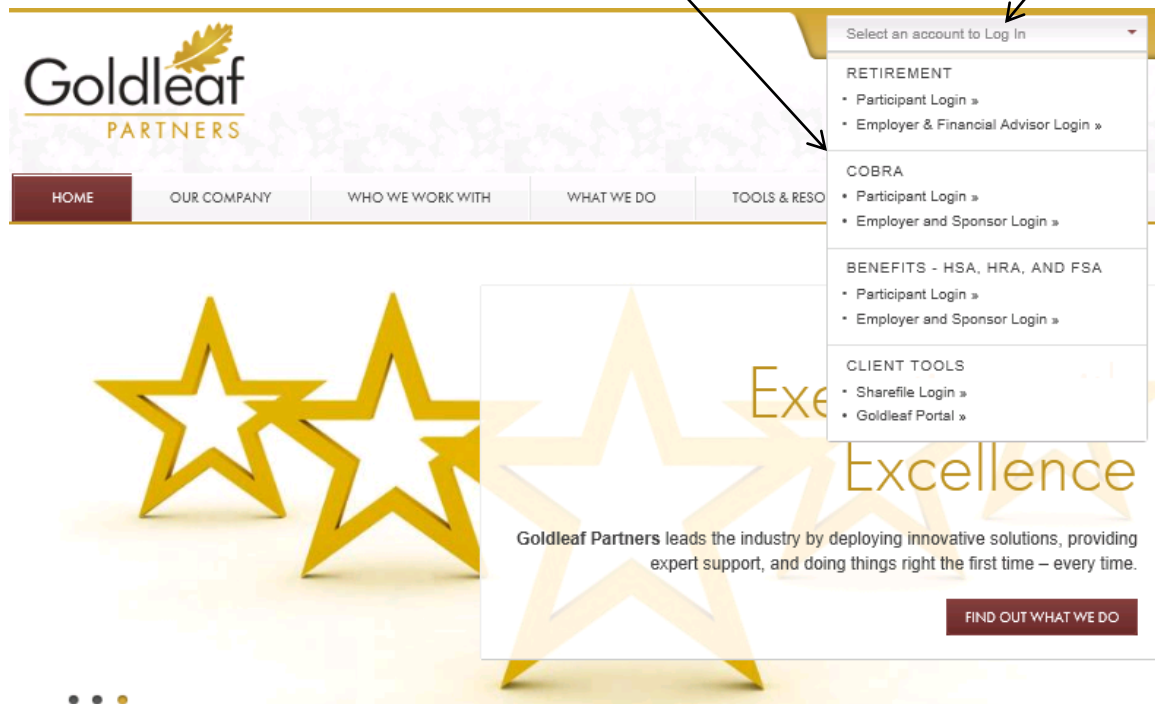




## Participant Login Instructions


Go to Goldleaf Partners' website: [www.goldleafpartners.com](http://www.goldleafpartners.com)  
Click the drop-down box on the upper right corner labeled 'Select an account to Log-In',  
then select Participant Login under COBRA.



This brings you to a login screen. First time users need to complete the "New user registration". Click on the new user registration link.

A screenshot of the Goldleaf Partners login screen. The page features the Goldleaf Partners logo at the top. Below the logo is a "Log In" header. The login form includes fields for "User name:" and "Password:". Below these fields is a checkbox labeled "Remember me". At the bottom of the form, there are two blue hyperlinks: "Forgot my password" and "New user registration". A "Log In" button is located at the bottom right of the form. An arrow points to the "New user registration" link.

Enter the Registration code and click submit. The registration code is provided to you on the new member login notice. If you do not know your registration code, please contact us at either 480.782.1841 Option 3 or [cobra@goldleafpartners.com](mailto:cobra@goldleafpartners.com).



**New User Registration**

Registration code:

Next you will be asked to enter your full Social Security Number for personal verification. Click Submit. Check the box indicating your acceptance of the user agreement. Click Submit.

Create user name and password. Your user name is custom with no criteria. The password must be 8 characters in length and must have at least 1 number and 1 special character. Click Submit.

**Portal User Name and Password**

Please choose a User Name and password to access the site.

NOTE: Your password must be at least 8 characters long, and must contain at least 1 number and 1 special character.

User name:

New password:

Confirm:

After you choose your user name and password, you will be brought to the COBRA election screen. Online election allows you the ability to elect any combination of plans offered at the time of event as well as downgrade the level of coverage. Once your elections have been saved, you can enter the member portal and pay online. Please note there is a \$20 transaction fee to make your payment online. Payments can also be made via check or money order after saving elections online by mailing a check to Goldleaf Partners.

Goldleaf Partners  
P.O. Box 2449  
Omaha, NE 68108-2449

Please note that COBRA elections can be made by electing the coverage on the paper election form and mailing it to the above address.

Contact us with any questions: 480.782.1841 Option 3 or [cobra@goldleafpartners.com](mailto:cobra@goldleafpartners.com)