



## ARCHDIOCESE OF ST. LOUIS

Cardinal Rigali Center  
20 Archbishop May Drive  
Saint Louis, Missouri 63119

**To:** Continuation of Coverage and Early Retiree Health Plan Participants  
**From:** Archdiocese of St Louis Human Resources  
**Re:** Health Insurance Premiums Administrative Change Effective October 1, 2023  
**Date:** September 1, 2023

Please be advised that effective October 1, 2023, that the health insurance premium administration for plan participants under the Continuation of Coverage or Early Retiree Plans offered through the Archdiocese of St. Louis, will transition from Human Resources to a third-party vendor called WEX. In the next few weeks, you will receive a Welcome Letter from WEX containing essential information regarding this transition, including the following:

- health plan(s) for which you are enrolled.
- process to submit monthly health insurance premium payments.
- WEX direct bill account portal registration and login requirements

Please note that **your payments for the month of October 2023 must be sent to WEX** instead of taken as an ACH from the Archdiocese. As such, please take prompt action in establishing your WEX Direct Bill account upon receipt of the WEX Welcome Letter.

Additionally, when you create your WEX Direct Bill account, their system references COBRA. Although COBRA is not applicable to the Archdiocese, the rules closely align. In any event, do not be alarmed if COBRA is mentioned when calling or referenced when signing into the system.

Upon receipt of your WEX Welcome Letter, you can contact them directly with any questions using the information below:

**COBRA and Direct Bill Participant Services Contact Information:**

**Hours of Operations:** 6:00 AM to 9:00 PM CT, Monday through Friday

**Phone Numbers:** 1-866-451-3399

**Fax Numbers:** 1-888-408-7224

**COBRA Payments / Forms PO Box:** PO Box 2079 Omaha, NE 68103-2079

**Email Addresses:**

**COBRA Customer Service:** [cobraadmin@wexhealth.com](mailto:cobraadmin@wexhealth.com)

**COBRA Forms:** [cobraforms@wexhealth.com](mailto:cobraforms@wexhealth.com)

If you have any additional question regarding this change, please feel to contact human resources at [benefits@archstl.org](mailto:benefits@archstl.org) or 314-792-7545.