



ADD A NEW HIRE MEMBER COBRA

ALERUS

- Log in to **cobra.alerus.com**
- From the home screen, select **+Add Member > New Hire > Select**
- Select the appropriate Division
- Enter all required demographic information for the member, as indicated by the red asterisks
- Leave “Has waived all coverage” unchecked
- Leave “Send General Rights letter when finished” selected
- **Use & Family addressing for mailings**
 - By default, all correspondence is addressed to the member and their family
 - Clear this option only if the employee elected employee-only coverage and has no dependents enrolled
 - If an employee initially enrolls in employee-only coverage and later adds a spouse, the General Rights Notice must be re-queued for both the employee and spouse

<input type="checkbox"/> Has waived all coverage
<input checked="" type="checkbox"/> Send General Rights letter when finished

<input checked="" type="checkbox"/> Use '& Family' Addressing for mailings
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Select **Add Member**

Frequently Asked Questions

Q: What happens when a member is added to the New Hire section of the system?

A: Adding a member to the New Hire section of the Employer Portal generates the General Rights Notice (also known as the Initial Rights Notice or DOL New Hire Notice). This required notice must be provided to employees enrolled in a group health plan. It explains participants’ rights to continue health coverage under COBRA in the event of job loss, divorce, or a reduction in hours.

Q: When must the notice be sent to the member?

A: The notice must be sent within 90 days of the member’s enrollment in the group health plan.

Q: My company recently became a client of Alerus. Do I need to add all employees enrolled in group health plans to the New Hire section of the website?

A: If your organization is currently sending the General Rights Notice to enrolled employees — whether through a previous TPA or an internal process — and you have supporting documentation on file, you do not need to add your entire employee population to the Alerus system.

If a large employee population still needs to receive the General Rights Notice, please contact the COBRA operations team for assistance with a blanket General Rights Notice template.

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