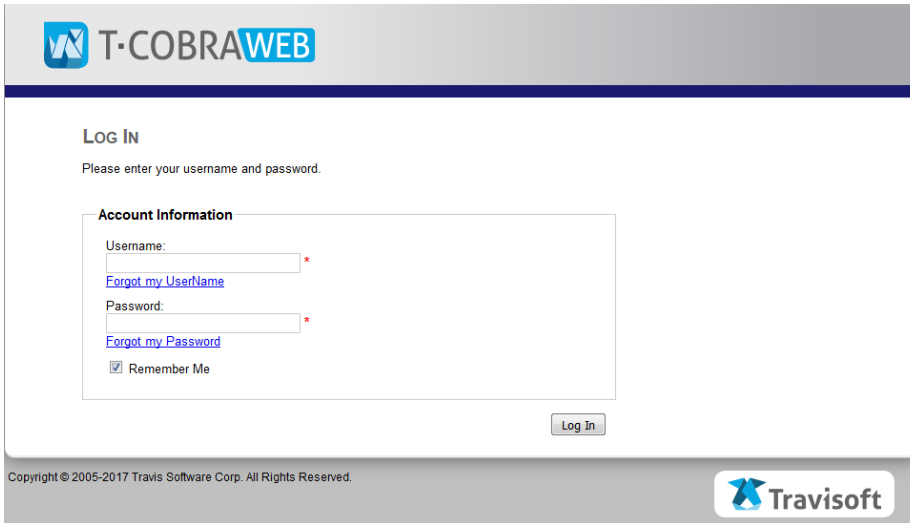
## Adding a new PQB

### 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.

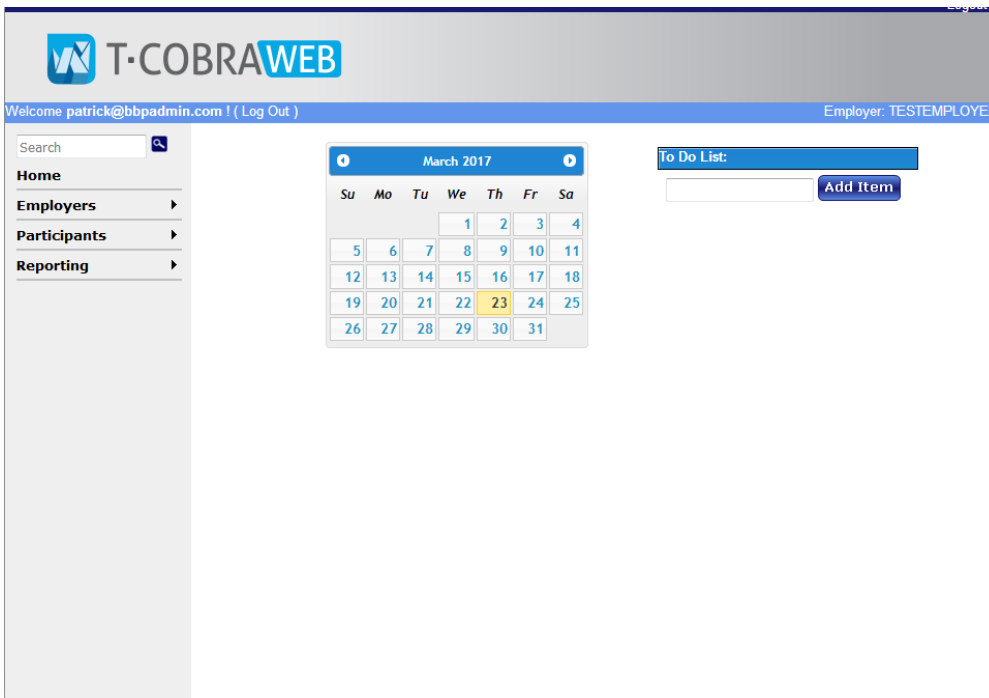
(If you happen to have issues logging in or have not received an email you can contact BBP Admin and we will be more than happy to help.)



The screenshot shows the login interface 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." A form titled "Account Information" contains fields for "Username:" and "Password:", each with a red asterisk indicating a required field. There are links for "Forgot my Username" and "Forgot my Password" below each field. A "Remember Me" checkbox is checked. 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 a successful login. The top navigation bar includes the logo and "T-COBRAWEB". Below the logo, there is a blue bar with the text "Welcome patrick@bbpadmin.com ! ( Log Out )" and "Employer: TESTEMPLOYER". On the left side, there is a search bar and a sidebar menu with "Home" selected, and other options: "Employers", "Participants", and "Reporting". The main content area features a calendar for "March 2017" with the 23rd highlighted in yellow. To the right of the calendar is a "To Do List" section with an input field and 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

The image shows the 'PQB and Dependents - Add New' form in the T-COBRAWEB application. The page header includes the logo, 'T-COBRAWEB', and a blue banner with 'Welcome patrick@bbpadmin.com ! ( Log Out )' and 'Employer: TESTEMPLOYER'. The left navigation menu is visible, with 'Participants' selected. The main content area has a blue header 'PQB and Dependents - Add New' and a sub-header 'Add New PQB'. There are four tabs: '1. PQB', '2. Event', '3. Dependents', and '4. Benefits'. The form includes the following fields and options: 'Employer:\*' (dropdown menu with 'TESTEMPLOYER' selected), 'Department:' (dropdown menu with 'Select...' selected), a button 'Search', and a button 'Transfer Active Employee to COBRA Participant'. Under 'Special Situations', there are three rows of radio buttons: 'Denial of Coverage:' (Yes/No), 'Customize Election Letter:' (Yes/No), and 'Quick Certificate:' (Yes/No). The 'PQB Information' section contains: 'First, M, Last:\*' (text input), 'Date of Birth:\*' (calendar icon), 'PQB ID:' (text input with value '5d576bf68d9944c'), 'Social Security Number:' (text input), 'Employee ID:' (text input), 'Gender:' (dropdown menu with 'Not Specified' selected), 'Title:' (dropdown menu with 'None' selected), 'Annual Salary (Required for Life Insurance, AD&D and Disability) :' (text input), 'Years of Service:' (text input), 'Original Hire Date:' (calendar icon), and 'PIN:' (text input). Red arrows point to the input fields for 'First, M, Last:\*', 'Date of Birth:\*', 'Social Security Number:', 'Gender:', and 'Original Hire Date:'.

**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: ITESTEMPLOYER

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**

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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**

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

**Dependent Information**

**Add New Dependent**

First, M, Last:\*  
 Date of Birth:\*  
 Relationship: Dependent  
 Dependent ID:  
 Social Security Number:  
 Gender: Not Specified

*(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**

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

### PQB and Dependents - Add New

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

#### Benefit Assignment

##### Benefit Plan Selection

Insurance Carrier:\* TESTRCBS  
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:\*

Cancel This Subsidy Add Additional 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 Entry **Save And Add Another Plan**

<< Return To Dependents

Cancel PQB Entry **Done - Save PQB**