

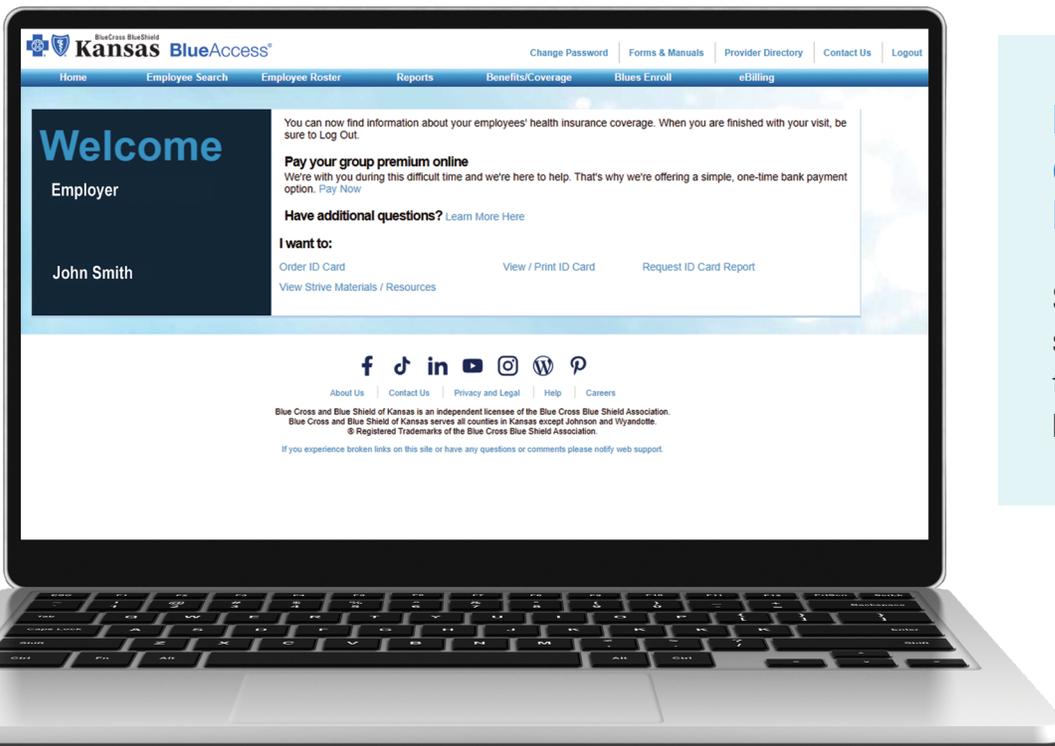
# Register for Employer BlueAccess®

Simplify benefits management in just a few clicks.

Employer BlueAccess is a secure online portal for group administrators designed to make managing your group health plan easier. With convenient, self-service access to essential administrative tools and information, it helps streamline everyday tasks and saves you valuable time.

- Verify benefits, including eligibility and deductible/coinsurance information
- Employee search for details of member coverage
- Electronic payment with eBilling
- Online enrollment through BluesEnroll
- Access your group reports
- View, print and order member ID cards

Register today: [bcbsks.com/BlueAccessSignUp](https://bcbsks.com/BlueAccessSignUp)



## Need to know how to create an Employer BlueAccess Account?

See the following page for step-by-step instructions to set up your Employer BlueAccess Account.



[bcbsks.com/BlueAccessSignUp](https://bcbsks.com/BlueAccessSignUp)

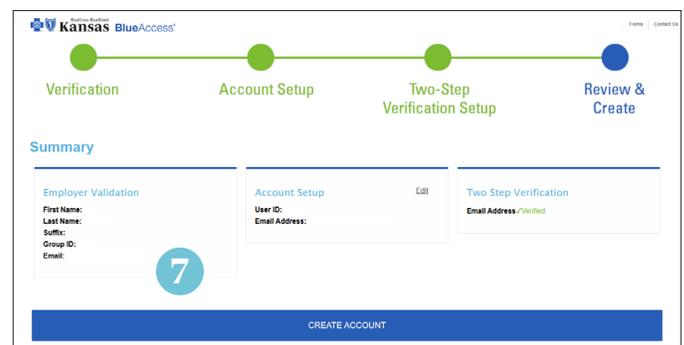
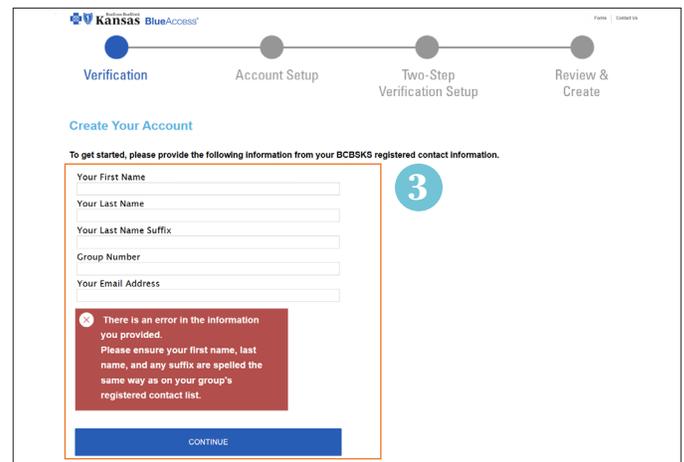
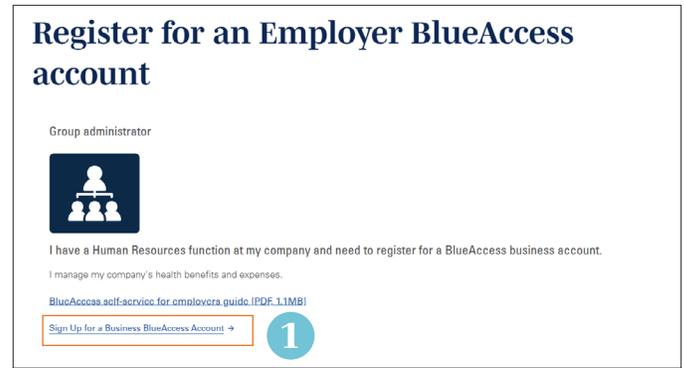
# How to create an Employer BlueAccess account:

- 1 Go to [bcbsks.com/BlueAccessSignUp](https://bcbsks.com/BlueAccessSignUp) and choose *Sign up for a business BlueAccess account*.
- 2 On the getting started page, read the terms and conditions, check the box agreeing to the terms and policy, then click *continue*.

- 3 On the create your account page, enter your group number and the personal contact information listed on your account. Click the *continue* button at the bottom of the page.

**Note:** The data entered must match your group's registered contact list. For example, if your name is Robert in our system but you input Rob, you will receive an error message (as shown).

- 4 Create a User ID and new password. Click *continue*.
  - 5 A verification code will be sent to the email address shown to verify the email address is valid. Click *send code*.
  - 6 Enter the code sent to your email and click *verify and continue*. If you did not receive the code, click *resend code*.
  - 7 Review your summary of information then click *create account*.
  - 8 Now that your account has been created, you can log into BlueAccess.
- Note:** For security purposes, two factor authentication will be required every time you sign in.



Visit us at [bcbsks.com/BlueAccessSignUp](https://bcbsks.com/BlueAccessSignUp)



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