

# Blue Access for Producers™ Quick Start Guide

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## **Getting Started**

Blue Access for Producers (BAP<sup>SM</sup>) gives you access to a suite of tools and information to help you manage your Group, Retail and Medicare business.

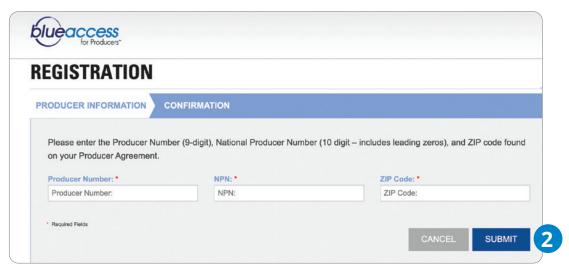
As a licensed producer, you will receive a Producer ID after you onboard with us. Use your Producer ID to register for BAP. Then, use your unique credentials (Producer ID and password) every time you log in.

#### **Get Registered**

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

We'll email your confirmation and temporary password.







#### **Commission Statements**

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

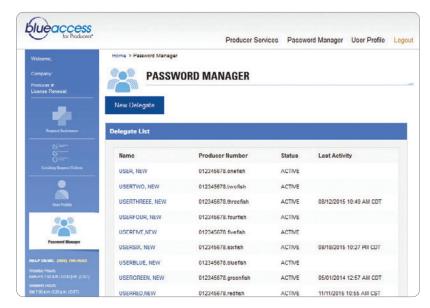


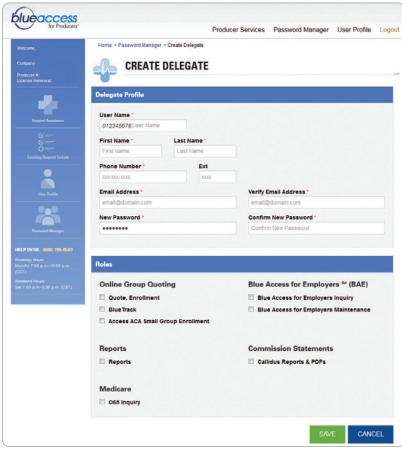
<sup>\*</sup>Only authorized producers have access to commission statements and compensation schedules shown in the image above.

## **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.

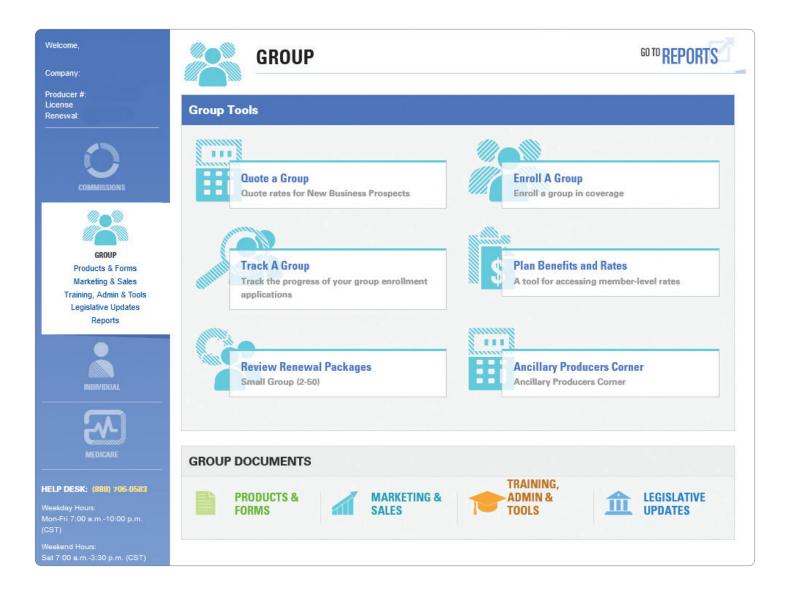
- Check Producer Status and Last Activity details
- Add, revoke or reinstate a delegate producers' access
- Assign specific security roles
- Modify a user's information





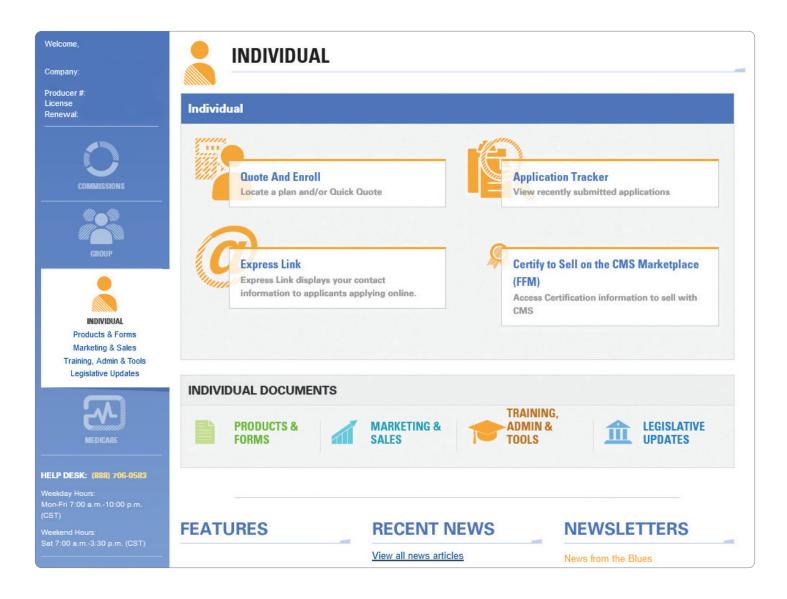
# **Group Tools**

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.



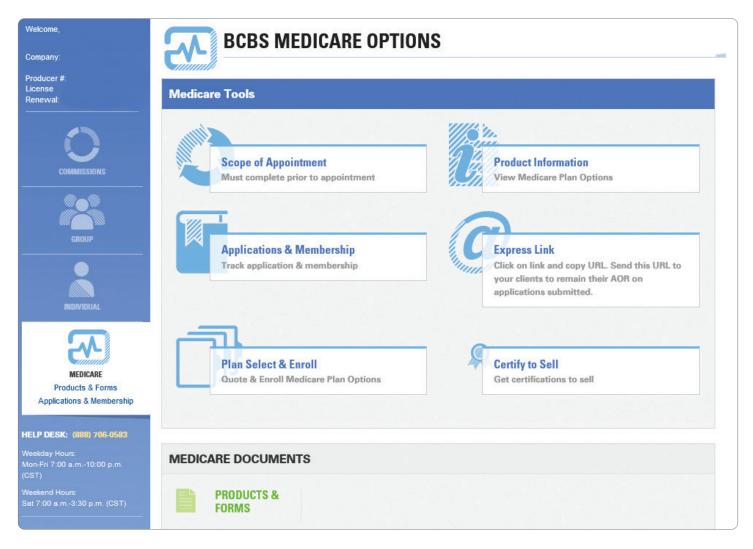
## **Individual Tools**

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



#### **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.

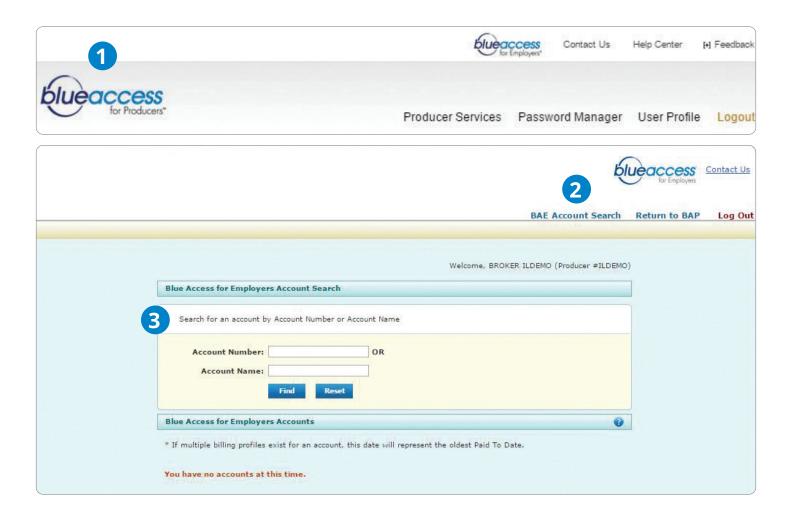


**Note:** The Medicare tools displayed on this page will vary depending on your certification status and assigned roles.

## Blue Access for Employers (BAE<sup>SM</sup>)

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.

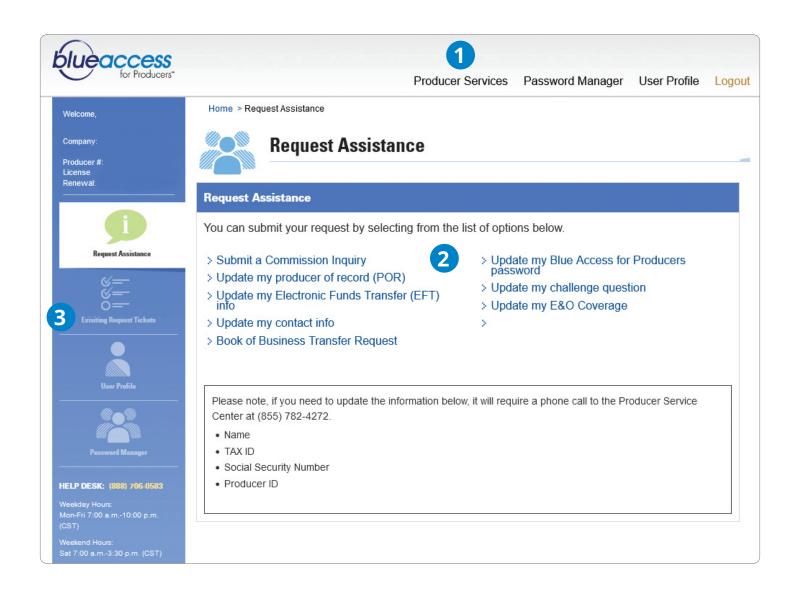
- On the BAP homepage, click on the **BAE logo** at the top of the page.
- Next, on the **BAE Account Search** page, select the account you wish to access from the list.
- If the account you are looking for is not in the list, use the search fields. Enter the account name or number and then click **Find**.



#### **Producer Services**

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

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



| Notes |  |
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