

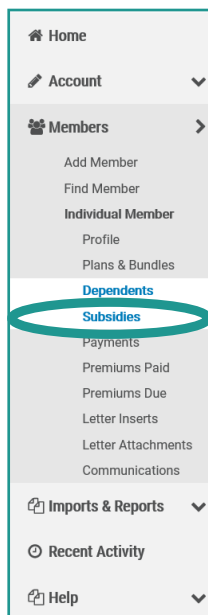
Guide to Entering a Subsidy on the COBRA Online Account

SCHEDULE YOUR SUBSIDIES

Step 1: Log in to LEAP and select COBRA Administration.

Step 2: Navigate to the account that you wish to apply a subsidy to.

Step 3: Navigate to the Subsidies tab. This tab allows a COBRA employer subsidy or severance to be added to the account.



Step 4: Click the [Add a Subsidy Schedule](#) link.

Step 5: Enter the start and end dates for the subsidy schedule.

Note: It's recommended that subsidies start on the first of the month and end on the last day of the month to avoid any participant confusion, which may lead to non-payment and loss of coverage. In the event that you have a subsidy ending in the middle of the month, we recommend the following:

- Increase or decrease the subsidy amount by entering the end date as the last day of the month.
- Convert the final partial month subsidy to a flat dollar amount subsidy equal to the pro-rated value of the subsidy for the month. For example:
 - To offer John Smith a \$1,000 medical subsidy from 1/1 to 4/15, the subsidy would need to be entered as a \$1,000 medical subsidy from 1/1 to 3/31 and a \$500 medical subsidy from 4/1 to 4/30.
 - The total monthly COBRA premium for Jane Doe, including the 2% admin fee, is \$1,500. To offer Jane Doe a 100% medical subsidy from 3/1 to 6/15, the subsidy would need to be entered as a 100% medical subsidy from 3/1 to 5/31 and a \$750 medical subsidy from 6/1 to 6/30.

A screenshot of the 'Add Subsidy Schedule' form. The form has a title bar with 'Add Subsidy Schedule' and a close button. The form contains several fields: 'Subsidy Schedule Start' with a date input field containing '07/01/2018', 'Subsidy Schedule End' with a date input field containing '07/31/2018', 'Subsidy Schedule Type' with a dropdown menu set to 'Employer Subsidy', 'Subsidy Schedule Amount Type' with a dropdown menu set to 'Percentage', and 'Plan Type' with a dropdown menu set to 'Medical'. There is also an 'Amount' field with '100.00%' entered. At the bottom right, there are 'Cancel' and 'Add' buttons. The 'Subsidy Schedule Start' and 'Subsidy Schedule End' fields are highlighted with red circles.

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Step 6: Select the Subsidy Schedule Type. The type of subsidy will default to “Employer Subsidy.”

The screenshot shows the 'Add Subsidy Schedule' form. The 'Subsidy Schedule Type' dropdown menu is highlighted with a red circle and contains the text 'Employer Subsidy'. Other fields include 'Subsidy Schedule Start' (07/01/2018), 'Subsidy Schedule End' (07/31/2018), 'Subsidy Schedule Amount Type' (Percentage), and 'Plan Type' (Medical). Buttons for 'Cancel' and 'Add' are at the bottom right.

Step 7: Select the appropriate Subsidy Schedule Amount Type (percentage or flat rate) from the drop-down.

The screenshot shows the 'Add Subsidy Schedule' form. The 'Subsidy Schedule Amount Type' dropdown menu is highlighted with a red circle and contains the text 'Flat Amount'. Other fields include 'Subsidy Schedule Start' (07/01/2018), 'Subsidy Schedule End' (07/31/2018), 'Subsidy Schedule Type' (Employer Subsidy), and 'Plan Type' (Medical). The 'Amount' field is set to 0.00%. Buttons for 'Cancel' and 'Add' are at the bottom right.

Step 8: Select the Plan Type from the drop-down to indicate the plan that you will be subsidizing (e.g. Medical, Dental, Vision, etc.).

The screenshot shows the 'Add Subsidy Schedule' form. The 'Plan Type' dropdown menu is highlighted with a red circle and contains the text 'Medical'. Other fields include 'Subsidy Schedule Start' (07/01/2018), 'Subsidy Schedule End' (07/31/2018), 'Subsidy Schedule Type' (Employer Subsidy), and 'Subsidy Schedule Amount Type' (Percentage). The 'Amount' field is set to 100.00%. Buttons for 'Cancel' and 'Add' are at the bottom right.

Step 9: Add the corresponding percentage or flat rate in the Amount field. This is the percentage or dollar amount of the premium that your company is paying for the COBRA member’s coverage. The account will automatically calculate the member’s portion based on the information provided.

The screenshot shows the 'Add Subsidy Schedule' form. The 'Amount' field is highlighted with a red circle and contains the text '100.00%'. Other fields include 'Subsidy Schedule Start' (07/01/2018), 'Subsidy Schedule End' (07/31/2018), 'Subsidy Schedule Type' (Employer Subsidy), and 'Subsidy Schedule Amount Type' (Percentage). Buttons for 'Cancel' and 'Add' are at the bottom right.

Step 10: Once you have completed the subsidy information, click “Add.”

The screenshot shows the 'Add Subsidy Schedule' form. The 'Add' button is highlighted with a red circle. Other fields include 'Subsidy Schedule Start' (07/01/2018), 'Subsidy Schedule End' (07/31/2018), 'Subsidy Schedule Type' (Employer Subsidy), 'Subsidy Schedule Amount Type' (Percentage), and 'Plan Type' (Medical). The 'Amount' field is set to 100.00%. Buttons for 'Cancel' and 'Add' are at the bottom right.

Step 11: You’ll be brought back to the Subsidies tab, where you’ll see the subsidy has been added to the account. If there are multiple subsidies to add, select the [Add a Subsidy Schedule](#) link and repeat the above steps until all subsidies are added. Subsidy paperwork will be sent to the participant automatically on the following business day. If you have questions on a subsidy that has been entered, contact Mercer Marketplace the same day for assistance.