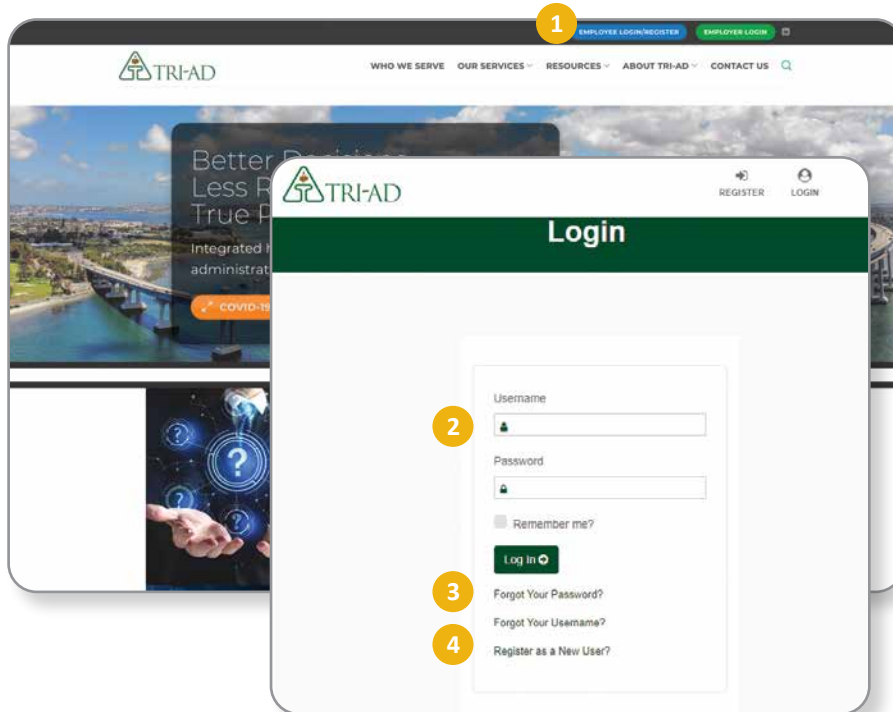




# Manage Your COBRA Account Online

Log onto your account at [www.tri-ad.com](http://www.tri-ad.com). Upon your first login, you will be asked to register your account and create secure credentials.



1 From TRI-AD's website, click the "Employee Login/Register" button on the top right of the page to access your account through BenefitSpot. Once logged in, click on the COBRA tile.

2 Once you have registered, sign into your account here.

3 Click here for help if you forget your Username or Password.

4 If you have never signed into our site before, you will need to register.

Once you have signed in, you can completely manage your account at your convenience.



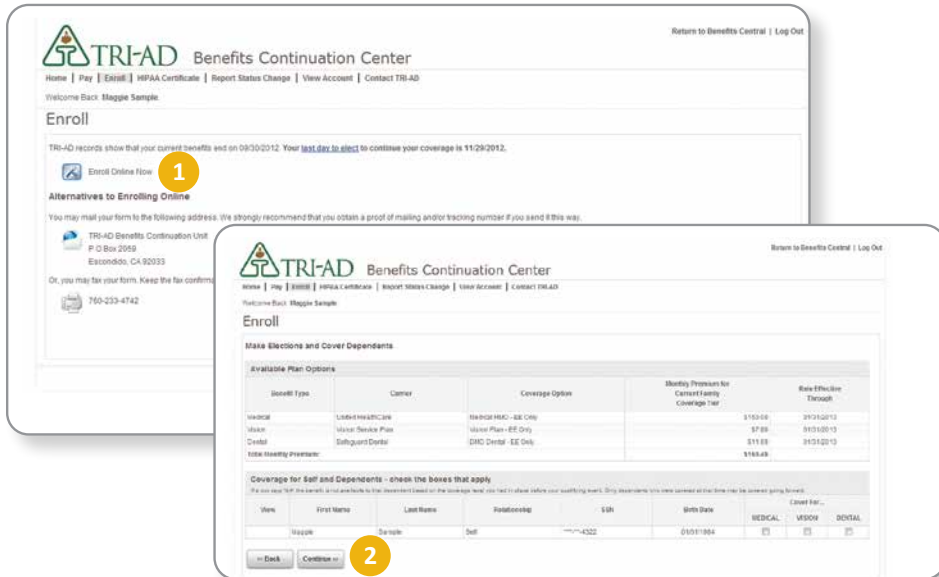
Click on each tile to manage your account. You can:

- See information on your dependents, active coverage, billing and payment history, and sample documents
- Pay online\*
- Report a family status change
- Enroll online for the first time\*
- See information about your plan such as Summaries of Benefit Coverage and other documents

\* See page 2 for how to use these features



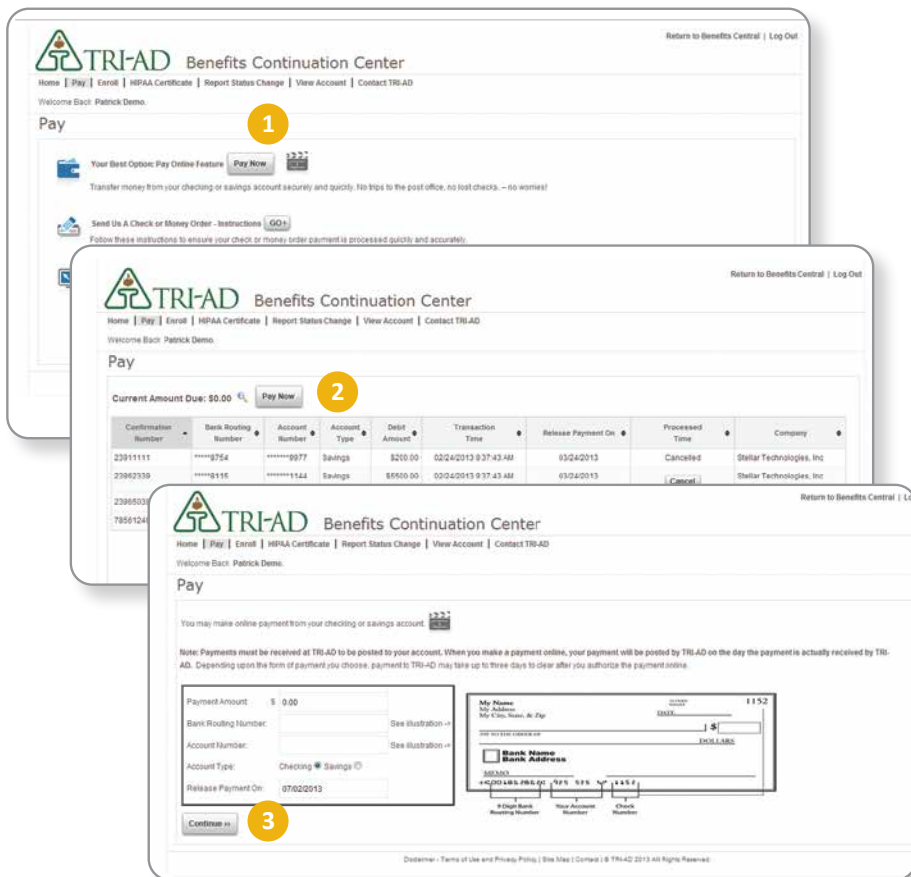
# Enroll Online – It’s Quick and Easy



1 Click the “Enroll Online” icon.

2 Read the information about your election period and click “Continue.” From there you will be walked through the enrollment process to continue coverage for you and any applicable dependents. After you enroll and have made your first premium payment, it can take 7 to 10 business days for your coverage to be active.

# Paying online is as easy as 1-2-3!



1 Click the “Pay Now” button to use the Pay Online feature. You can also set up online bill pay through your banking institution.

2 Review your payment history and then click “Pay Now.”

3 Enter your payment amount and bank account information. Press “Continue” to complete your transaction.



## Contact Information

TRI-AD Participant Services representatives are available Monday through Friday from 5 a.m. to 6 p.m. Pacific Time.

Phone: 888-844-1372

Email: cobmail@tri-ad.com