



NueSynergy

CUSTOMER FOCUSED & TECHNOLOGY DRIVEN



COBRA Employer Guide

Your guide to unlocking the unlimited potential of your COBRA account

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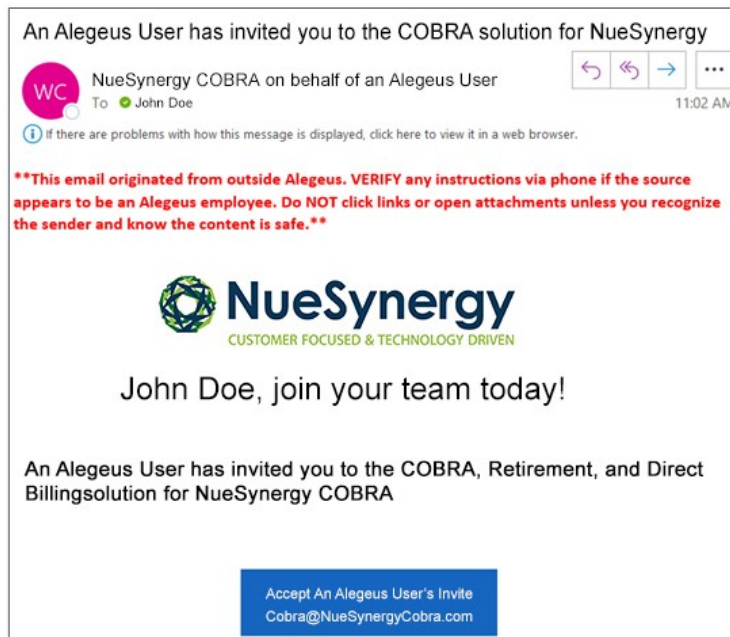
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Logging into NueSynergy COBRA For the First Time

When granted access to NueSynergy COBRA, you will receive an invitation email from the organization that added your user account. From the invitation email, click **Accept an Alegeus User's Invite**.

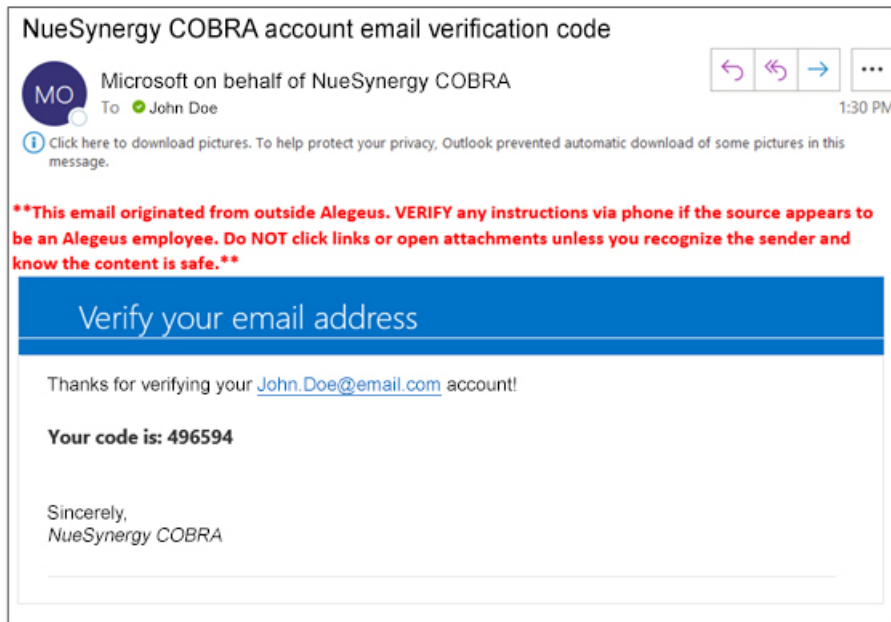


Enter your email address on the next screen to verify your email. Click **Send verification code**.





Access the verification email and copy the code.



Enter the code back on the registration screen click Verify code.





Once verified, click **Continue**.

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E-mail address verified. You can now continue.

John.Doe@email.com

Continue

Enter a password twice using the following password constraints then click **Continue**. A password must be between 8 and 64 characters and must have at least 3 of the following characteristics:

- A lower case letter
- An uppercase letter
- A digit
- A symbol

You will be taken to the NueSynergy COBRA log in screen that you will use moving forward with your email and the password you just created. Enter your credentials and click **Sign In**.

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John.Doe@email.com

[Forgot your password?](#)

Sign in

You will be taken to the home screen of NueSynergy COBRA.



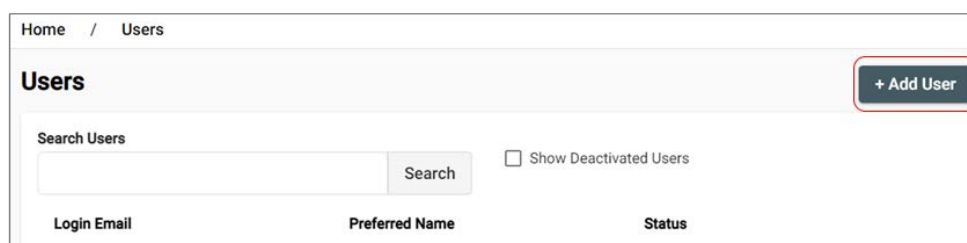


Adding a TPA Portal User

From the TPA Portal, click the **TPA** tab then click **Users**.



Click **+ Add User** in the upper-right corner



Enter the following information:

- **Login Email:** The email that will be used to send the TPA Portal Activation Link. This email will be used to log into the TPA Portal once the user is activated and has set up their own password.
- **Preferred Name:** The name of the TPA Portal user.
- **Profile:** Select an applicable profile for the user. Profiles determine the level of access within the TPA Portal that a user will have.
- **Contact Type:** Select an applicable profile for the user. Profiles determine the level of access within the TPA Portal that a user will have.
 - TPA: Indicates that this user works for the TPA
 - Broker: Indicates that this user works for a Broker
- **Employer Group:** (If applicable) Select the Employer Group that this user is limited to. A Broker user may need to have a specific Employer Group assigned to them. **Note:** You will only see an option for Employer Group if this has been set up at the TPA level and if an Employer has been assigned to an Employer Group.



Add User

Login Email

Preferred Name

0/100

Profile

0/100

Contact Type

☐ TPA

☐ Broker

Add User

Click Add User. The user will receive an invitation email.

Adding a Qualifying Event

From the Employer Portal **Dashboard**, click **+ Add COBRA Event** or **+ Add [Direct Billing Type] Event**.

Kayla Orr Employer

COBRA & Direct Billing

Dashboard

Participants

Employees

Dashboard

+ Add New Hire

+ Add COBRA Event

Or

+ Add Retiree Event





From the **Event Information** section, enter the following information:

- Qualifying Event: (This will only display for a COBRA event)
- Qualifying Event Date: (For a COBRA event) or Event Date (For a Direct Bill event)
- Is this a second Qualifying Event?: (This will only display for a COBRA event)
 - Yes: Select if this is the participant's second Qualifying Event. If selected, you will be prompted to enter the date of the original Qualifying Event.
 - No: Select if this is the participant's first Qualifying Event.
- Original First Day of COBRA: The date of the participant's first day of COBRA coverage. This question will only appear if you select 'Yes' to **Is this a second Qualifying Event?** (This will only display for a COBRA event)
- Disability Extension: (This will only display for a COBRA event)
 - Yes: Select if the participant is eligible for extended COBRA coverage due to a disability.
 - No: Select if the participant is not eligible for extended COBRA coverage due to a disability.

COBRA Event

Event Information

Qualifying Event
Termination - Voluntary

Qualifying Event Date
MM/DD/YYYY
11/1/2021

Is this a second Qualifying Event?
☒ Yes
☐ No

Original First Day of COBRA
MM/DD/YYYY
11/1/2021

Disability Extension
☐ Yes
☒ No

Direct Billing Event

Event Information

Event Date
MM/DD/YYYY
11/1/2021



From the **Migration** section, enter the following information:

- Has this Event been tracked in another system?:
 - Yes: Select if this Event was tracked in a system outside of NueSynergy. (Ex: You moved to NueSynergy from another system and this Qualifying Event existed there.)
 - No: Select if this Event was not tracked in a system outside of NueSynergy.
- Have the participant(s) paid for any months of coverage?: This question will only appear if you select 'Yes' to **Has this Event been tracked in another system?**
 - Yes: Select if the participant has paid for any months of coverage outside of the NueSynergy system.
 - No: Select if the participant has not paid for any months of coverage outside of the NueSynergy system.
- Paid Through Date: Enter the most recent date that the participant's coverage is paid for. This question will only appear if you select 'Yes' to **Have the participant(s) paid for any months of coverage?**

Click **Next**

From the **Employee Information** section, enter the following information:

- Employee First Name
- Employee Last Name
- Social Security Number
- Employee Identifier: An optional field up to 16 alpha-numeric characters to use if applicable for that employee
- [Employee Field(s)]: If applicable, select the fields assigned to this participant that may impact benefits eligibility. (Ex: Location, Division, Union, etc.)

Employee Information

Employee First Name

5/100

Employee Last Name

3/100

Social Security Number

9/9

Employee Identifier (Optional)

6/16





Click **Next**.

From the **Benefit Information** section, select the eligible plan(s) for this participant. Click the eye icon to view the Employer Group (if applicable) assigned to this participant.

Note: Depending on the plan(s) selected, you may need to select the appropriate Coverage Tier (Ex: EE, EE + Spouse, etc.) or an accompanying plan due to a required bundle.

Which benefits are the Employee or Employee's family enrolled in?

Medical

☒ Cigna Plan

☐ Not Covered

Which Coverage Tier?

EE

Dental

☐ Cigna Plan

☒ Not Covered

Back Next

Click **Next**.

From the **Primary Participant** section, enter the following information:

- Who is the Primary Participant?
 - Employee (If this is a Direct Billing event, this value will be selected)
 - Spouse
 - Child
 - Domestic Partner
- First Name
- Last Name
- Social Security Number
- Date of Birth: You must enter this in the MM/DD/YYYY format, including the forward slashes.
- Address
- Primary Phone Number
- Secondary Phone Number
- Which benefits is this person enrolled in?: This will default to the information entered from the previous **Benefit Information** section





Primary Participant

Who is the Primary Participant?

☒ Employee
☐ Spouse
☐ Child
☐ Domestic Partner

First Name

Kayla 5/100

Last Name

Orr 3/100

Social Security Number

111-11-1111 9/9

Date of Birth
MM/DD/YYYY

9/13/1996

Address

1111 Make It Up 15/50

+ Add Address Line

Postal Code **City** **State**

32789 WINTER PARK FL 5/20 11/80 2/50

Primary Phone Number (Optional)

1112223333 10/14

Secondary Phone Number (Optional)

0/14

Which benefits is this person enrolled in?

Medical

☒ Aetna Catastrophic
☐ Not Covered

[Back](#) [Next](#)

Click **Next**.

From the **Dependents** section, you will be able to add dependents for the employee. If desired, click **+ Add Dependent**.

Provide the Primary Participant's Dependent Details

[+ Add Dependent](#)

No Dependents have been added. Click **Add Dependent** to add a dependent.

[Back](#) [Next](#)





Enter the following information (if dependents are not applicable for this participant, skip to the next section):

- Relationship to Primary Participant:
 - Spouse
 - Child
 - Domestic Partner
- QMCSO: Indicate if the child is qualified for the benefit plan under the Qualified Medical Child Support Order. This field will only appear if you selected 'Child' for the **Relationship to Primary Participant** field and is informational only.
 - Yes
 - No
- First Name
- Last Name
- Social Security Number
- Date of Birth: You must enter this in the MM/DD/YYYY format, including the forward slashes.
- Address
 - *Use Primary Participant's Address*: Select if the dependent's address is the same as the primary participant.
 - *Enter Different Address*: Select if the dependent's address is not the same as the primary participant. If selected, you will be prompted to enter the dependent's address.
- Which benefits is this person enrolled in?: You will see the Plan(s) the employee was enrolled in
 - *[Benefit Plan]*: Select the applicable Plan per benefit type this dependent was enrolled in through the employee's group health Plan.
 - *Not Covered*: If selected, WCC will not consider this dependent when calculating the coverage premium.

Add Dependent

Relationship to Primary Participant

☐ Spouse

☒ Child

☐ Domestic Partner

QMCSO
Qualified Medical Child Support Order

☐ Yes

☒ No

First Name (Optional)

Kelsey 6/100

Last Name (Optional)

Orr 3/100

Social Security Number (Optional)

222-22-2222

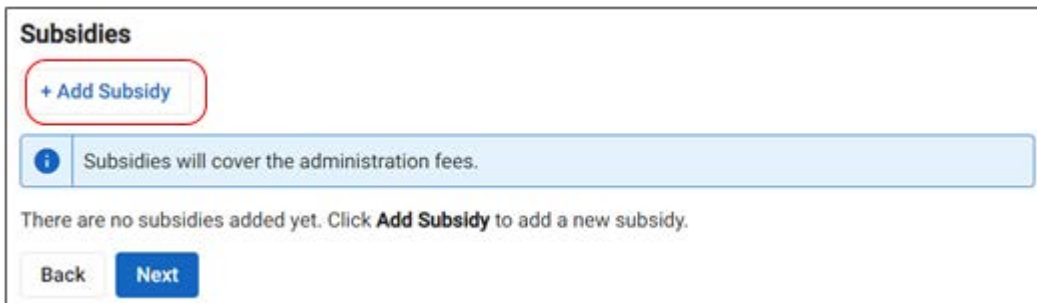
Close Add Dependent





Click **Add Dependent** and either enter additional dependents or click Next.

From the **Subsidies** section, you will be able to add subsidies for the primary participant. If desired, click **+ Add Subsidy**.



Enter the following information (if subsidies are not applicable for this participant, skip down the next section):

- **Benefit Type:** Select the benefit type(s) eligible for the subsidy. If all benefit types are eligible, click **Select All**.
- **Subsidy:**
 - **Percent:** Select if the subsidy is a percent of the monthly premium. If selected, you can enter a percent and a maximum dollar amount.
 - **Monthly Dollar Amount:** Select if the subsidy is a dollar amount of the monthly premium. If selected, you can only enter a dollar amount (you cannot enter a percentage).
- **Percent:** The percent of the monthly premium being subsidized. This field will only appear if you selected 'Percent' in the Subsidy field.
 - **Max Monthly Dollar Amount**
 - **Monthly Dollar Amount:** The dollar amount of the monthly premium being subsidized. This field will only appear if you selected 'Monthly Dollar Amount' in the Subsidy field.
 - **Starts:** This will display the initial month that the subsidy is effective based on the monthly slider bar.
 - **Ends:** This will display the final month that the subsidy is effective through based on the monthly slider bar.
 - **[Month Slider]:** Use your cursor to move the initial and final month numbers to determine the duration that the subsidy is effective.



Qualifying Event Information

Edit

Qualifying Event
Termination - Voluntary

Qualifying Event Date
October 13, 2021

Disability Extension
No

Initial Electable Plans

Edit

Costs include the administration fees.

Plan	First Day of Coverage	Last Possible Day of Coverage	Enrollable	Cost
Medical Cigna Plan	November 1, 2021	April 30, 2023	Subscriber Kayla Orr	Subscriber \$0.25
Dental Not Covered	-	-	Not Covered	-
				Total \$0.25

Click **Add Subsidy** and either enter additional subsidies or click **Next**.

From the **Review and Submit** section, review all previously entered information. If a change is needed, click Edit in the applicable section.

COBRA Event

Subsidy

☒ Percent

☐ Monthly Dollar Amount

Percent

50

Max Monthly Dollar Amount (Optional)

Starts

1st month of Coverage

Ends

6th month of Coverage

1 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 +

50% off the total of Dental from the beginning of the 1st month of Coverage to the end of the 6th month of Coverage

Close

Add Subsidy





Direct Billing Event

Event Information

Qualifying Event Date

November 1, 2021

Edit

Initial Electable Plans

Costs include the administration fees.

Edit

Plan	First Day of Coverage	Last Possible Day of Coverage	Enrollable	Cost
Medical Aetna Catastrophic	December 1, 2021	-	Primary Participant Kayla Orr	Subscriber \$102.00
				Total (Monthly) \$102.00

Click **Add Participant**. You will be taken back to the **Participants** main screen where you will be prompted to **View Participant** to go to the newly added participant.

Adding an Employee

From the Employer Portal Dashboard, click **+ Add New Hire**.

Enter the following information:

- First Name
- Last Name
- Social Security Number: This field is required if the **Employee Identifier** field is not populated
- Address
- Employee Identifier: An employee ID up to 16 alpha-numeric characters if applicable for that employee. This field is required if the **Social Security Number** field is not populated.
- [Employee Field(s)]: If applicable, select the fields assigned to this participant that may impact benefits eligibility. (Ex: Location, Division, Union, etc.)
- Is this record migrated from another system?
 - No -- General Notice Letter will be sent
 - Yes -- General Notice Letter will not be sent



Add Employee

14/50

+ Add Address Line

Postal Code

City

State

32789

WINTER PARK

FL

5/20

11/80

2/50

Employment Information

Employee Identifier

Required if Social Security Number is not provided

ABC123

6/16

Is this record migrated or a takeover from another system?

☒ No - General Notice Letter will be sent

☐ Migrated - General Notice Letter will not be sent

☐ Takover - General Notice Letter will not be sent

Close

Add Employee

Click **Add Employee**.

Note: A 'General Notice' letter will be triggered to be send the next business day. All newly added employees will default to 'Yes' for the **In Current Census** field shown on the **Employee Details** screen.

Viewing Upcoming or Past Payments

From the Employer Portal, click Participants on the left. Search for your desired participant using any of the demographic filters (check the **More Filters** for additional search criteria).

NueSynergy

COBRA & Direct Billing

Dashboard

Participants

Participants

+ Add Participant

First Name

Last Name

Last 4 Digits of SSN

Date of Birth

Search

More Filters

Coverage Status

Address

Postal Code

Coverage Type

☒ Active

☒ Pending Termination

☒ Terminated

All Coverage Types





Click the down arrow to the right of the participant's name to display a summary of their record, including information about their next payment.

Primary Participant

Dependents

Coverage Type

Kayla Orr

-

COBRA

[View Participant Details](#)

Coverage Status

Active

Qualifying Event

Termination - Voluntary

Qualifying Event Date

October 7, 2021

Address

1111 Make It Up
WINTER PARK FL 32789 US

Next Payment Due

Due Date	Last Day to Pay	Days Remaining	Total	Subsidy	Amount Due	Already Paid	Remaining Amount Due	Running Total
December 1, 2021	December 31, 2021	15 Days	\$103.02	\$0.00	\$103.02	\$57.10	\$45.92	\$45.92

Unallocated Balance: \$57.10

Click View Participant Details to the right of the participant's name to be taken to their record. Click **Payments** on the left.

NueSynergy

COBRA & Direct Billing

Dashboard

Participants

Employees

Kayla Orr

COBRA Coverage Details

Consumer Accounts

Benefits

Payments

Payments

Next Payment

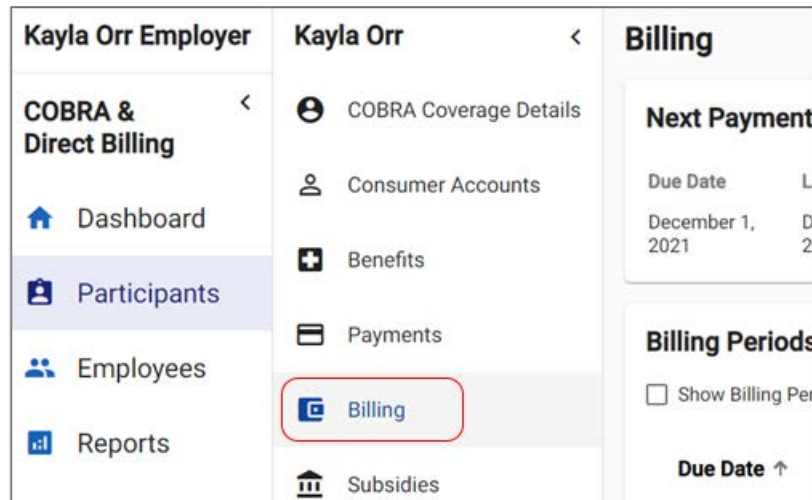
Due Date	Last D to Pay
October 1, 2021	Decem 3, 2021
November 1, 2021	Decem 3, 2021

You will see the same **Next Payment Due** section as well as their payment history. Click the down arrow next to a payment for more details.





Click **Billing** on the left.



You will see the **Next Payment Due** section as well as their billing periods.

Next Payment Due								
Due Date	Last Day to Pay	Days Remaining	Total	Subsidy	Amount Due	Already Paid	Remaining Amount Due	Running Total
October 1, 2021	October 31, 2021	17 Days	\$0.92	\$0.09	\$0.83	\$0.00	\$0.83	\$0.83

Billing Periods					
☐ Show Billing Periods Waiting on Rates					
Due Date ↑	Last Day to Pay	Total	Subsidy	Amount Due	
August 1, 2021	August 31, 2021	\$0.92	\$0.09	Paid	▼
September 1, 2021	October 1, 2021	\$0.92	\$0.09	Paid	▼





Click the down arrow to the right of your desired billing period to see the following sections of information:

- **Billing Details:** If rates cannot be calculated for your desired billing period you will see the message, 'There are no Billing Details associated with this Billing Period'.

Billing Details	Payments		Subsidies		Disbursements	Override	
Plan	Premium	TPA	Employer	Carrier	Total Amount	Subsidy	Amount Due
Medical Cigna Plan	\$0.25	\$0.00	\$0.00	\$0.00	\$0.25	\$0.02	\$0.23
Dental Cigna Plan	\$0.66	\$0.01	\$0.00	\$0.00	\$0.67	\$0.07	\$0.60
Total	\$0.91	\$0.01	\$0.00	\$0.00	\$0.92	\$0.09	\$0.83

- **Payments:** If the participant has not made a full payment (meaning the billing period is not fully paid) for your desired billing period you will see the message, 'There are no Payments associated with this Billing Period'.

Billing Details	Payments	Subsidies	Disbursements	Override
Payment Date	Source	Amount		
July 15, 2021	On Account Adjustment	\$0.83 of \$0.83		

- **Subsidies:** If the participant was not granted a subsidy for your desired billing period, you will see the message, 'There are no Subsidies associated with this Billing Period'.

Billing Details	Payments	Subsidies	Disbursements	Override
Benefit Type	Subsidy			
Medical, Dental and Vision	10%			





- **Disbursements:** If the participant has not made a full payment (meaning the billing period is not fully paid and/or your desired billing period and/or you have not yet run a disbursement for that month you will see the message, 'There are no Disbursements associated with this Billing Period'. Additionally, payments with a **Deposit Date** in the future will not be considered for disbursement until that date has passed.

Billing Details	Payments	Subsidies	Disbursements	Override
Disbursements	Amount to TPA	Amount to Employer	Amount to Carrier	
Next Disbursement	\$0.01	\$0.82	\$0.00	▼
Medical Cigna Plan	\$0.00	\$0.23	\$0.00	
Dental Cigna Plan	\$0.01	\$0.59	\$0.00	
Total	\$0.01	\$0.82	\$0.00	

If desired, click the **Show Billing Periods Waiting on Rates** button to display future billing periods that the system does not have effective dates for.

Billing Periods				
☒ Show Billing Periods Waiting on Rates				
Due Date ↑	Last Day to Pay	Total	Subsidy	Amount Due
August 1, 2021	August 31, 2021	\$0.92	\$0.09	Paid
September 1, 2021	October 1, 2021	\$0.92	\$0.09	Paid
October 1, 2021	October 31, 2021	\$0.92	\$0.09	\$0.83
November 1, 2021	December 1, 2021	\$0.92	\$0.09	\$0.83
December 1, 2021	December 31, 2021	\$0.92	\$0.09	\$0.83
January 1, 2022	January 31, 2023	\$0.00	\$0.00	Waiting On Rates
February 1, 2022	January 31, 2023	\$0.00	\$0.00	Waiting On Rates





Add a Subsidy for a Participant

From the Employer Portal, click **Participants** on the left. Search for your desired participant using any of the demographic filters (click the **More Filters** for additional search criteria).

4 Bros. Dairy, Inc. **Participants** [+ Add Participant](#)

COBRA & Direct Billing

Dashboard **Participants**

First Name Last Name Last 4 Digits of SSN Date of Birth

Search More Filters ^

Coverage Status

☒ Active
☒ Pending Termination
☒ Terminated

Address Postal Code Coverage Type

All Coverage Types

Click **View Participant Details** to the right of the participant's name to be taken to their record.

Kayla Orr Employer **Participants** [+ Add Participant](#)

COBRA & Direct Billing

Dashboard **Participants** Employees Reports Users

First Name Last Name

Kayla Orr Search More Filters v

Last 4 Digits of SSN Date of Birth

Primary Participant Dependents Coverage Type

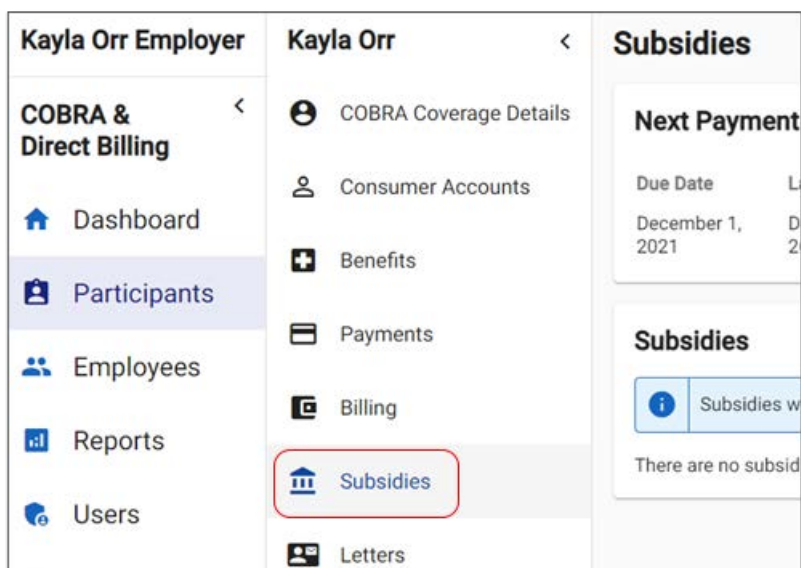
Kayla Orr	Lilly Orr	COBRA
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[View Participant Details](#)

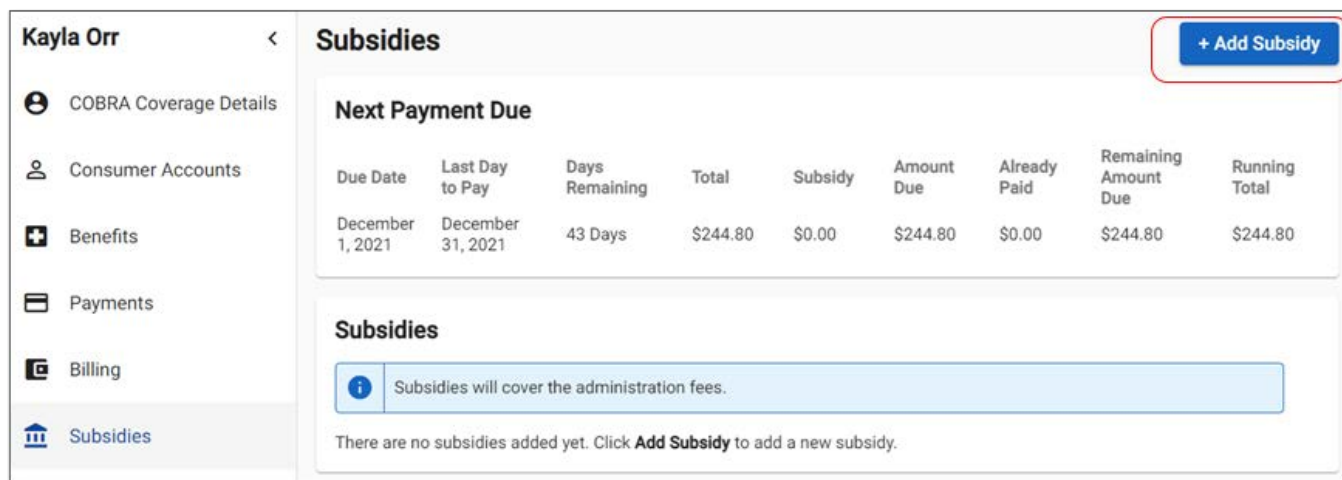




Click **Subsidies** on the left column.



You will see the **Next Payment Due** section and any existing subsidy. Click **+ Add Subsidy** in the upper-right corner.





Enter the following information:

- Benefit Type:
- Subsidy:
 - *Percent:* Select if the subsidy is a percent of the monthly premium. If selected, you can enter a percent and a maximum dollar amount.
 - *Monthly Dollar Amount:* Select if the subsidy is a dollar amount of the monthly premium. If selected, you can only enter a dollar amount (you cannot enter a percentage).
- Percent: The percent of the monthly premium being subsidized. This field will only appear if you selected 'Percent' in the **Subsidy** field.
- Max Monthly Dollar Amount: The maximum monthly dollar amount being subsidized. This field will only appear if you selected 'Percent' in the **Subsidy** field.
- Monthly Dollar Amount: The dollar amount of the monthly premium being subsidized. This field will only appear if you selected 'Monthly Dollar Amount' in the **Subsidy** field.
- Starts: This will display the initial month that the subsidy is effective based on the monthly slider bar.
- Ends: This will display the final month that the subsidy is effective through based on the monthly slider bar.
- [Month Slider]: Use your cursor to move the initial and final month numbers to determine the duration that the subsidy is effective.

Add Subsidy

☐ FSA
☐ HRA
☐ EAP
☐ Rx

Subsidy
☒ Percent
☐ Monthly Dollar Amount

Percent
50

Max Monthly Dollar Amount (Optional)

Starts
1st month of Coverage

Ends
6th month of Coverage

1 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 +

50% off the total of - from the beginning of the 1st month of Coverage to the end of the 6th month of Coverage

Close Add Subsidy

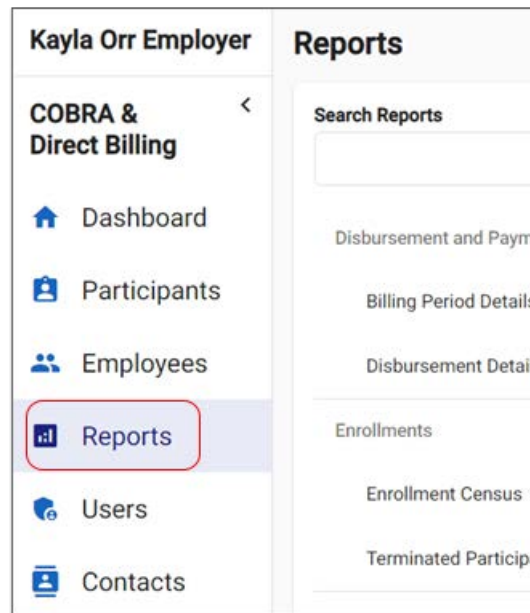
Click **Add Subsidy**



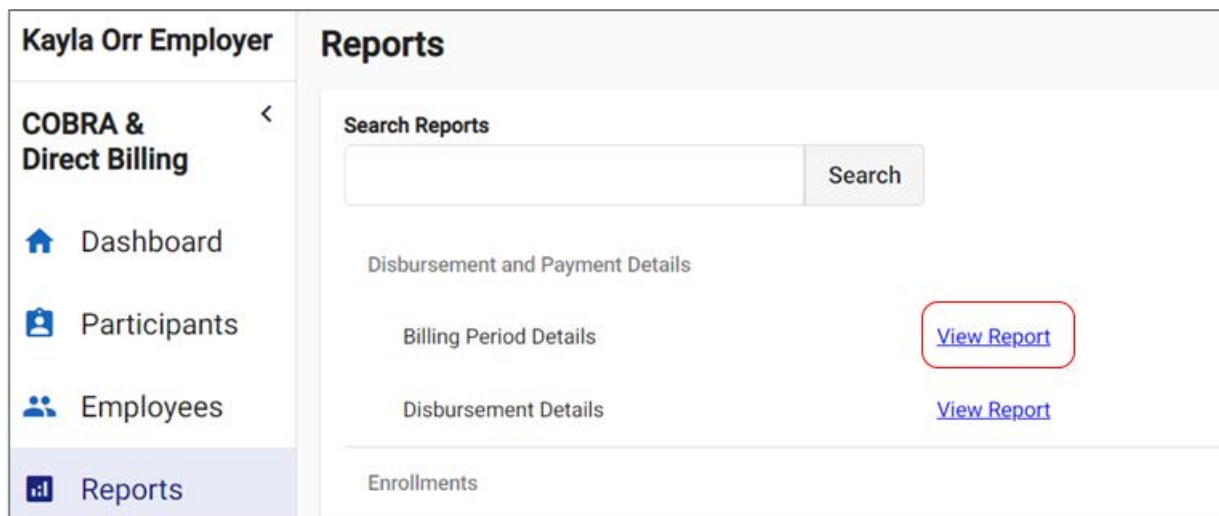


Running A Report

1. From the Employer Portal, click **Reports** on the left.



2. You will see all available reports. Either find your desired report by scrolling through the list or search for part of the name of the report in the **Search Reports** field.
3. Click **View Report**.





4. Most reports will ask you to enter a starting and ending date range. Enter the desired information (if applicable for that report) and click **View Report**.

Kayla Orr Employer

Setup Report: Disbursement and Payment Details

COBRA & Direct Billing

Disbursement Date Range
MM/DD/YYYY - MM/DD/YYYY

1/1/2021 - 12/31/2021

View Report

Note: The data viewable in a report is dependent on your user profile. For example, specific profiles will be able to view a participant's social security number from a report. If you are viewing a report with the participant's SSN field and your profile does not have access to this data, your fields will appear blank on the report.

Formatting a Report

1. From your desired report, hover your mouse over the data column you want to format. Click on the report menu icon (three horizontal lines) that appear to the right of the column.

Letter

LETTER TYPE 1 ↑

LETTER STATUS

(1) Sent

- Pin Column
- Value Aggregation
- Autosize This Column
- Autosize All Columns
- Group by LETTER TYPE
- Reset Columns
- Expand All
- Collapse All

2. The top row of the window will show the report menu icon (three horizontal lines), a filter icon, and a column icon. View the options within each icon below:





- Report Menu Icon:

- **Pin Column:** Select either **Pin Left** or **Pin Right** to move the selected column to its respective side on the report table. This column is now frozen in its spot and will be visible even when scrolling to the left or right of the report table (depending on which option you selected). A pinned column is indicated by a vertical line separating the pinned column from the remaining columns. All columns default to **No Pin**. Example: The 'Letter Type 1' column has been pinned to the left in the below example.

	Letter
LETTER TYPE 1 ↑	SEND DATE 2 ↑
▾	▾
> Election Confirmation (9)	
> Enrollment Confirmation (1)	

- **Value Aggregator:** Select either **avg** (average the data set), **count** (display the number of instances in a data set), **first** (display the first chronological value in a data set), **last** (display the last chronological value in a data set), **max** (display the largest value in a data set), **min** (display the smallest value in a data set), or **sum** (summarize the data set) to change how the column's data is being calculated or displayed. This option is only available if there is at least one column name in the **Row Groups** options on the right panel. Most delivered reports with grouped rows will use the sum aggregation option.
- **Autosize This Column:** If the selected column had been manually resized, click this option to change the column's size (width) back to the default.
- **Autosize All Columns:** If multiple columns had been manually resized, click this option to change the columns' size (width) back to the default.
- **Group by [XXX]** (Replace [XXX] with the selected column's name): Select this option to group the rows of the report by the selected column. You can also do this by dragging and dropping a data element into the **Row Groups** option on the right panel. Once a row has been grouped this option within the report menu icon will appear as **Un-Group by [XXX]** (replace [XXX] with the selected column's name). You can un-group a column by selecting **Un-Group by [XXX]** or by dragging the data element out of the **Row Groups** option on the right panel.
- **Reset Columns:** Reset all column settings back to the default.
- **Expand All:** Expand all collapsed columns.
- **Collapse All:** Collapse all expanded columns.





- **Filter Icon:** Click the filter icon (icon in the middle) to view all available values to display or not display. Either click on a checked value to deselect it or click on an empty box to select it. If desired, click **(Select All)** to select and display all available values.

The screenshot shows a filter interface with a list of categories on the left and a dropdown menu on the right. The categories are: Election Confirmation (9), Enrollment Confirmation (1), General Information (1), Information Change (2), Payment Coupon (16), Payment Coupon Book (13), and Qualifying Event (18). The dropdown menu is open, showing a search bar, a filter type dropdown set to 'Contains', and a list of checkboxes. The checkboxes are: (Select All), Election Confirmation, Enrollment Confirmation, General Information, Information Change, and Payment Coupon. All checkboxes are currently checked.

3. To chart the data, select a data range within the report table and right-click. Click **Chart Range**.

New Disburse...	Adjustments	Net Disburse...	Name
\$125.81	\$45.00	\$170.81	Kayla Orr Emplo...
\$125.81	\$0.00	\$125.81	Orange County ...
\$251.62	\$45.00	\$296.62	
\$5.04	\$0.90	\$5.94	Kayla Orr TPA - ...
\$5.04	\$0.90	\$5.94	

Copy Ctrl+C
Copy with Headers
Chart Range
Export Report

4. Click one of the following chart options: **Column**, **Bar**, **Pie**, **Line**, **X Y (Scatter)**, **Area**, and **Histogram**. Each option except the Line and Histogram will present further options to display the data within the respective chart.

