

To register as a first-time user:

1. Log on to www.bcbst.com and click on the word “Register” under the BlueAccess section.
2. Select to register as a “Provider.”
3. Complete the registration form (the User ID, Password and answer to token question are case sensitive), then click on “Submit.”
4. The system will display a Usage Agreement; read and scroll to the bottom and select “I agree.”
5. “Account Created” message appears; your user ID will be displayed; enter your password, then select “Log-in.” The “Main Menu” will be displayed.
6. YOU WILL NEED TO “REQUEST A SHARED SECRET” FOR ALL PROVIDER ID NUMBERS THAT YOU NEED TO ACCESS.
7. Select “Request Shared Secret” under the Account Maintenance section on the Main Menu.

If you need access to less than 30 providers, enter the seven-digit provider number(s) on the screen provided. The shared secret(s) will be mailed to the provider’s physical location (to your attention) the following business day. Each provider number will generate a separate letter.

If you need access to more than 30 providers, a reference number will be assigned to tie all of your provider numbers together. Complete the additional information and an e-mail will be sent to your Network Manager who will contact you for a current listing of all your provider numbers.

8. After you have received the shared secret or reference number, return to the Web site and login.
9. Click on “Update Permissions” under the Account Maintenance section on the Main Menu.
10. Select “Add Providers”:

If you have less than 30 providers:

Enter the provider ID number(s), tax ID number(s), and shared secret(s) from the letter(s) in the boxes provided, then click on “Submit.”

If you have been given a reference number for more than 30 providers:

Enter the reference number, nine 9’s for the tax ID number (999999999), and the shared secret, then click on “Submit.”

11. You will now be able to access all available applications. These steps will need to be completed only one time for each user that requests access to the secured site.

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