



<NAME>
<Street>
<City>, <State> <Zip>

June 15, 2017

Re: New COBRA Administrator - Effective Date: 07/01/2017

Dear <NAME>:

You are receiving this notice to make you aware of an important change to the administration of your benefits under COBRA. Beginning **July 1, 2017**, Businessolver will become the new administrator of American Greetings benefits under COBRA, replacing ADP COBRA Services. *There will not be a gap in your coverage or a change in the cost of coverage as a result of this transition.*

What does this mean to you?

ADP will stop accepting payments on June 30th

The final payment to be made to ADP COBRA Services is for the period ending June 30, 2017. If you have not already done so, please submit June's payment as soon as possible. If you already paid ADP COBRA Services in advance for coverage after June 30, you will be refunded and will need to submit payment to Businessolver.

If a payment is received by ADP COBRA Services from July 1-10, it will not be processed. Your check will be cashed and the funds will be refunded to you. Any payment received by ADP COBRA after July 10th will be shredded. **Please do not send any payment to ADP COBRA after June 30th.**

You will receive a mailing from Businessolver this month containing ongoing payment instructions taking effect July 1st. You will be able to make payments to Businessolver online, by check, or by a scheduled ACH transaction. Payments will typically be due the first day of each month of COBRA coverage but you will be given a grace period of 30 additional days to submit your first payment to Businessolver.

We will be under construction starting on June 19th

We ask for your patience while we work to transition to the new administrator. Effective June 19th we will begin the transition period and limited service will be available through the ADP COBRA Services Center.

Effective July 1st, Businessolver will process COBRA elections and apply payments received. In the coming days you will receive additional information from Businessolver.

We are here to help

We appreciate your patience and cooperation during this time of transition. If you have any questions please feel free to contact Shared Services at 800-321-3040 ext. 4192.

Sincerely,
Shared Services