## **Guide to the COBRA Member Portal**



#### **Creating an Account for the First Time**

**Step I:** Visit your online account and click the "New User Registration" button.

Sign In	
Usemame	
Password	New to Mercer Marketplace (Discovery Benefits)?
Forgot your username or password?	NEW USER REGISTRATION
SiGN IN 🔲 Remember Me	

**Step 2**: Enter your registration code and social security number. You can find your registration code in your COBRA election paperwork under the "New Member Login Notice" section. Then, click the "Submit Registration" button.

n order to register you will need Service ®.	the registration code assigned to you. If you a	are eligible a letter was sent to you via the United States Postal
Registration Code		Company 🥹
SwUAVIX6	~	Advanced Answers
2 Demuland		Div: Advanced Answers
ocial Security Number		
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ly entering the information requester affi the registration code you entered rebsite is confidential and may be su amed addressee or authorized to ac	above and by continuing this registration process, yo on the previous page or a person legally authorized bject to protection under the law, including the Health t on behalf of this person, you are hereby notified that	ou certify that you are the named addressee of the letter which provided you to act on behalf of the name addressee. Information contained in this Insurance Portability and Accountability Act (IPRA). If you are not the at any further use of this website is strictly prohibited and may subject you to

**Step 3:** Review the user agreement and check the box next to "I Accept." Then, click the "Submit" button to accept the terms of the user agreement.

ASE READ THIS AGREEMENT CAREFULLY. IT GOVERNS YOUR ACCESS TO AND USE OF THE COBRApoint website and	the services and materials pro
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NEW COBRApoint User Agreement	😑 PRIN
COBRApoint USER AGREEMENT	ŕ
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Required	

**Step 4**: Enter an email address and follow the instructions to create a username and password. Then, click the "Submit & Create Account" button.

Email Address	
Required	
Username 😜	
Required	
New Password 💡	
Required	
Confirm Password	
Benuined	

### Mercer Marketplace 365+

# Guide to the COBRA Member Portal, continued

### **Making an Election for the First Time**

**Step I:** Once you have logged into your account for the first time, you'll see a message welcoming you to the online election. Click the "Continue" button to proceed with electing coverage.



**Please note:** If you click "Not Now," you'll be redirected to a screen that will have you confirm whether you are canceling or continuing your online registration.

**Step 2**: Check the boxes next to the plans you want to elect and select the level of coverage from the drop-down menu under the "Coverage Level" column. You'll notice that the premium amounts adjust as you change the level of coverage for each plan. Once you've made your selections, click the "Add Election" button.



**Step 3:** Review the User Agreement, check the box next to "I Accept" and click the "Add Election" button.

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COBRApoint USER AGF	EEMENT		
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**Please note:** If you click "Not Now," you'll see a screen that displays a message indicating your election has not been processed. From that screen, you can choose to Continue Online Election or Sign Out. **Step 4**: Next, you should see an election confirmation page showing that you've elected coverage. You can print this page for your records or proceed to your online account by clicking the "Go to Member Portal" button.

YOUR PRODUC	CT(S) ARE NOW EL	ECTED				
Thank you for submitting	your election online using ou	ur Online Election Proces	s. Please print a co	py of this Electio	on Confirmation Scree	en for your records us
the "Print" button below.						
Today's Date & Time:						
Tuesday May 10, 2016	09:55:37 AM Central Da	sylight Time				
YOUR INFORM	ATION					
Placeholderone Placeh	older2					
1234 Regular Avenue Regular ND 99999						
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**Step 5**: Finally, you should now be looking at a welcome screen in your online member portal. From here, you can do things like pay online, review letters we've mailed to you, sign up for automatic payments or make changes to your contact information.

Welcome	
Welcome to the Discovery your demographic and pla information, send an inqu	Benefits, Inc. TEST self-service portal. Through this portal, you have access to make payments, self-up recurring payments, access an information, view messages, and set-up your preferences for payment, billing, and communications. You can also change ry, or request assistance.
Your next payment of \$10	2.00 is due Apr 01, 2016

For any other questions, please call or chat online with our Participant Services team.

Hours of Operation	7 a.m. to IO p.m. EST (M-F)
Toll-Free Phone Number	877-248-0510
Email Address	mercermarketplacebilling@serviceaccount.com