



View COBRA Notices

via myEVHC.com

Clients and COBRA members can view COBRA notices quickly and conveniently from the EVHC portal. The **Documents Summary** displays COBRA notice letters specific to each member, helping you stay up to date with the latest notifications. Members can view their own COBRA notice and any notices for their dependents for whom they have access.

How It Works

- The Department of Labor requires that the COBRA coverage offer letter is sent within 14 calendar days of receiving notice of a qualifying event.
- When a participant's coverage ends, the COBRA coverage offer letter is automatically generated and mailed.
- The notice will be available on the portal within 1-2 business days of generation. This means you and your participants can view the document on the portal sooner than they will receive it in the mail.
- Notices are now updated on the portal each night at 5:30pm CST with the notices generated that day.
- Notices generated on or after 11/1/2022 appear on the portal.

How to Access COBRA Notices

1. Login to the portal at myEVHC.com.
2. Click the Enrollment tab, then select Documents.
3. If there are documents available, they will be listed in the Documents Summary.
 - a. A member's record could display multiple notices if a correction or update has been made.
 - b. If there are no documents, it will say "No documents to display"
4. Click View to open the COBRA notice.

REMEMBER:

For access to the EVHC portal, you must first register at myEVHC.com

For more information on COBRA administration from EVHC, please contact your sales executive or client manager.

