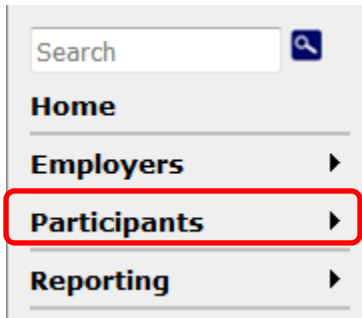


Travisoft T-COBRA WEB

Viewing documents

Log into Travisoft at <https://bbp.webcobra.com>. Move your mouse over the Participants tab. Then select Employee, COBRA Participants or Retiree and click on the view/edit tab. You can also use the search tab and type in their name and it will directly take you to their page.



Next you are going to click on the last name of the employe or PQB or Retiree you want to look up.

The image shows the 'PQB & Dependents - View / Edit' page. It features a search bar, a navigation menu, and a table of PQBs. The 'Last Name' column in the table is highlighted in red. Below the table is a 'Delete Checked Records' button.

PQB & Dependents – View / Edit

QB Listing

The list below reflects each QB to which you have access, separated by Employer.

[Add New PQB](#)

Filter QBs by Employer: [Search](#)

Identify QB by: QB ID SSN

Display Inactive Participants: Yes No

Filter QBs by Status:

- Added, Not Notified
- Notified, Awaiting Response
- Enrolled, Pending Payment
- Enrolled
- Terminated
- Denial of Coverage, Not Terminated
- Terminated, Denial of Coverage
- Enrolled, 100% Subsidy
- Quick Cert - Pending
- Quick Cert - Complete
- Enrolled With Severance
- Pending Termination
- Employee Inactive

[Apply Status Filters](#)

[View / Edit Rehired PQBs](#)

Number of PQBs: 3

Employer	Last Name	First Name	Type	SSN	Status	
TESTEMPLOYER	Doe	John	PQB	XXX-XX-0000	Enrolled	View/Edit
TESTEMPLOYER	Like Me Now	How Do You	PQB	XXX-XX-6789	Enrolled	View/Edit
	mcdonalds	Wendy	Dependent		Enrolled	View/Edit
TESTEMPLOYER	Doe_a71fab2894cc	John_a71fab2894cc	PQB	XXX-XX-5945	Notified, Awaiting Response	View/Edit

Page 1 of 1

Number of PQBs to display 25

[Delete Checked Records](#)

Next you will have to click on the History tab, at the very top for employee or PQB. They are in different places. Below you will find the tabs circled.

T-COBRAWEB

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

Search

- Home
- Employers
- Participants
- Reporting

smith, John
Employee

[Details](#)
[Contact](#)
[History](#)
[Actions](#)

Employee Detail

Employee Status:	Employee Not Notified		
Employee Relationship:	Not Specified	Participant ID:	078bafee786c451
Department Name:		SSN:	
Age:	0	Date of Birth:	01/01/2017
Employee ID		Suffix:	
Gender:	Not Specified	Title:	None
Hire Date:		Annual Salary (Required for Life Insurance, AD&D and Disability) :	
Months of Core Coverage:		Days of Core Coverage	
Core Coverage Start Date:			
Months of Pre-Existing Condition Exclusion		Days of Pre-Existing Condition Exclusion	

[Edit](#)

Dependent Detail

[Add Dependent](#)

Setting Detail

Receive Emails :	No	Receive Letter Copies:	Yes
Include in Address:	Yes	Print 'And Dependents':	No
Correspondence Language:	English	Eligible for COBRA General Notice:	Yes
Benefit Eligibility Date:			

[Edit](#)

T-COBRAWEB

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

Search

- Home
- Employers
- Participants
- Reporting

Doe, John
PQB

[Details](#)
[Contact](#)
[Event](#)
[Benefits](#)
[Premiums](#)
[History](#)
[Actions](#)


Current Status:	Enrolled	Qualifying Event Date:	02/28/2017	Paid Through Date:	03/31/2017
SSN:	123-45-0000	First Day after Loss of Coverage:	03/01/2017	Current Balance:	(\$304.98)
PQB ID:	d2dda1d5d6d9412	First Possible Termination Date:	05/04/2017	Typical Monthly Premium:	\$304.98
Department:	N/A	Last Payment Date:	03/14/2017	Last Payment Amount:	\$304.98
Event:	Termination	First Possible Term Reason:	Non-Payment	Coverage End Date:	08/31/2018

PQB Detail

PQB Relationship:	Former Employee	PQB ID:	d2dda1d5d6d9412
Department Name:		SSN:	123-45-0000
Event Date:	2/28/2017	Date of Birth:	1/1/1980 (37)
First Day After Loss of Coverage:	3/1/2017	Scheduled Continuation End:	8/31/2018
Employee ID		Suffix:	
Gender:	Male	Title:	Mr.
Hire Date:	1/1/2016	Annual Salary (Required for Life Insurance, AD&D and Disability) :	
Years of Service:		Leave of Absence Return Date:	
PIN			

[Edit](#)

Once you click the history tab, you will see these three long tabs. Go ahead and click on the history tab.


smith, John
Employee

Details Contact History Actions

Participant History

▶ Reports
▶ History
▶ File Upload



Once you click this you will see the entire history of all the documents that were ever created for a participant. Click the view button to be able to view the sent documents. From there you should download the PDF file and you can save it or view it. **Any "Grouped Letter" is the packet that was mailed out.**

▶ Reports						
▼ History						
Date	Effective Date	User	AffectedParticipant(s)	Notation	View	Downloaded Via LPA
3/13/2017	3/13/2017	amy@benefits411.com	Family	PQB Added		
3/13/2017	3/1/2017	amy@benefits411.com	John Doe	Add Benefit Assignment: TESTAAAA \ wfasd \ test - Doe, John \ xxx-xx-000		
3/13/2017	3/13/2017	amy@benefits411.com	John Doe	Continuation end of:08/31/2018 added		
3/13/2017	3/13/2017	SystemUser	John Doe	Enrollment Waiver - Printed	View	No
3/13/2017	3/13/2017	SystemUser	John Doe	Premium Computation Form - Printed	View	No
3/13/2017	3/13/2017	SystemUser	John Doe	COBRA Election Notice - Printed	View	No
3/13/2017	3/13/2017	SystemUser	John Doe	Enrollment Form - Printed	View	No
3/13/2017	3/13/2017	SystemUser	John Doe	PQB Grouped Letter - Printed	View	No