

### To register as a first-time user:

1. Log on to [bcbst.com](http://bcbst.com) and click on the words “register now” in the BlueAccess section.
2. Select to register as a “Provider.”
3. Complete the registration form (the Password is case sensitive), then click on “Submit.”
4. The system will display a Usage Agreement; read it, scroll to the bottom and select “I agree.”
5. An “Account Created” message will appear and your user ID will be displayed. Enter your password and select “Login.” 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 Management section of the Main Menu. Note: If your check is made payable to the group instead of the individual practitioner, you can register for access to information on all practitioners associated with that group or multiple groups by using **ONLY** your group provider number(s).  

If you need access to less than 30 providers, enter the seven-digit BlueCross provider number or the 10-digit NPI and Tax ID with no dashes 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 Management section of the Main Menu.
10. Select “Add Providers:”

#### **If you have less than 30 providers:**

Enter the BlueCross provider ID number, or NPI, tax ID number (with no dashes) and shared secret from the letter, 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 and the shared secret, then click on “Add Reference.”

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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