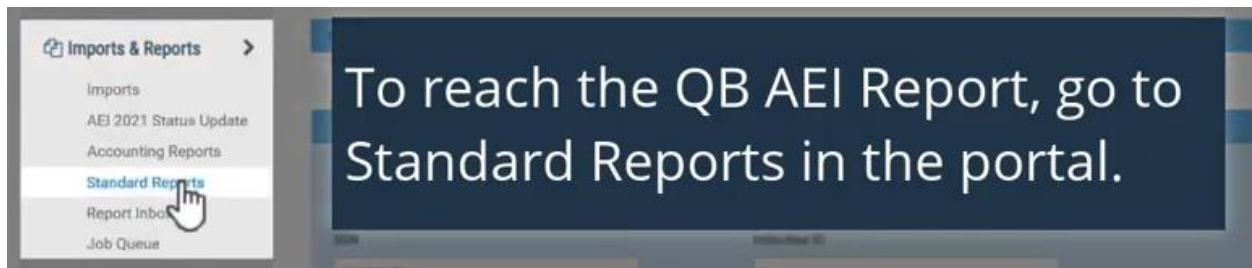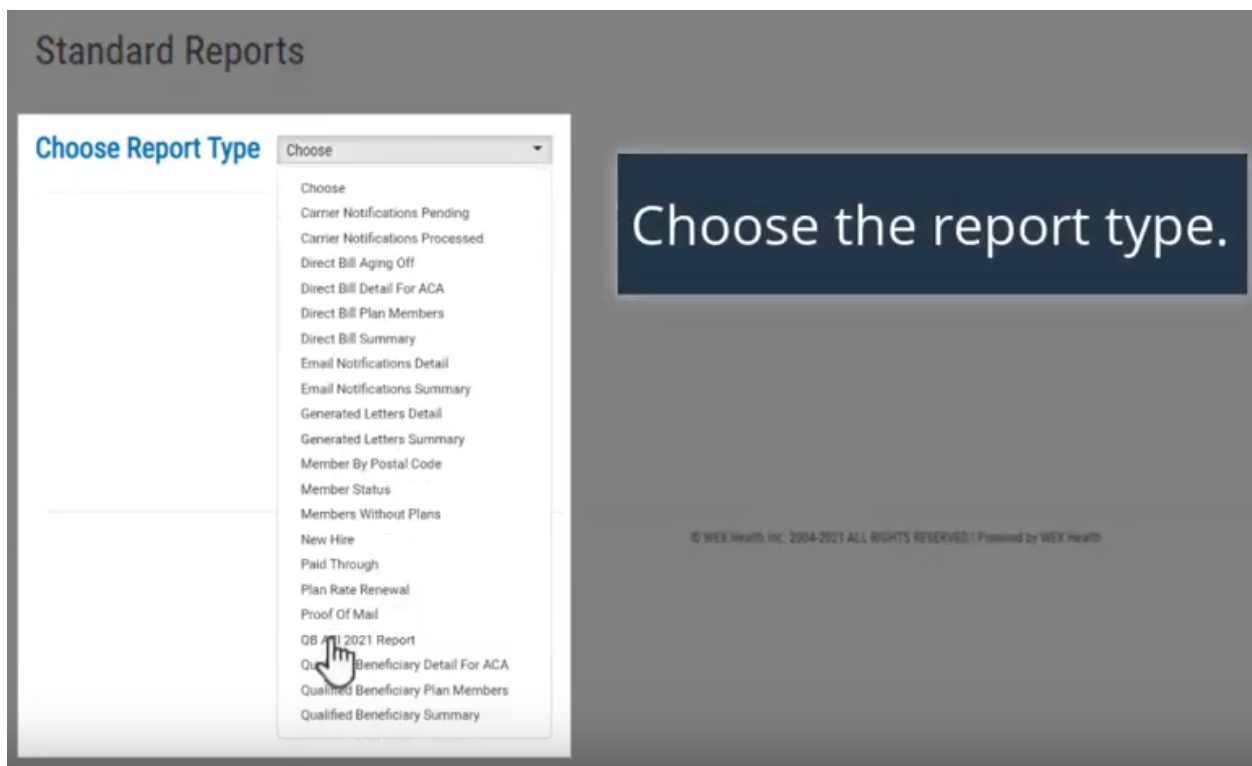# How to Update COBRA Subsidy Statuses for the American Rescue Plan Act (ARPA)

How to run the QB AEI 2021 Report
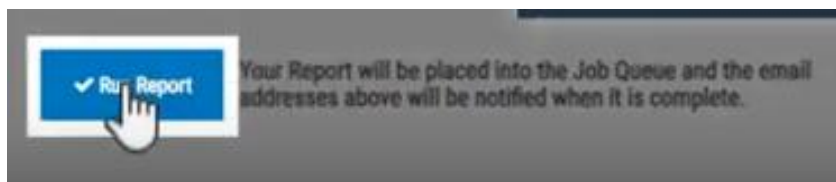
1. Select **Standard Reports**

2. Select **QB AEI 2021 Report**

3. Select **Run Report**
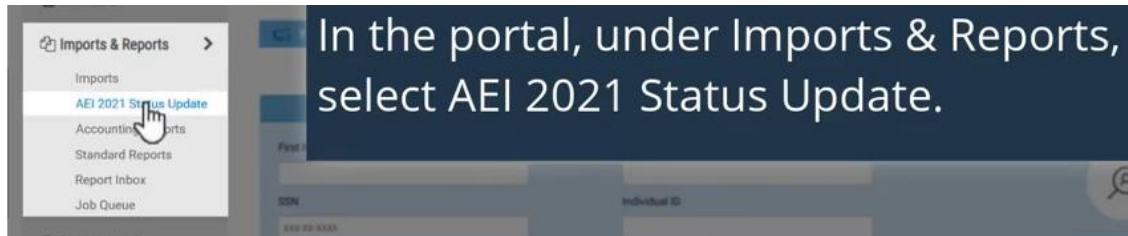

4. View Completed report in **Job Queue**

5. On the report, update **Column D**, or **AEI 2021 Status** with the correct applicable status: Unknown, Eligible, Ineligible.
   a. Please note, all other fields on the report must remain as is

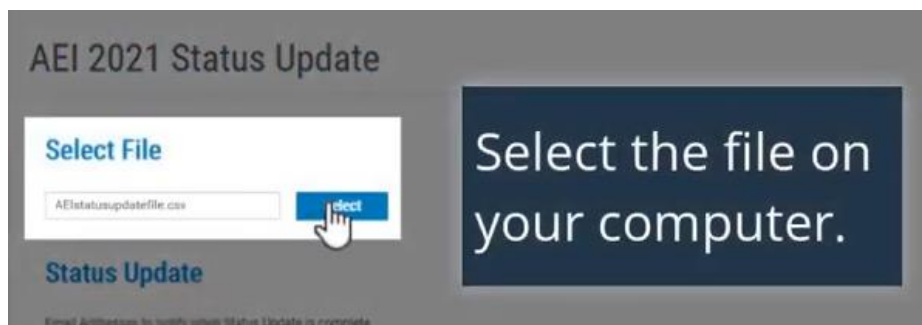|	A	B	C	D
1	Last Name	First Name	MID	AEI 2021 Status
2	Example	Chisomo	1717	INELIGIBLE
3	Example	Emma	1158	ELIGIBLE
4	Sample	Adrian	8623	ELIGIBLE
5	Sample	Qiang	1235	ELIGIBLE
6	Test	Ana	1958	ELIGIBLE
7	Test	Katsu	1154	INELIGIBLE
8	User	Amelia	1495	ELIGIBLE
9	User	Mateo	1028	ELIGIBLE

6. Once updated, save the file in the **.CSV format**

How to Import your AEI 2021 Report

1. Select **Imports & Reports** and then **AEI 2021 Status Update**

2. Select the file from your computer and enter your email

3. Select **Run Status Update**.
   a. You can view update of status on you **Job Queue** Page