

## **The American Recovery and Reinvestment Act of 2009**

**Update: March 19, 2009**

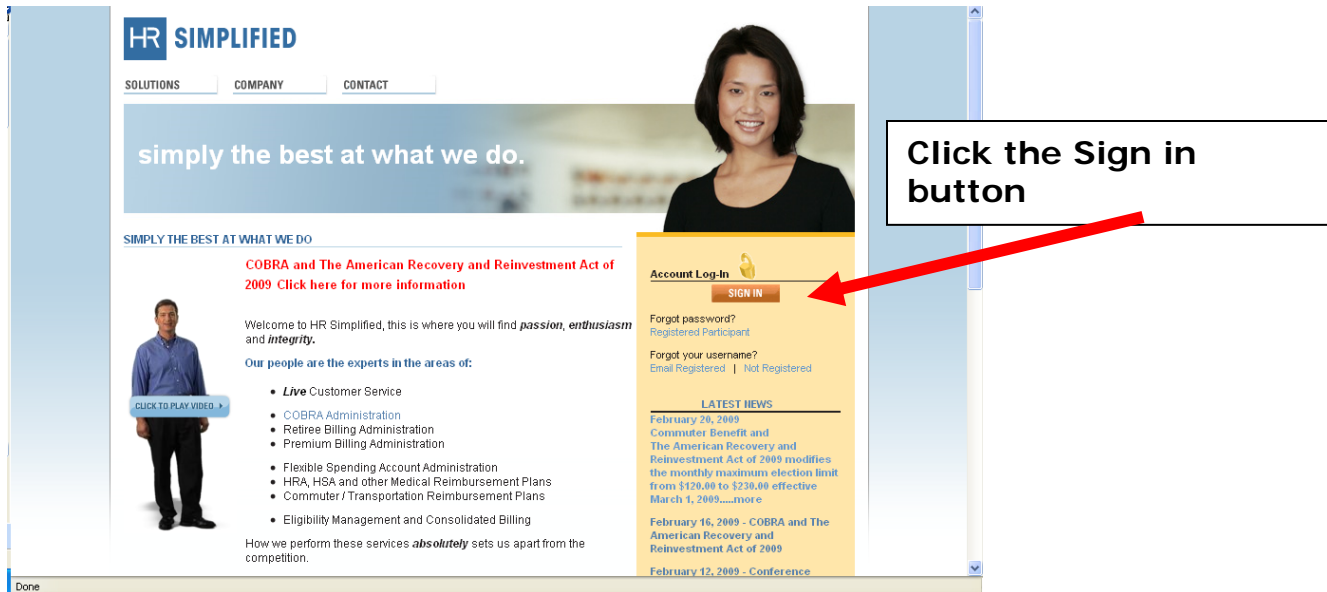
Data posted to Administrator Portal for Client Review

How to Guide on Identifying Involuntary Terminations

**Please note that the look and feel of the secure section of our web site has changed for some of our customer in order to accommodate this new reporting section.**

ARRA 2009 COBRA Data User Guide

Step 1 – Log on to our secure web site. [www.hrsimplified.com](http://www.hrsimplified.com)

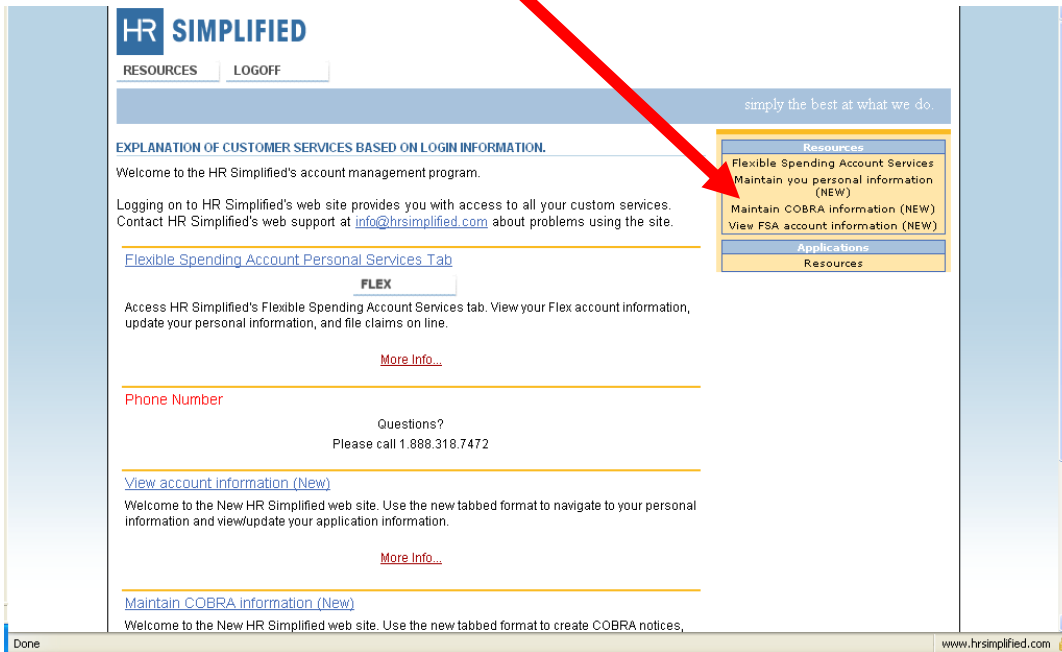


Step 2 – Log in using your User ID and Password

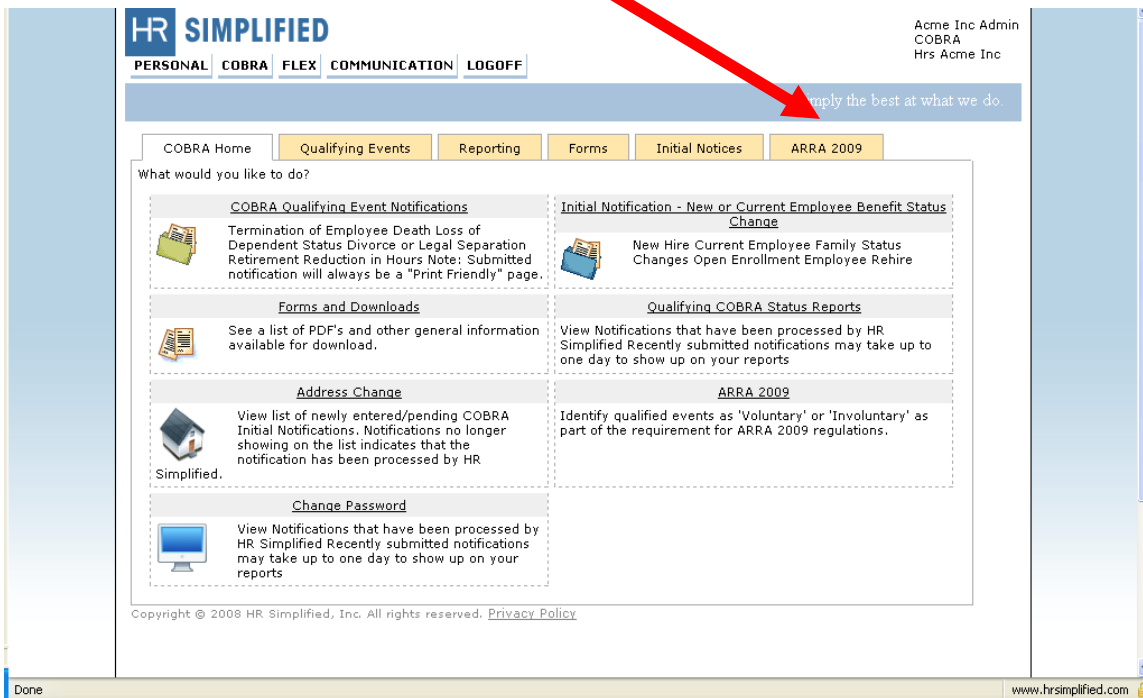


# ARRA 2009 COBRA Data User Guide

## Step 3 – Click “Maintain COBRA Information”



## Step 4 – Click the “ARRA 2009” tab



## ARRA 2009 COBRA Data User Guide

**Step 5 – Using the radio buttons on the left side of the screen, click to confirm either Involuntary Termination or Voluntary Termination.**

The screenshot shows the HR SIMPLIFIED interface for the ARRA 2009 COBRA data entry. The page title is "Company: Acme Inc - All" with a note: "Note: Changed are not saved until they have been submitted". There are "Submit" and "Cancel" buttons. Below is a table of employees with columns for "Involuntary", "Voluntary", "Name", "Emp Id/SSN", "Division", "Qualification", and "Qualification Date".

Involuntary	Voluntary	Name	Emp Id/SSN	Division	Qualification	Qualification Date
<input type="radio"/>	<input type="radio"/>	Demshar, Katherine	010-70-9999		Loss of Dependent Status	11/12/2008
<input type="radio"/>	<input type="radio"/>	Gorrell, Alan	010-90-9999		Layoff	01/23/2009
<input type="radio"/>	<input type="radio"/>	Hartman, James	001-48-9999		Termination of Employment	10/03/2008
<input type="radio"/>	<input type="radio"/>	Janson, Michael	012-44-9999		Termination of Employment	11/15/2008
<input type="radio"/>	<input type="radio"/>	Jones, Cheryl	021-44-9999		Termination of Employment	01/31/2009
<input type="radio"/>	<input type="radio"/>	Lunde, Kimberly	001-64-9999		Termination of Employment	02/17/2009
<input type="radio"/>	<input type="radio"/>	Madson, Ciel	001-50-9999		Termination of Employment	10/08/2008
<input type="radio"/>	<input type="radio"/>	Martin, Bryan	007-58-9999		Termination of Employment	01/09/2009
<input type="radio"/>	<input type="radio"/>	Nelson, Joshua	001-54-9999		Loss of Dependent Status	11/09/2008
<input type="radio"/>	<input type="radio"/>	Orrock, Christopher	018-72-9999		Loss of Dependent Status	10/17/2008
<input type="radio"/>	<input type="radio"/>	Porsh, Jessica	019-48-9999		Loss of Dependent Status	11/18/2008
<input type="radio"/>	<input type="radio"/>	Smith, Bryan	013-54-9999		Termination of Employment	01/05/2009

**All COBRA beneficiaries who had a qualifying event on or after September 1, 2009 will be shown.**

**All data is presented in alphabetical order by the Primary Qualified Beneficiaries (PQB) last name.**

**Please review the Qualification Code Listed under the header "Qualification" to help determine the termination status.**

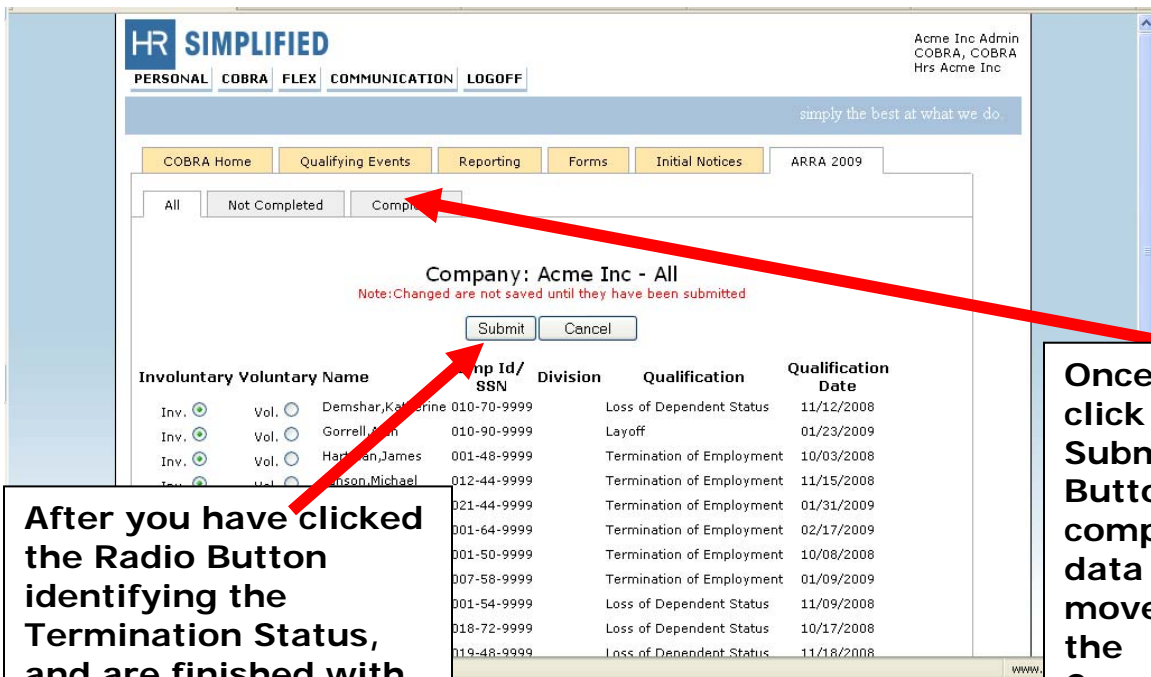
**We are asking you to identify all Involuntary or Voluntary Terminations for ALL past qualifying events.**

**Although the original event may obviously be a Voluntary or Involuntary Termination, we are asking for your confirmation.**

**If you are unsure of the termination status, please make your "Best Guess". The notice we will send out will require the PQB to certify their status. Should the PQB disagree with the status, the PQB will be able to file an appeal with the Department of Labor as instructed in their notice.**

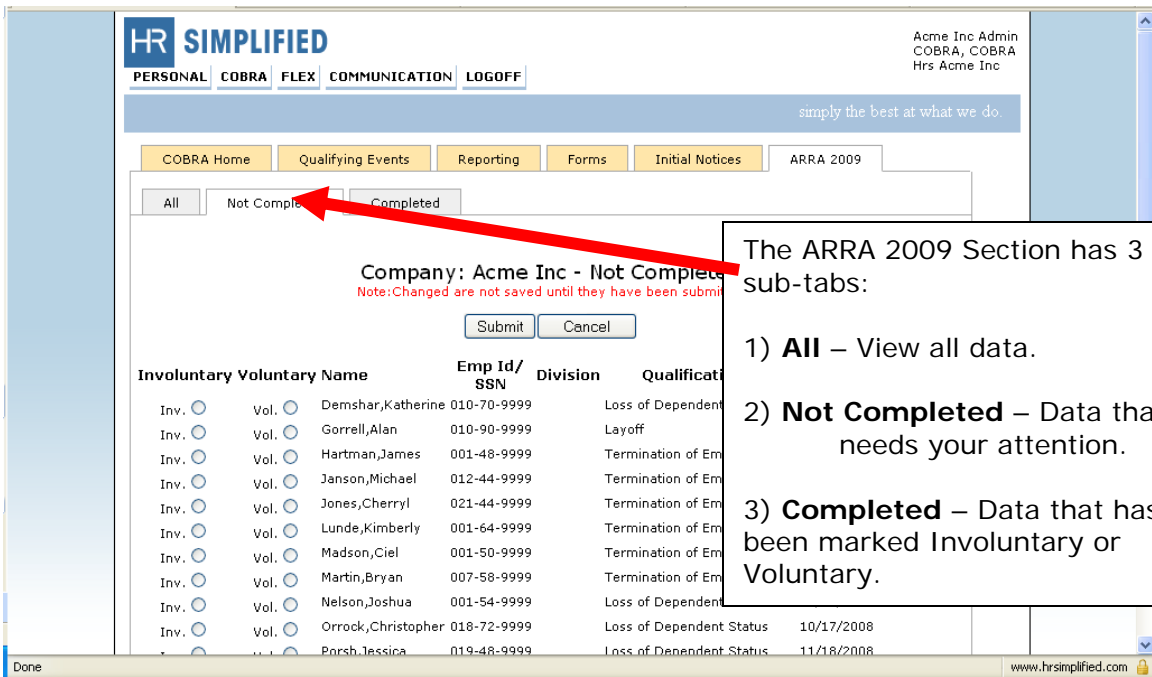
ARRA 2009 COBRA Data User Guide

Step 6 – Submitting your Selections.



After you have clicked the Radio Button identifying the Termination Status, and are finished with your selections, be sure to click the Submit Button. Your choices will not be saved until the Submit Button is clicked.

Once you click the Submit Button, the completed data will be moved to the Completed Tab.



The ARRA 2009 Section has 3 sub-tabs:

- 1) **All** – View all data.
- 2) **Not Completed** – Data that needs your attention.
- 3) **Completed** – Data that has been marked Involuntary or Voluntary.

# ARRA 2009 COBRA Data User Guide

Acme Inc Admin  
COBRA, COBRA  
Hrs Acme Inc

PERSONAL COBRA FLEX COMMUNICATION LOGOFF

simply the best at what we do.

COBRA Home Qualifying Events Reporting Forms Initial Notices ARRA 2009

All Not Completed **Completed**

Company: Acme Inc - Completed  
Note: Changed are not saved until they have been submitted

Submit Cancel

Involuntary	Voluntary	Name	Emp Id/ SSN	Division	Qualification	Qualification Date
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Demshar, Katherine	010-70-9999		Loss of Dependent Status	11/12/2008
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Gorrell, Alan	010-90-9999		Layoff	01/23/2009
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Hartman, James	001-48-9999		Termination of Employment	10/03/2008
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Jackson, Michael	012-44-9999		Termination of Employment	11/15/2008
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Lunde, Kimberly	001-64-9999		Termination of Employment	02/17/2009
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Madson, Ciel	001-50-9999		Termination of Employment	10/08/2008
Inv. <input checked="" type="radio"/>	Vol. <input type="radio"/>	Martin, Bryan	007-58-9999		Termination of Employment	01/09/2009

Submit Cancel

Note: Changed are not saved until they have been submitted

**You can view all completed data by clicking on the Completed tab.**

**If you need to make a change, just click the Radio button and then click the Submit button and the data will be updated.**

Please let us know when you have completed your selections by sending us an e-mail at: [arra@hrsimplified.com](mailto:arra@hrsimplified.com)

Please complete this form no later than Thursday, March 26, 2009.

Please send us an e-mail if you need additional time or have any questions: [arra@hrsimplified.com](mailto:arra@hrsimplified.com)

Thank you,  
HR Simplified, Inc.