

July 2011

On-line Electronic Payments for Continuation of Coverage under COBRA and Low Cost Plans

The Fund is pleased to announce that you may now pay your monthly COBRA and Low Cost premium payments via a secure on-line electronic payment from your checking, savings or credit card account. The Fund will continue to accept payments for continuation of coverage with a personal check or money order. If you elect to make on-line payments, the bank charges a service fee of \$1.50 for bank account transactions and a 2.5% fee for credit card transactions.

Please keep in mind although your payments are made electronically, updating your eligibility with BCBS, Medco and the other vendors can take up to 1-3 business days.

To be eligible for electronic payments, you must first submit your COBRA/Low Cost applications and your first payment in the form of a personal check or money order to the Fund Office. Thereafter, the electronic payment option is available to you.

For more information on electronic payment option, refer to our website at www.cdccbenefts.org. On the left hand side of the screen, under Health Plans, select "Health Plan Benefit Info - Active." On the right hand side of the screen, click on the tab titled "Continuation of Coverage." Scroll down to "Electronic Payments" and follow the directions.

If you have any questions about this notice, please contact the Fund Office Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. To speak to a Participant Service Representatives, please call (312) 787-9455, Menu Option 3.

Things to remember about electronic payments:

- Remit your COBRA or Low Cost application and 1st payment in the form of a check or money order to the Fund Office.
- You may use the electronic payment option for your 2nd and ongoing premium payments or you can continue to mail a money order or personal check to the Fund Office.
- Payments must be made in full and for the correct amount. Incorrect payments will delay the eligibility updating process.
- You may not combine accounts and/or payments for multiple ID numbers. For example, if you and your wife are on "single" COBRA plans, you must make separate payments.
- Upon completion of a successful payment you will receive a confirmation number via email. We suggest that you retain this information with your permanent records.

Keep in mind...

Regardless of your payment method, you must continue to pay your monthly premium on time or you will lose your coverage.

