



COBRA Administration

Bethlehem Area School District has contracted with NavigateHCR as their third-party administrator of COBRA continuation of coverage administration.

Any applicable documents will be sent to you by email and electronically via the NavigateHCR secure portal. An email will notify you when new secure emails are available.

Current COBRA participants will be pre-filled in the new system. The new system will be live and ready to accept your COBRA payments via ACH or credit card beginning July 2023. Payments may be remitted monthly and are due by the 25th of each month.

Our team is available by phone and email to assist you with any questions. If you would like to receive electronic correspondence, please reach out to us and provide a current email address.

NavigateHCR Contact Information:

Phone: 855-742-7427 Opt. 1 * Fax: 858-400-4492

Email: CareTeam@NavigateHCR.com

Address: 16885 Via Del Campo Court 220
San Diego, CA 92127

Logging in to NavigateHCR Portal at **www.NavigateHCR.com**

NavigateHCR Portal can not be accessed until your information has been entered into the system.

NavigateHCR must add you as a user before you can log in.

NavigateHCR Portal can be used to accept or terminate COBRA and remit payments.

- Open a Google Chrome browser window
- Go to www.NavigateHCR.com
- Click on the “Can’t Remember Your Password?”
- Enter your email address.
- Click the Reset my Password button
- Check YES in the Confirmation box
- Follow the instructions in the email*

**If the email is not in your main inbox, please check your junk mail/spam inbox*



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