

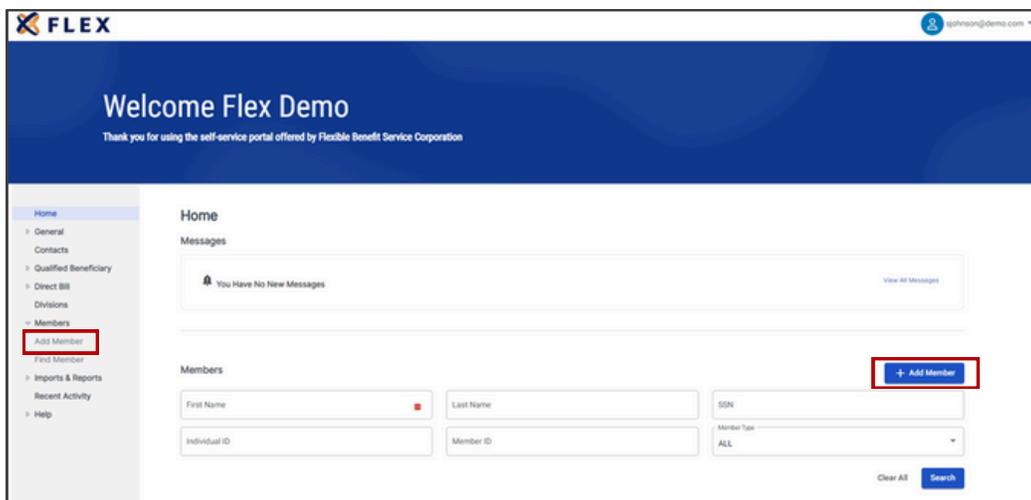


New Member Guide

How to add a new member on the Flex Direct Bill Employer Portal

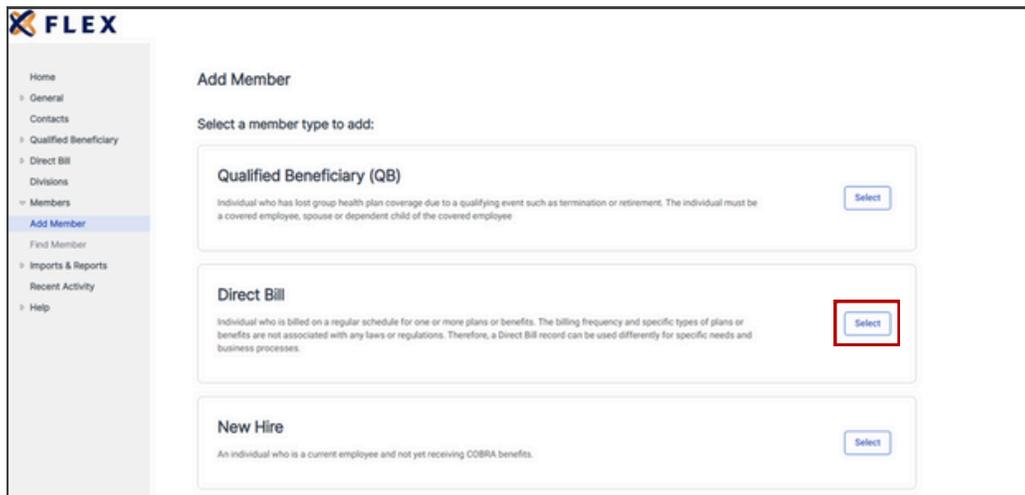
Step 1:

Select **+Add Member** on the Home Page or from the **Add Member** option in the Main Menu.



Step 2:

Click the **Select** button under the Direct Bill box to begin processing the qualifying event.



Questions? Call us at 888-345-7990, Option 3

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www.myflexcobra.com

Step 3:

Select a **Division** under the Employer Name. Default is Main Division "Employer Name". Complete the required fields marked with a red asterisk and click **Continue**.

ADD DIRECT BILL MEMBER
Step 1 of 8

Profile Information

Employer Name
Flex Demo

Division *
Flex Demo

Choose...

First Name *
Robert

Last Name *
Jones

Gender *
Male

Date of Birth *
06/10/1960

SSN *
152-84-5634

Individual Identifier

Contact Information

Phone

Phone 2

Email

Primary Address

Address *
255 Street

Address 2

City *
Chicago

State *
IL

Zip *
60456

Country

Select Plan Categories

Benefit Group

Account Structure

Employer Custom Data

Cancel

Continue

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Step 4:

Enter the employee information and event category. Tobacco Use can remain at the default **Unknown**. Premium Coupon Type should always be **Coupon Book**. Click **Save and Continue** when completed.

ADD DIRECT BILL MEMBER
Step 2 of 8

Employee Information

Tobacco Use *
Unknown

Years of Service

Enrollment Date *
10/01/2024

Premium Coupon Type *
Coupon Book

Has this member already been set up for Direct Bill continuation?
 Yes No

Currently has COBRA rights

Will have COBRA rights on termination

Cancel

Previous

Save and Continue

Step 5:

Add applicable Event information for the Direct Bill Member. Click **Save and Continue**.

ADD DIRECT BILL MEMBER
Step 3 of 8

Events

Date of Event *
10/01/2024

Billing Start Date *
10/01/2024

Billing End Date

Billing Frequency *
Monthly

Billing Event Type *
Retiree

Employee Type *
Full-Time Employee

Payout Type *
Salary

Cancel

Previous

Save and Continue

Step 6:

Add applicable employee benefit plans for the member. You must add each eligible benefit one at a time by clicking **+Add Plan**.



Add Direct Bill Member
Step 4 of 8

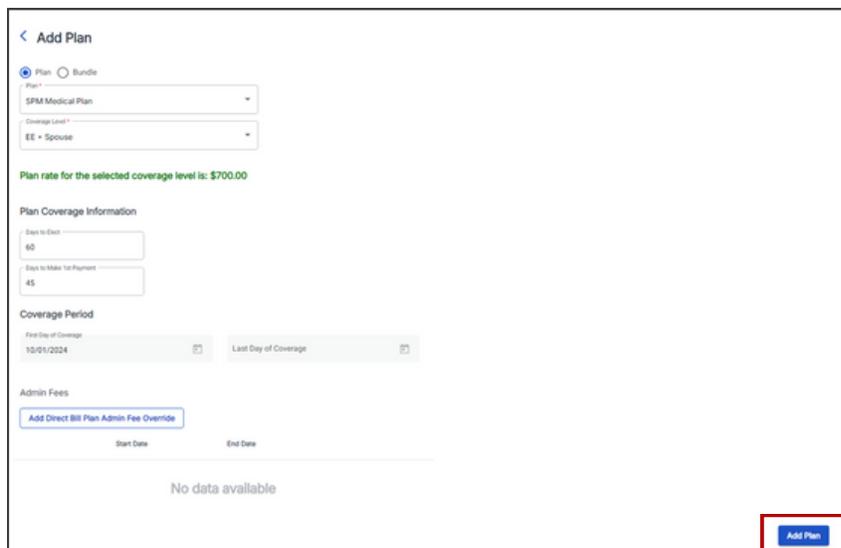
Plans & Bundles + Add Plan

Plans

PLAN NAME ↑	START DATE	END DATE	COVERAGE LEVEL	RATE
No data available				

Step 7:

Select the applicable **Plan** and **Coverage Level** from the drop-down menu. Your Direct Bill Member's monthly rate will show in green. Click **Add Plan** when complete.



Add Plan

Plan Bundle

Plan: SPM Medical Plan

Coverage Level: EE + Spouse

Plan rate for the selected coverage level is: \$700.00

Plan Coverage Information

Days to Elect: 60

Days to Make 1st Payment: 45

Coverage Period

First Day of Coverage: 10/01/2024

Last Day of Coverage:

Admin Fees

Add Direct Bill Plan Admin Fee Override

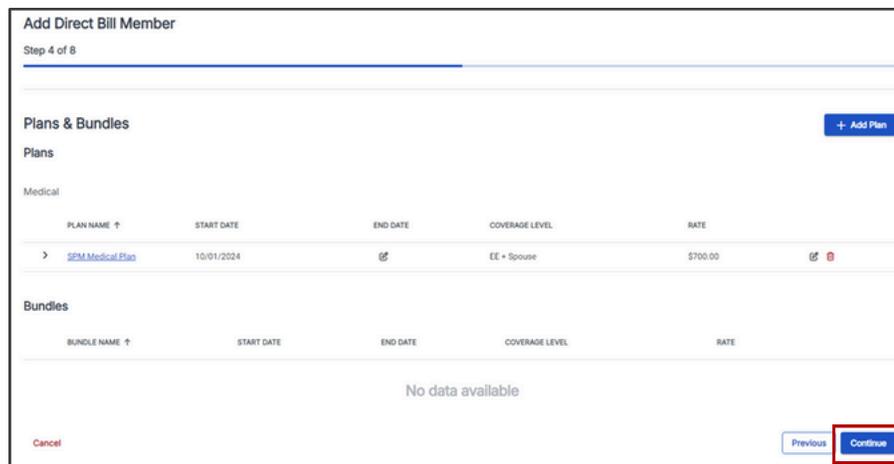
Start Date: End Date:

No data available

Add Plan

Step 8:

Once all applicable plans have been added, click **Continue**.



Add Direct Bill Member
Step 4 of 8

Plans & Bundles + Add Plan

Plans

Medical

PLAN NAME ↑	START DATE	END DATE	COVERAGE LEVEL	RATE
> SPM Medical Plan	10/01/2024	∞	EE + Spouse	\$700.00

Bundles

BUNDLE NAME ↑	START DATE	END DATE	COVERAGE LEVEL	RATE
No data available				

Cancel Previous **Continue**

Step 9:

Review the defaulted grace period and number of coupons, then click **Continue**.

Step 10:

If the Direct Bill Member has dependents that need to be added, add dependent information by clicking **+Add Dependent** and follow steps 11 through 13. You must add one dependent at a time. If there are no dependents, click **Continue**.

Step 11:

If adding a dependent, complete the required fields marked with a red asterisk, choose available dependent plan(s) by checking the box(es).

Step 12:

First click **Add Selected Dependent Plan(s)**. Then click **Add Dependent** to save.

AVAILABLE DEPENDENT PLAN(S)			
PLAN NAME	START DATE	END DATE	PLAN TYPE
↓ Add Selected Dependent Plan(s)			
ADDED DEPENDENT PLAN(S)			
PLAN NAME	START DATE	END DATE	PLAN TYPE
BluePrint PPO	03/01/2023	08/31/2024	Medical
			 
			Add Dependent

Step 13:

You will receive a green confirmation pop up that your dependent has been added. Click **Continue** when all the dependents have been added.

Add Direct Bill Member					
Step 6 of 8					
Dependents + Add Dependent					
NAME	RELATIONSHIP	DATE OF BIRTH	SSN	GENDER	
> Jones, Jenny	Spouse			F	 
Cancel					Previous Continue

Step 14:

Add any applicable subsidies and click **Continue**.

Add Direct Bill Member						
Step 7 of 8						
Subsidies + Add Subsidy Schedule						
START DATE	END DATE	PLAN TYPE	SUBSIDY TYPE	SUBSIDY AMOUNT TYPE	AMOUNT	
No data available						
Cancel						Previous Continue

Step 15:

Letter inserts should not apply. Click **Add Member** to skip this step.

Add Direct Bill Member

Step 8 of 8

Letter Attachments

Attach	Name
No data available	

Cancel Previous **Add Member**

You will receive a pop-up message confirmation that your **Direct Bill Member** has been successfully added.

Click [here](#) to download the **Direct Bill Employer Website Guide** for additional information on how to view or access member information.