

## **Renewal Exhibits via Blue Access for Producers<sup>SM</sup> (BAP)**

# Blue Cross and Blue Shield of Texas is pleased to announce a new way to access renewals in BAP!

#### Go to bcbstx.com/producer

- New User? Click Register Now.
- Enter the producer number, National Producer Number (NPN), and ZIP Code on file with Blue Cross and Blue Shield of Texas (BCBSTX).

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Please enter the Producer Numb Agreement.	er (9-digit), National Producer Numbe	er (10-digit), and ZIP code found on your Producer ╠				
Please enter the Producer Numb Agreement. Producer Number: *	er (9-digit), National Producer Numbe	er (10-digit), and ZIP code found on your Producer 다 ZIP Code: *				

• Click Submit.

You will receive a confirmation message and a temporary password via email. Once you enter your temporary password, you will be required to change it before accessing BAP.

If you do not know your producer number, please contact the Help Desk at 888-706-0583.

### After you register:

- **1.** Enter your producer number and password.
- 2. Click Log In.
- 3. Click Agree to accept the Terms of Use.



bcbstx.com

#### 4. Click Group.

5. Click Renew A Group.

If you receive notification that you may review renewals online, and you do not see the Renew a Group button, please contact the Texas Small Group Account Management Unit at **txsgam@bcbstx.com**, or **1-877-239-5582**.



6. The eSales Tools Small Group Renewals page appears with any pending renewals.

The renewals will only be visible to the primary servicing agent and/or general agent.

Note: Renewals are available to review approximately 75 days prior to the renewal date and 60 days after the renewal date. **7.** Click the paperwork icon under the Renewal Exhibits header, to view the appropriate account.

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Account Name: GRAND CAN	YON MANAGEMENT	Account #: 01231
Select a report to view or print.		
Note: These reports will only be available online app	orox. 75 days prior and 60 days past the	renewal effective date.
Exhibits	Post	ed Date
Renewal Exhibit	03/1	8/2016

8. From the Renewals screen, click the **renewal exhibits** and proceed with delivery to the client.

If you have questions about the renewal, please contact Texas Small Group Account Management Unit at **txsgam@bcbstx.com**, or **1-877-239-5582**.