



# Registration Guide for Broker Administrators

Go to [www.excellusbcbs.com](http://www.excellusbcbs.com)

The screenshot shows the website interface with the following elements:

- Browser Header:** "Excellus BlueCross BlueShield | Home - Windows Internet Explorer" and the address bar showing "https://www.excellusbcbs.com/wps/portal/xl".
- Navigation:** "Login | Register | Forgot Username | Forgot Password" links in the top right.
- Search:** A search bar with a "Search" button.
- Text Size:** "Text Size A A A" and "Printer Friendly" options.
- Login Section:** "Already registered? Login now!" with fields for "Username:" and "Password:" and a "Login" button. A link "Forgot your Username or Password?" is also present.
- Are You a...:** A vertical menu with options: "Member or Guest", "Broker", "Employer", and "Provider".
- Member Tools:** A vertical menu with options: "View Your Plan Information", "HealthyRewards", "Change Your Address/Phone", "Order ID Card", "Print Forms", "Research 6,000+ Health Topics", and "Enroll in a Policy".
- Health Care Reform:** A large banner with the text "Health Care Reform" and "See how key provisions of this new law will affect you." with a "Learn More" button and an image of a hand holding a magnifying glass over a stack of papers with a question mark.
- Shop For Health Insurance:** A section with the heading "Shop For Health Insurance" and a list of links: "For yourself and/or family", "For your business", "Medicare plans", and "Dental plans".
- Find a Doctor:** A section with the heading "Find a Doctor" and a list of links: "Doctors", "Hospitals or other Providers", "Pharmacies", and "Urgent Care Centers".
- Blue365:** A section with the heading "Blue365" and the text "Enjoy discounts & savings." with a "Go" button and a small image of a woman.
- For Your Health:** A section with the heading "For Your Health" and the text "Tools and information for your health." with a "Go" button and an image of fresh vegetables.
- HealthyRewards:** A section with the heading "HealthyRewards" and a list of links: "Earn Rewards now!", "Get tips or take a tour", and "Learn how to join".

Click on **'Broker'** from the left side menu

The screenshot shows the Excellus BlueCross BlueShield website in a Windows Internet Explorer browser window. The address bar shows the URL <https://www.excellusbcs.com/wps/portal/xl>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the Excellus logo, navigation links for Login, Register, Forgot Username, and Forgot Password, and a search bar. Below the header is a login section with fields for Username and Password, a Login button, and a link for Forgot your Username or Password? On the left side, there is a vertical menu titled 'Are You a...' with options: Member or Guest, Broker (highlighted with a red box), Employer, and Provider. Below this is a 'Member Tools' section with links for View Your Plan Information, HealthyRewards, Change Your Address/Phone, Order ID Card, Print Forms, Research 6,000+ Health Topics, and Enroll in a Policy. The main content area features a large banner for 'Turning 65?' with a 'Learn More' button. Below the banner are three columns of content: 'Shop For Health Insurance' with links for family, business, Medicare plans, and dental plans; 'Find a Doctor' with links for Doctors, Hospitals or other Providers, Pharmacies, and Urgent Care Centers; and three smaller boxes for 'Save with Generics', 'For Your Health', and 'HealthyRewards'.

Where it says **'Register Now!'** please choose – **'Broker Administrator (Admin. Support)'**

The screenshot shows the Excellus BlueCross BlueShield Broker Home website. The browser window title is "Excellus BlueCross BlueShield | Broker Home - Windows Internet Explorer". The address bar shows the URL "https://www.excellusbcs.com/wps/portal/xl/bkr/". The page header includes the Excellus logo and "For Brokers" text. A navigation menu contains links for "Broker Home", "Shop, Buy & Enroll", "Training & Resources", "Commissions & Reports", "Member Engagement", and "Contact Us".

Key sections on the page include:

- Login**: A form with fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot your User ID or Password?".
- Register Now!**: A section highlighted with a red box, featuring a dropdown menu labeled "I am a..." with the option "- Please Select -", a "Register!" button, and a link "Need Help Registering?".
- Better Account Reporting**: A banner with the text "Check out our new reporting tool for groups 300+" and a "Learn More" button.
- View Plan Offerings**: A section with links for "Medical plans", "Dental plans", "Medicare plans", and "Direct Purchase plans", accompanied by an image of a family.
- Broker Program**: A section with links for "Commission & Reporting" and "Training & Resources", accompanied by an image of two business professionals.
- Engage Employees**: A section with the text "Tools & resources to help members manage their health" and a "Go" button.
- Enroll a New Group**: A section with a "Go" button and a group icon.
- Quick Links**: A sidebar menu with links for "Enroll a New Group", "Compare Plans & Rates", "Commission Statements", and "Print Forms & Applications".
- News & Updates**: A section with links for "Broker News" and "Capitol Briefings".

**Enter each of the following fields:**

**Broker Number**-This is your Agency number supplied to your office at the time of appointment

**Tax ID**- Federal Tax identification number enter without spaces or dashes

**Vendor Number**-This number is located on your commission statements, we will not under any circumstances supply this number to you other than on your commission statements for security purposes

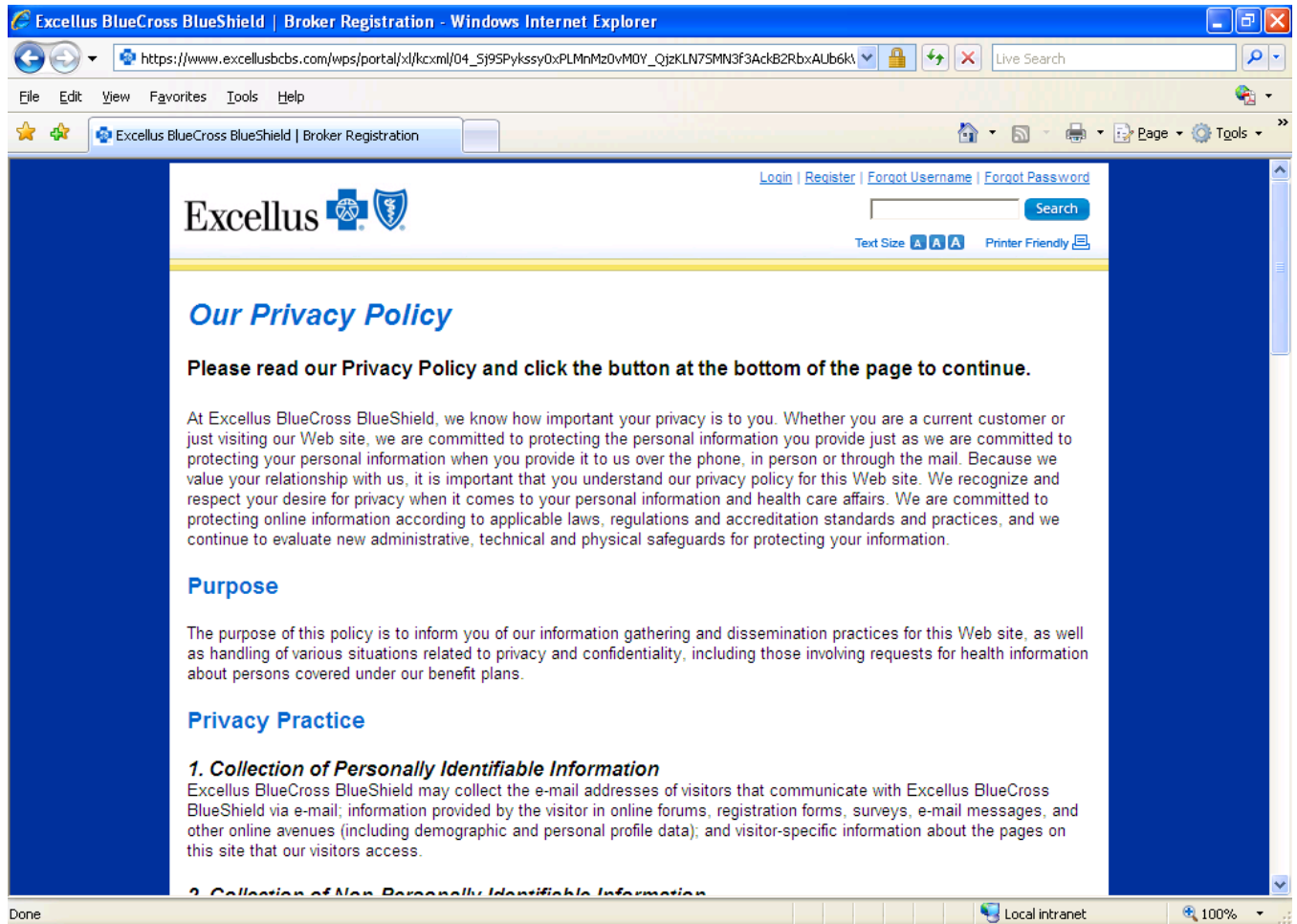
**First Name**-The First name of the Broker Administrator that is in charge of viewing commission statements

**Last Name**-The Last name of the Broker Administrator that is in charge of viewing commission statements


Then click **Submit**

The screenshot shows a web browser window titled "Excellus BlueCross BlueShield | Broker Administrator Registration - Windows Internet Explorer". The address bar shows the URL "https://www.excellusbcbs.com/wps/portal/x/bkr/adminreg". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Excellus logo and navigation links for "Login", "Register", "Forgot Username", and "Forgot Password". A search bar and a "Printer Friendly" link are also present. The main heading is "Broker Administrator Registration". Below this, a welcome message and a note state: "Welcome! Please complete the following fields and click submit. Note: Registration is available to participating broker administrators only." The form contains five input fields: "Broker Number" (123), "Tax ID" (123456789), "Vendor Number" (123456), "First Name" (Dana), and "Last Name" (Martin). At the bottom of the form, there is a "Submit" button and a "Clear" button. A footer at the bottom of the browser window shows "Done" and "Local intranet 100%".

Upon successful registration, you will be brought to our **'Privacy Policy'** which you must read and agree to in order to proceed.





The screenshot shows a web browser window titled "Excillus BlueCross BlueShield | Broker Registration - Windows Internet Explorer". The address bar contains the URL: [https://www.excellusbcs.com/wps/portal/xl/kcxml/04\\_Sj95Pykssy0xPLMmMz0vM0Y\\_QjzKLN75MN3f3AckB2RbxAUb6k](https://www.excellusbcs.com/wps/portal/xl/kcxml/04_Sj95Pykssy0xPLMmMz0vM0Y_QjzKLN75MN3f3AckB2RbxAUb6k). The page content includes the Excillus logo, a search bar, and navigation links for "Login", "Register", "Forgot Username", and "Forgot Password". The main heading is "Our Privacy Policy". Below this, a bold instruction reads: "Please read our Privacy Policy and click the button at the bottom of the page to continue." The text explains the company's commitment to protecting personal information. The "Purpose" section states the policy's goal is to inform users about information gathering and dissemination practices. The "Privacy Practice" section begins with "1. Collection of Personally Identifiable Information", detailing the collection of email addresses and other personal data through various online channels.

Excillus 

[Login](#) | [Register](#) | [Forgot Username](#) | [Forgot Password](#)

Search

Text Size  Printer Friendly 

## Our Privacy Policy

**Please read our Privacy Policy and click the button at the bottom of the page to continue.**

At Excillus BlueCross BlueShield, we know how important your privacy is to you. Whether you are a current customer or just visiting our Web site, we are committed to protecting the personal information you provide just as we are committed to protecting your personal information when you provide it to us over the phone, in person or through the mail. Because we value your relationship with us, it is important that you understand our privacy policy for this Web site. We recognize and respect your desire for privacy when it comes to your personal information and health care affairs. We are committed to protecting online information according to applicable laws, regulations and accreditation standards and practices, and we continue to evaluate new administrative, technical and physical safeguards for protecting your information.

### Purpose

The purpose of this policy is to inform you of our information gathering and dissemination practices for this Web site, as well as handling of various situations related to privacy and confidentiality, including those involving requests for health information about persons covered under our benefit plans.

### Privacy Practice

**1. Collection of Personally Identifiable Information**

Excillus BlueCross BlueShield may collect the e-mail addresses of visitors that communicate with Excillus BlueCross BlueShield via e-mail; information provided by the visitor in online forums, registration forms, surveys, e-mail messages, and other online avenues (including demographic and personal profile data); and visitor-specific information about the pages on this site that our visitors access.

**2. Collection of Non-Personally Identifiable Information**

Done Local intranet 100%

After agreeing to the privacy policy you can create your log in information via **'Establish Your Account'**

The screenshot shows a web browser window titled "Excellus BlueCross BlueShield | Broker Registration - Windows Internet Explorer". The address bar contains the URL: [https://www.excellusbcbs.com/wps/portal/xl/kcxm/04\\_Sj95Pykssy0xPLMnMz0vM0Y\\_QjzKLN75MN3f3AckB2RbxAUB6k](https://www.excellusbcbs.com/wps/portal/xl/kcxm/04_Sj95Pykssy0xPLMnMz0vM0Y_QjzKLN75MN3f3AckB2RbxAUB6k). The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Excellus logo and navigation links: "Login", "Register", "Forgot Username", and "Forgot Password". A search bar is present with a "Search" button. The main heading is "Establish Your Account". Below this, a blue instruction bar reads: "Please complete the fields below and click 'Submit':". The registration form includes the following sections:

- Create Your User ID:** A text input field with instructions: "Your User ID must be between 5 and 8 characters long. User IDs are *not* case sensitive."
- Create Your Password:** A text input field with instructions: "Your Password must be between 8 and 20 characters long and have at least 1 number and 1 letter. Spaces are not allowed. Passwords *are* case sensitive."
- Reenter Your Password:** A text input field for password confirmation.
- Enter a Password Hint:** A text input field with instructions: "We'll display this hint if you forget your password."
- Email Address:** A text input field.

At the bottom of the form, there is a checkbox that is checked, with the text: "Yes! I would like to receive important news and updates from Excellus BlueCross BlueShield by e-mail, rather than by mail. For more information on how we protect your e-mail address, view our [electronic communications](#) policy." Below the checkbox, it says: "If you forget your User ID the following information will help our". The browser's status bar at the bottom shows "Done" on the left and "Local intranet" and "100%" on the right.



Upon Successful login, click **'Commissions & Reports'** in the yellow navigation bar

Excellus BlueCross BlueShield | Commissions & Reports - Windows Internet Explorer

https://www.excellusbcbs.com/wps/portal/xl/!ut/p/c1/04\_SB8K8xLLM9MSSzPy8xBz9CP0os\_gQA8c

File Edit View Favorites Tools Help

Excellus BlueCross BlueShield | Commissions & Reports

Home RSS Print Page Tools ?

Excellus | For Brokers

Login | Register | Forgot Username | Forgot Password

Search

Text Size A A A Printer Friendly

Broker Home Shop, Buy & Enroll Training & Resources **Commissions & Reports** Member Engagement Contact Us

**Quick Links**

- Commission Schedule
- Commission Statements & Reports
- Electronic Funds Transfer
- Account Reporting

**Commission Statements & Reports**

Administrators: View commissions & reports for your agency.

Go

**Commission Schedule**

See what & when you'll be paid.

Go

**Electronic Fund Transfer**

Enjoy the convenience!

Go

[Home](#) [News & Updates](#) [Print Forms](#) [About Us](#) [Fraud & Abuse](#) [Glossary](#)

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On the left hand side or in large banner you will now click on **'Commission Statements & Reports'**

The screenshot shows a web browser window displaying the Excellus BlueCross BlueShield website. The browser's address bar shows the URL: [https://www.excellusbcs.com/wps/portal/xl/!ut/p/c1/04\\_SB8K8xLLM9MSSzPy8xBz9CP0os\\_gQA8c](https://www.excellusbcs.com/wps/portal/xl/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os_gQA8c). The website header includes the Excellus logo and the text "For Brokers". A navigation menu at the top contains links for "Broker Home", "Shop, Buy & Enroll", "Training & Resources", "Commissions & Reports", "Member Engagement", and "Contact Us". The "Commissions & Reports" link is highlighted in blue. On the left side, a "Quick Links" menu lists "Commission Schedule", "Commission Statements & Reports", "Electronic Funds Transfer", and "Account Reporting". The "Commission Statements & Reports" link is highlighted with a red box. The main content area features a large banner for "Commission Statements & Reports" with the text "Administrators: View commissions & reports for your agency." and a "Go" button. Below the banner are two smaller sections: "Commission Schedule" with the text "See what & when you'll be paid." and a "Go" button, and "Electronic Fund Transfer" with the text "Enjoy the convenience!" and a "Go" button. The footer contains links for "Home", "News & Updates", "Print Forms", "About Us", "Fraud & Abuse", and "Glossary". Copyright information and NCOA accreditation logos are also present.



Now you have the ability to view your statements for 12 rolling months beginning with statements produced in April 2009

## Broker Commission Statements

Follow the links below to access your company's commission statements. You will need Acrobat Reader to view or print these PDF files. If you don't already have it, you can download it free at [www.adobe.com](http://www.adobe.com)

Note: Statements will be available for 12 months, beginning with April 2009

July 2009

June 2009

May 2009

April 2009