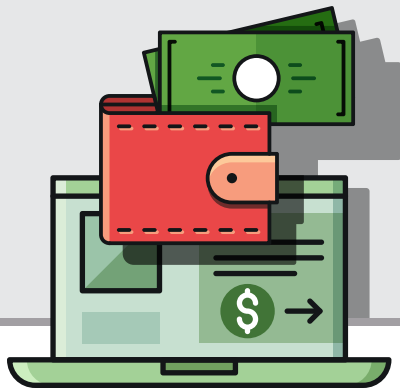




PAYMENT GUIDE

for Direct Bill Employees + COBRA Participants



You are set up as a Direct Bill customer if your production company does not use Entertainment Partners for payroll services or if you are enrolled in federal COBRA benefits.

WEX Health (COBRA + Direct Bill)

866-451-3399


cobraadmin@wexhealth.com

Please note: It is the same email address for COBRA and Direct Bill customers.



How do I pay for my insurance?

YOU HAVE A FEW OPTIONS:

1. **Automatic direct deposit.** Once you've paid for the current month, log on to cobralogin.wexhealth.com, go to the ACH tab and sign up for FREE automatic payments. **This option is highly recommended** so payments can be debited from your chosen account on time. 
BEST OPTION
2. **Mail a check or money order to WEX Health** (our billing service). Payments must be postmarked within the 30-day grace period, and sent to **WEX, PO Box 2079, Omaha, NE 68103-2079**. Please include your name and the last four digits of your SSN on your form of payment.
3. **Online payment** (not recommended). You may pay online at cobralogin.wexhealth.com, however a \$20 fee will be assessed for each (one-time) online payment. This fee is assessed by the payment company (WEX, not EP), and is non-refundable.

What if I don't get a bill from WEX?

You are responsible for paying your share, even if you don't receive a bill or payment booklet. You can review your account at cobralogin.wexhealth.com or via the WEX Health COBRA Mobile App. For assistance with the website or mobile app, please contact WEX Health directly.

When are payments due?

Payments are due the first of each month.

What if I don't pay on time?

As a courtesy, there is an automatic grace period through the last day of the month. Thereafter, your benefits may be terminated, subject to the rules in the EP Cares Benefits Guide. If your insurance is canceled for lack of payment, you will not be allowed to re-enroll until **Open Enrollment** (typically fourth quarter of each year) or if you have a **Qualifying Life Event**. The EP Cares Benefits Guide is available at ep.com/epc. If you are enrolled in COBRA and are canceled for lack of payment, you will not be allowed to re-enroll, even during Open Enrollment.

What if I have questions about payments?

For assistance with Direct Bill payments or any COBRA concerns, please contact WEX Health at 866-451-3399 or cobraadmin@wexhealth.com.

For questions unrelated to payment or COBRA issues, please contact myepcares@ep.com.