PAYPRO ADMINISTRATORS

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License# OG76414

Dear New Client,

Thank you for subscribing to PayPro Administrators for your COBRA administration. We are delighted to have you as a client and truly look forward to providing you with professional services with a personal touch.

To complete the initial set-up process, please provide us with the following:

1. *COBRA Client Set up form (form is attached)*
   Standard information we need about the client.
   - *Health/Dental/Vision Insurance Information (can be filled in on Set up form)*
     Carrier, Renewal Dates, Insurance Rates
   - *Select a user name (can be filled in on COBRA Client Set up form below)*
- Please provide us with a user name, as you will use our online system to report new hires and terminations. *The user name cannot start with a number*. Once all the information is received and set up, you will receive an email with a temporary password. You will then need to login and change your password within 24 hours. The COBRA website you will use is paypro.webcobra.com.

2. *COBRA Release Authorization Form (form is attached)*
   Complete a COBRA release authorization form for each carrier. This will allow us to communicate with the carriers regarding COBRA participants.

3. *COBRA Participants Information (form is attached)*
   Name, Address, SS#, Date of Birth, Date of Hire, Benefit start date, Date of COBRA Election, Paid Through Date, Qualifying Event Date, Which Coverage was Elected (ex. HMO EE only)

4. *COBRA Employer Quick Reference Guide (form is attached)*
   Overview of the clients' responsibilities as well as ours. Please read, initial and sign.

When this information is gathered, it can be emailed to me at lisetc@pagroup.us, or faxed to me at 951-656-9276.

Once we have your COBRA set up, you'll have a dedicated Account Service Representative assigned to your company.

Meanwhile, if you should have any questions, don't hesitate to call me. It is a privilege to be of service to you and your company.

Sincerely,
Liset Carapia
Sales & Marketing Coordinator
951-656-9273 x 226