

Active COBRA Member Listing

This report will give you a listing of all COBRA members – enrolled, pending, terminated, etc. – all statuses.

- Log into COBRApoint from www.sentinelgroup.com
- Go to **Reports / Standard Reports / Qualified Beneficiary Plan Members**
- Leave date defaulted to today's date.
- Change report format to Comma Separated Values Text File
- Once you click Run Report, you will be brought to another screen. Click on Job Queue.
- Under Download Results, click View (or refresh if still running) and download the report.
- Filter the report under Column AA to obtain Enrolled and/or Pending members. Below are the codes you will see in this column.

P (Pending) - Pending

PR (Pending Received) - Returned election form, but haven't paid yet.

E45 (Enrolled in 45 Day Grace Period) - Elected, made a portion of first payment – still in 45 day grace period

E (Enrolled) – Enrolled and paying

TP (Terminated Pending) – Termed, never elected

TE (Terminated Enrolled) – Termed, was enrolled
