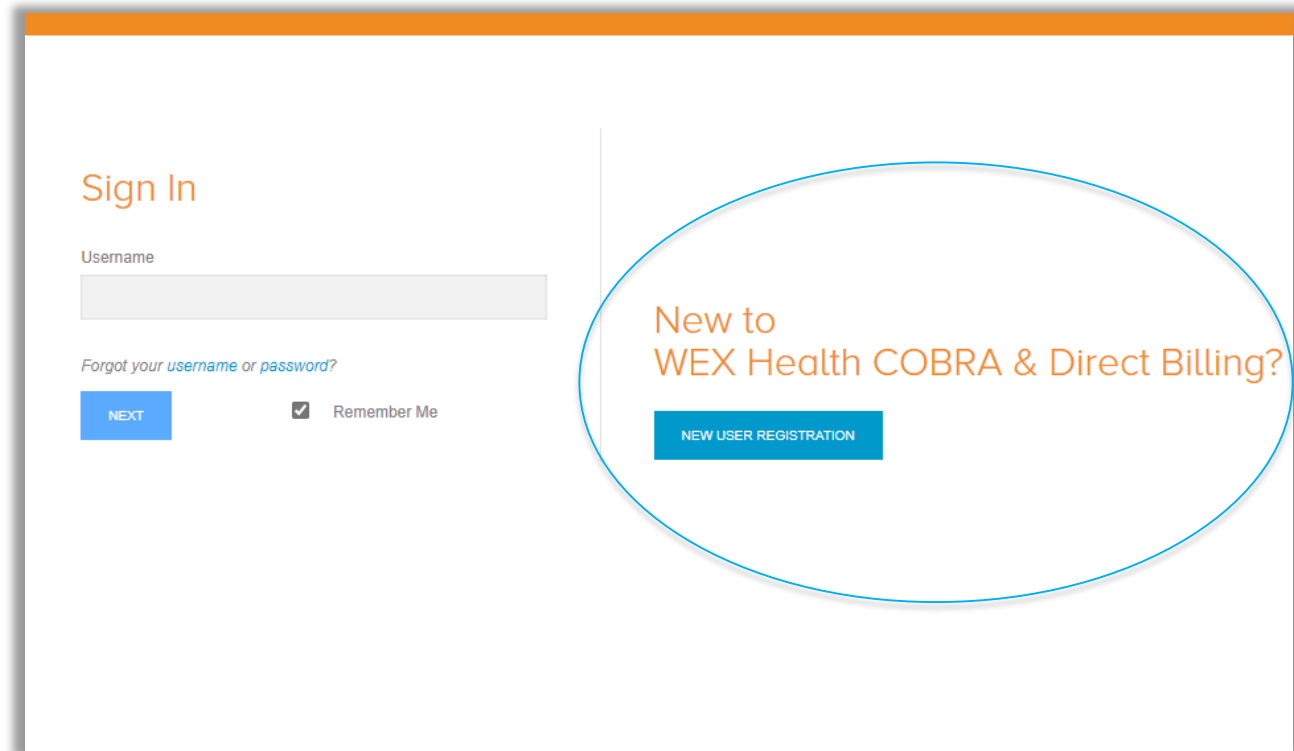


Navia Benefit Solutions: Setting Up Your Retiree Member Portal

1. Go to:
<https://cobrapoint.benaissance.com>
2. Click on **New User Registration**



The screenshot shows a web page with a white background and an orange header bar. On the left side, the text "Sign In" is displayed in orange. Below it is a "Username" label and a grey input field. Underneath the input field is a link that says "Forgot your *username* or *password*?" in blue. At the bottom left of the sign-in section is a blue button labeled "NEXT". To the right of the "NEXT" button is a checked checkbox followed by the text "Remember Me". On the right side of the page, there is a blue oval containing the text "New to WEX Health COBRA & Direct Billing?" in orange, with a blue button below it labeled "NEW USER REGISTRATION".

Navia Benefit Solutions: Setting Up Your Retiree Member Portal



COBRA & Direct Billing

NEW USER >

- 1. REGISTRATION INFO
- 2. LICENSE AGREEMENT
- 3. CREATE ACCOUNT

New Registration

In order to register you will need the registration code assigned to you. If you are eligible a letter was sent to you via the United States Postal Service ®.

Registration Code

Required

SUBMIT REGISTRATION

CANCEL

Navia Benefit Solutions
COBRA/DIRECT BILL INFORMATION ENCLOSED
P.O. Box 3061
Seattle, WA 98124



12/1/2023

Joe Smith & Family
123 Anywhere
Renton, WA 98057

Dear Joe Smith & Family:

Direct Bill Welcome Notice

Navia Benefit Solutions has been retained by Tulsa Community College (TCC) to serve as their Retiree billing administrator. Based upon information received from TCC, your Retiree billing will/has commence(d) on 2/1/2023. The information below provides specific information about the Retiree billing service under which you are participating.

Plan Name	Coverage Level	Plan Start Date	Plan End Date	Premium Amount	Payment Grace Period
Medical Direct Bill Sample	EE + Family	2/1/2023		\$0.00	30
Dental Direct Bill Sample	EE + Family	2/1/2023		\$0.00	30
Vision Direct Bill Sample	EE + Spouse	2/1/2023		\$0.00	30
Total Premium Amount:				\$0.00	

The Tulsa Community College Retiree billing service requires Monthly payment of premiums. Your premium payments are due on the 1st day of each month. If your first payment which is due on 2/1/2023 is on a date other than the 1st of the month, then your first payment amount will be prorated. Your payment grace periods listed above will be calculated beginning on the day after the due date.

Your next 12 months payment of due dates and premiums owed are listed below for your convenience unless our billing service for you is scheduled to last less than 12 months (see your Billing End Date above) in which case we have listed your premiums due through your Billing End Date. This information is based on current information from TCC as of the date of this letter and may change if plan premiums or your coverages change.

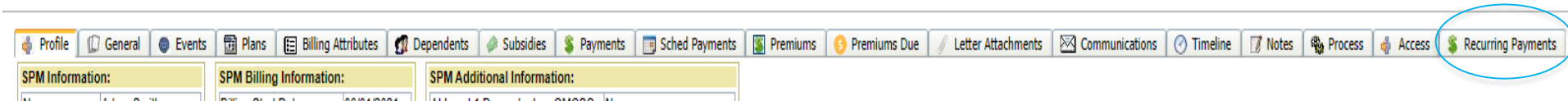
Premium Due Date Total Amount Owed

3. Enter the Registration code from your Navia Direct Bill Welcome Notice. It is on page 2 of the notice.
4. Then, click Submit Registration.

It is important to note the registration code is case sensitive.

Navia Benefits Solutions: Setting Up Your ACH Payment

5. The log-in will take you to your specific profile.
6. Once you are in your profile, you will go to the “Recurring Payments” tab.



7. On the Recurring Payments, you will enter your account information for the auto draft.

The premiums are drafted on the first of the following month.

Payment Method Status:
Status:

Bank Account Information:

First Name	<input type="text"/>	Last Name	<input type="text"/>
Bank Name:	<input type="text"/>	Bank Routing Number:	<input type="text"/>
		Confirm Bank Routing Number:	<input type="text"/>
Account Name:	<input type="text"/>	Account Number:	<input type="text"/>
		Confirm Account Number:	<input type="text"/>
Account Type:	<input type="radio"/> Checking <input type="radio"/> Savings		