



BlueCross BlueShield of Montana



Blue Access for ProducersSM Quick Start Guide

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Getting Started

Blue Access for Producers (BAPSM) gives you access to a suite of tools and information to help you manage your Group, Retail and Medicare business.

As a licensed producer, you will receive a Producer ID after you onboard with us. Use your Producer ID to register for BAP. Then, use your unique credentials (Producer ID and password) every time you log in.

Get Registered

- 1 Go to bcbsmt.com/producer and click **Register Here**.
- 2 Follow the prompts on the registration screen and click **Submit**.

We'll email your confirmation and temporary password.

A screenshot of the Blue Access for Producers registration screen. At the top is the 'blueaccess for Producers' logo. Below it is the 'REGISTRATION' header. There are two tabs: 'PRODUCER INFORMATION' (which is active) and 'CONFIRMATION'. Under the 'PRODUCER INFORMATION' tab, there is a prompt: 'Please enter the Producer Number (9-digit), National Producer Number (10 digit – includes leading zeros), and ZIP code found on your Producer Agreement.' Below this prompt are three input fields: 'Producer Number: *', 'NPN: *', and 'ZIP Code: *'. Each field has a label and a text input box. At the bottom left, there is a small note: '* Required Fields'. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'. A blue circle with the number '2' is positioned to the right of the 'SUBMIT' button.

Access BAP on your mobile devices while you're on the go. BAP is compatible with Chrome, Safari, Edge, Firefox, Android, iOS. It is not compatible with Internet Explorer or Windows phones.

Commission Statements

From the home page, click on the **Interactive Commission Reporting Tool*** to view or download your available commission statements.

The screenshot displays the 'COMMISSIONS' web application. On the left is a blue sidebar with a 'Welcome,' section containing fields for 'Company:', 'Producer #:', 'License:', and 'Renewal:'. Below these are icons for 'COMMISSIONS', 'GROUP', 'INDIVIDUAL', and 'MEDICARE'. At the bottom of the sidebar is a 'HELP DESK: (888) 706-0583' section with 'Weekday Hours: Mon-Fri 7:00 a.m.-10:00 p.m. (CST)' and 'Weekend Hours: Sat 7:00 a.m.-9:30 p.m. (CST)'. The main content area has a header with a green circular logo and the word 'COMMISSIONS'. Below this is a 'COMMISSION STATEMENTS' section featuring a grid of 12 links for months from January 2022 to February 2021, each labeled 'Commission Statement'. A link for the 'INTERACTIVE COMMISSION REPORTING TOOL' is also present. To the right is a 'PDFs & RELATED INFORMATION' section with a list of documents including 'Enterprise Standard Producer Agreement Amendment', 'Enterprise Standard Producer Agreement Addendum', 'Consumer Markets Producer Agreement Commission Schedule - Individual', 'Group Markets Producer Agreement Commission Schedule - Group', and 'Producer Commission EFT Form'.

COMMISSIONS

COMMISSION STATEMENTS

INTERACTIVE COMMISSION REPORTING TOOL

January 2022
Commission Statement

December 2021
Commission Statement

November 2021
Commission Statement

October 2021
Commission Statement

September 2021
Commission Statement

August 2021
Commission Statement

July 2021
Commission Statement

June 2021
Commission Statement

May 2021
Commission Statement

April 2021
Commission Statement

March 2021
Commission Statement

February 2021
Commission Statement

PDFs & RELATED INFORMATION

- > Enterprise Standard Producer Agreement Amendment
- > Enterprise Standard Producer Agreement Addendum
- > Consumer Markets Producer Agreement Commission Schedule - Individual
- > Group Markets Producer Agreement Commission Schedule - Group
- > Producer Commission EFT Form

*Only authorized producers have access to commission statements and compensation schedules shown in the image above.

Password Manager

Password Manager lets the primary producer create logins and assign user roles to delegate users. You can assign these roles to other producers, office staff or accounting personnel, allowing them to complete specific administrative functions. To access Password Manager, click **Password Manager** at the top right side of the homepage.

- Check Producer Status and Last Activity details
- Add, revoke or reinstate a delegate producers' access
- Assign specific security roles
- Modify a user's information

The screenshot shows the 'PASSWORD MANAGER' interface. On the left is a sidebar with navigation links: 'Welcome', 'Company', 'Producer & License Renewal', 'Request Assistance', 'Existing Request Tickets', 'User Profile', and 'Password Manager'. The main content area has a breadcrumb 'Home > Password Manager' and a 'New Delegate' button. Below is a 'Delegate List' table with columns for Name, Producer Number, Status, and Last Activity.

Name	Producer Number	Status	Last Activity
USER, NEW	012345678.onetish	ACTIVE	
USERTWO, NEW	012345678.twofish	ACTIVE	
USERTHREE, NEW	012345678.threefish	ACTIVE	08/12/2015 10:49 AM CDT
USERFOUR, NEW	012345678.fourfish	ACTIVE	
USERFIVE, NEW	012345678.fivefish	ACTIVE	
USERSIX, NEW	012345678.sixfish	ACTIVE	08/18/2015 10:27 PM CDT
USERBLUE, NEW	012345678.bluefish	ACTIVE	
USERGREEN, NEW	012345678.greenfish	ACTIVE	05/01/2014 12:57 AM CDT
USERRED, NEW	012345678.redfish	ACTIVE	11/11/2015 10:55 AM CST

The screenshot shows the 'CREATE DELEGATE' form. It includes a sidebar with navigation links and a breadcrumb 'Home > Password Manager > Create Delegate'. The form has sections for 'Delegate Profile' and 'Roles'. The 'Delegate Profile' section contains fields for User Name, First Name, Last Name, Phone Number, Ext, Email Address, and New Password. The 'Roles' section has checkboxes for various permissions.

Delegate Profile

User Name *
012345678>User Name

First Name *
First Name

Last Name *
Last Name

Phone Number *
XXX-XXX-XXXX

Ext
XXXX

Email Address *
email@domain.com

Verify Email Address *
email@domain.com

New Password *

Confirm New Password *
Confirm New Password

Roles

Online Group Quoting

- ☐ Quote, Enrollment
- ☐ BlueTrack
- ☐ Access ACA Small Group Enrollment

Blue Access for Employers™ (BAE)

- ☐ Blue Access for Employers Inquiry
- ☐ Blue Access for Employers Maintenance

Reports

- ☐ Reports

Commission Statements

- ☐ Callidus Reports & PDFs

Medicare

- ☐ O65 Inquiry

SAVE CANCEL


Group Tools

Manage your group business efficiently with this suite of user-friendly tools. Quote rates for prospects, track the progress of applications, enroll groups and see member-level rates.


Welcome,

Company:


Producer #:
License
Renewal:




COMMISSIONS



GROUP
Products & Forms
Marketing & Sales
Training, Admin & Tools
Legislative Updates
Reports



INDIVIDUAL




MEDICARE

HELP DESK: (888) 706-0583

Weekday Hours:
Mon-Fri 7:00 a.m.-10:00 p.m.
(CST)


Weekend Hours:
Sat 7:00 a.m.-3:30 p.m. (CST)



GROUP


[GO TO REPORTS](#)

Group Tools




Quote a Group

Quote rates for New Business Prospects




Enroll A Group

Enroll a group in coverage




Track A Group

Track the progress of your group enrollment applications




Plan Benefits and Rates

A tool for accessing member-level rates



Review Renewal Packages


Small Group (2-50)




Ancillary Producers Corner

Ancillary Producers Corner


GROUP DOCUMENTS




PRODUCTS & FORMS



MARKETING & SALES



TRAINING, ADMIN & TOOLS



LEGISLATIVE UPDATES


Individual Tools


Manage your individual business quickly and easily. Send prospective clients quotes, assist them with enrollment and track their applications.


Welcome,


Company:

Producer #:
License
Renewal:



COMMISSIONS


GROUP



INDIVIDUAL
Products & Forms
Marketing & Sales
Training, Admin & Tools
Legislative Updates



MEDICARE


HELP DESK: (888) 706-0583
Weekday Hours:
Mon-Fri 7:00 a.m.-10:00 p.m.
(CST)
Weekend Hours:
Sat 7:00 a.m.-3:30 p.m. (CST)


**INDIVIDUAL**

Individual


**Quote And Enroll**
Locate a plan and/or Quick Quote


**Application Tracker**
View recently submitted applications


**Express Link**
Express Link displays your contact information to applicants applying online.


**Certify to Sell on the CMS Marketplace (FFM)**
Access Certification information to sell with CMS

INDIVIDUAL DOCUMENTS

 **PRODUCTS & FORMS**

 **MARKETING & SALES**

 **TRAINING, ADMIN & TOOLS**

 **LEGISLATIVE UPDATES**

FEATURES

RECENT NEWS
[View all news articles](#)

NEWSLETTERS
[News from the Blues](#)

Medicare Tools

Learn how to get certification information. Provide quotes for prospective clients. Track submitted and incomplete applications and delete invalid submissions. Enroll members in Medicare Supplement, Medicare Advantage Prescription Drug and stand-alone Prescription Drug plans.


Welcome,

Company:


Producer #:

License


Renewal:




COMMISSIONS



GROUP



INDIVIDUAL



MEDICARE


Products & Forms

Applications & Membership

HELP DESK: (888) 706-0583


Weekday Hours:
Mon-Fri 7:00 a.m.-10:00 p.m.
(CST)

Weekend Hours:
Sat 7:00 a.m.-3:30 p.m. (CST)




BCBS MEDICARE OPTIONS

Medicare Tools




Scope of Appointment

Must complete prior to appointment




Product Information

View Medicare Plan Options




Applications & Membership

Track application & membership




Express Link

Click on link and copy URL. Send this URL to your clients to remain their AOR on applications submitted.



Plan Select & Enroll


Quote & Enroll Medicare Plan Options



Certify to Sell

Get certifications to sell

MEDICARE DOCUMENTS



PRODUCTS & FORMS

Note: The Medicare tools displayed on this page will vary depending on your certification status and assigned roles.

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Blue Access for Employers (BAESM)

You can quickly get to BAE from BAP. BAE is a secure website that lets you perform transactions such as enrollment, administrative and reporting activities on behalf of your accounts.

- 1 On the BAP homepage, click on the **BAE logo** at the top of the page.
- 2 Next, on the **BAE Account Search** page, select the account you wish to access from the list.
- 3 If the account you are looking for is not in the list, use the search fields. Enter the account name or number and then click **Find**.

The screenshot displays the Blue Access for Employers (BAE) website interface. At the top, the 'blueaccess for Producers' logo is on the left, and navigation links for 'Contact Us', 'Help Center', and 'Feedback' are on the right. Below this, a secondary navigation bar includes 'Producer Services', 'Password Manager', 'User Profile', and 'Logout'. The main content area features a 'blueaccess for Employers' logo and a 'Contact Us' link. A 'BAE Account Search' link is highlighted, with a 'Return to BAP' and 'Log Out' link also visible. A welcome message reads 'Welcome, BROKER ILDEMO (Producer #ILDEMO)'. The 'Blue Access for Employers Account Search' section contains a search prompt: 'Search for an account by Account Number or Account Name'. Below this are two input fields: 'Account Number:' and 'Account Name:', separated by an 'OR' label. 'Find' and 'Reset' buttons are positioned at the bottom of the search area. A section titled 'Blue Access for Employers Accounts' includes a footnote: '* If multiple billing profiles exist for an account, this date will represent the oldest Paid To Date.' At the bottom, a red message states: 'You have no accounts at this time.'

Producer Services

Request assistance for a variety of common producer administrative inquiries. Upload supporting documents and track requests in real time.

- 1 Select **Producer Services**.
- 2 Choose a service area.
- 3 To track progress, click on **Existing Request Tickets**.

blueaccess
for Producers™

1
Producer Services Password Manager User Profile Logout

Home > Request Assistance

Request Assistance

Request Assistance

You can submit your request by selecting from the list of options below.

- > Submit a Commission Inquiry
- > Update my producer of record (POR)
- > Update my Electronic Funds Transfer (EFT) info
- > Update my contact info
- > Book of Business Transfer Request
- > Update my Blue Access for Producers password
- > Update my challenge question
- > Update my E&O Coverage
- >

Please note, if you need to update the information below, it will require a phone call to the Producer Service Center at (855) 782-4272.

- Name
- TAX ID
- Social Security Number
- Producer ID

3 Existing Request Tickets

User Profile

Password Manager

HELP DESK: (888) 706-0583

Weekday Hours:
Mon-Fri 7:00 a.m.-10:00 p.m.
(CST)

Weekend Hours:
Sat 7:00 a.m.-3:30 p.m. (CST)

Notes

[illegible]

