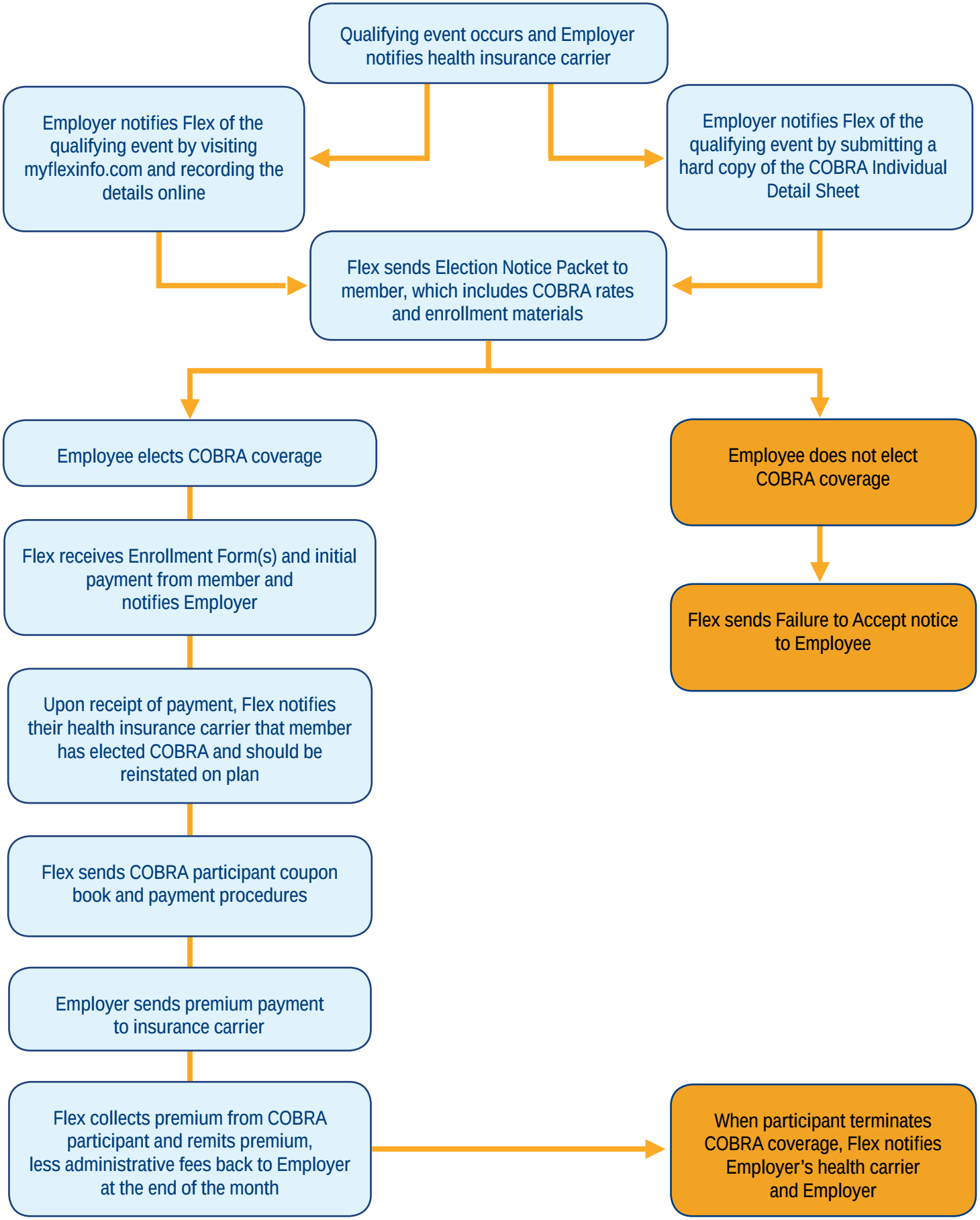
FLEX COBRA™


Qualifying event occurs and Employer notifies health insurance carrier
Employer notifies Flex of the qualifying event by visiting myflexinfo.com and recording the details online
Employer notifies Flex of the qualifying event by submitting a hard copy of the COBRA Individual Detail Sheet
Flex sends Election Notice Packet to member, which includes COBRA rates and enrollment materials
Employee elects COBRA coverage
Employee does not elect COBRA coverage
Flex receives Enrollment Form(s) and initial payment from member and notifies Employer
Flex sends Failure to Accept notice to Employee
Upon receipt of payment, Flex notifies their health insurance carrier that member has elected COBRA and should be reinstated on plan
Flex sends COBRA participant coupon book and payment procedures
Employer sends premium payment to insurance carrier
Flex collects premium from COBRA participant and remits premium, less administrative fees back to Employer at the end of the month
When participant terminates COBRA coverage, Flex notifies Employer's health carrier and Employer