Diversified Administration COBRA Website Quick Reference Guide –

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1. How to view/download Mailed COBRA Notices

You can easily view and download all notices mailed through our fulfillment center along with USPS Proof of Mailing Data.

1. Log into div125.com
2. Click "Fulfillment"
3. Click "Premium Billing Reports for Participants"
4. Set the date range and click "Search"
5. The info that shows is the USPS Proof of Mailing report
6. Click the blue Hypertext that says "Send COBRA Election Form" (or name of notice) to download the full text mailed document.

2. How to view COBRA participant info & generate reports

1. Log into www.div125.com
2. Click on the COBRA/Retiree Tab on the top left side of screen
3. Click on Participants
    a. This will show you everyone on COBRA along with relevant coverages and dates
    b. You can generate PDF and Excel reporting on demand by clicking the Printable Page and "Export Page" buttons respectively.

Or you can also click "Search" or Employee/Dependent Search" and use first/last name search to locate individual. This will give ALL relevant data for that individual.

3. Has someone elected COBRA?

1. Log into www.div125.com
2. Click on the COBRA/Retiree Tab on the top left side of screen
3. Click on Qualified Beneficiaries
    a. All listed individuals have been offered COBRA, but have not yet elected for the benefits indicated on the line item (each line represents on benefit)
4. Click on Participants

a. Anyone listed here has elected COBRA for the benefit(s) listed

4. How to run reporting 24/7 On Demand

To view COBRA participant info & generate reports

1. Log into www.div125.com
2. Click on the COBRA/Retiree Tab on the top left side of screen
3. Click on Participants
    a. You can generate PDF and Excel reporting on demand by clicking the "Printable Page" and "Export Page" buttons respectively.
4. Click on Qualified Beneficiaries
    a. You can generate PDF and Excel reporting on demand by clicking the "Printable Page" and "Export Page" buttons respectively.

5. How to view/download reports Diversified Admin uploads to the site (You will get an auto-generated email notification whenever reports are uploaded for you.)

1. Log into www.div125.com
2. Click the icon with the pencil and checkmark that says "View Your New Documents"
3. Inside the Document Manager you can filter to show reports from the past 30 days, all time, and by document type.