

# Open Enrollment Notices Mailed



## Open Enrollment Notices Mailed

**Explanation:** This report provides you with the name and address for individuals in which Infinisource generated and mailed Open Enrollment Notices within the report period.

**Timing:** As often as daily, as notices are mailed on your behalf

**Delivery:** Secure Download Center

**INFINISOURCE**  
BENEFIT SERVICES

## Open Enrollment Notices Mailed

Account: ABC Sample Company (010TEST)

Notices Mailed: 02/14/20

### Report Explanation

This report documents the name and address for individuals in which Infinisource, Inc. has generated and mailed your elected notice(s) through our Open Enrollment Mailing service.

Please review your first monthly Participant Status Report after the end of your open enrollment deadline to confirm that the information is accurate. You can review your participant's status at any time by pulling an Online Report, Client Participant Status, in the COBRA Online Portal.

Any changes that occur on a participant's record will be reflected on the Daily Status Change report that is provided to you through your Download Center, in the COBRA Online Portal. If any of the information must be changed, please notify Infinisource immediately at 866-320-3040.

If you have a need for additional open enrollment packet(s) to be mailed to individual(s) (i.e. terminated employees), after your initial open enrollment mailing, please contact Infinisource at 866-320-3040 or email [openenrollment@infinisource.com](mailto:openenrollment@infinisource.com) and we will be happy to assist. The charge for this mailing will be \$12 per packet.

If you have any questions regarding this report, please contact your Account Manager at 866-320-3040.

Total Open Enrollment Notices Mailed: 10

Number of notices that were mailed.

### Notices Sent To:

**PARTICIPANT, SAMPLE**

55 HILL DR  
YORBA LINDA, CA 92886

**SMITH, MELISSA**

5222 GREEN AVENUE  
PLYMOUTH, MA 02360

Participants with addresses that were mailed an open enrollment notification.

Infinisource has COBRA experts to help you understand your COBRA administration reports. You can call **866-320-3040** or email [crmail@infinisource.com](mailto:crmail@infinisource.com). Monday through Thursday 8 a.m. to 8 p.m. (ET) and Friday 8 a.m. to 6 p.m. (ET).

