

# COBRA Administration Timeline

## Qualifying Event

- Employee Experiences a Qualifying Event
- Employers terminates Employee off the Active plan when applicable

## Employer has 30 days to notify Rehn & Associates

- Through Employer Portal ([cobra.rehnonline.com](http://cobra.rehnonline.com))
- By File Feed (SFTP)
- QE Form sent by Secure Email ([cobra@rehnonline.com](mailto:cobra@rehnonline.com))

## Rehn & Associates has 14 days to mail Specific Rights Notice

- If entered through Employer Portal, the notice will generate overnight and mail out the next business day.

## Qualified Beneficiary (QB) has 60 days to elect coverage

- Online Election - Participant Portal ([cobra.rehnonline.com](http://cobra.rehnonline.com))
- Return Paper Election Form

## Rehn & Associates notifies the Carrier(s)

- Rehn & Associates will send a COBRA reinstatement to the Carrier(s) once the initial payment has been received from the Member