



# 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](http://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).
- 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**.

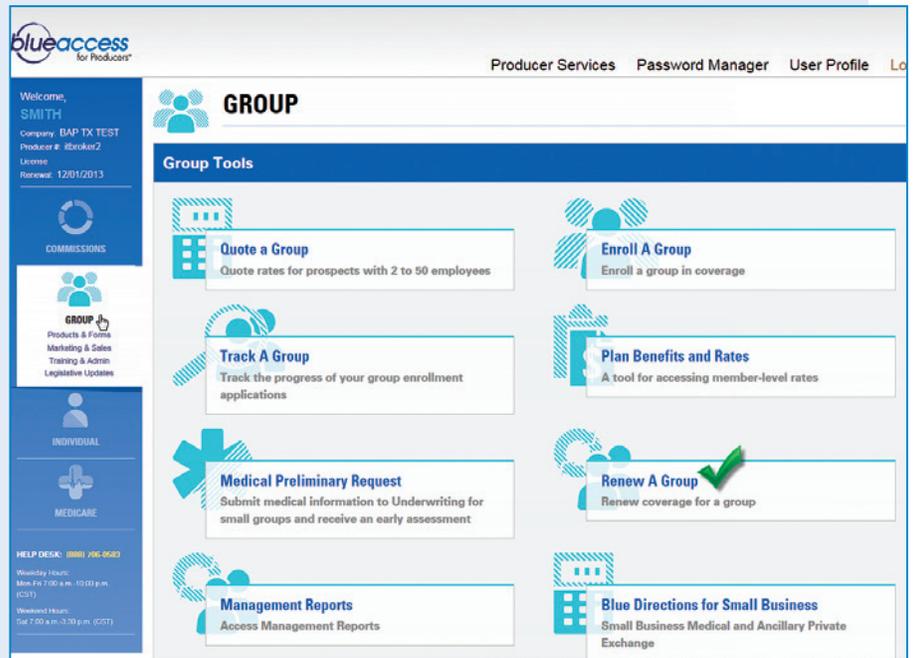
## After you register:

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

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](mailto:txsgam@bcbstx.com), or **1-877-239-5582**.

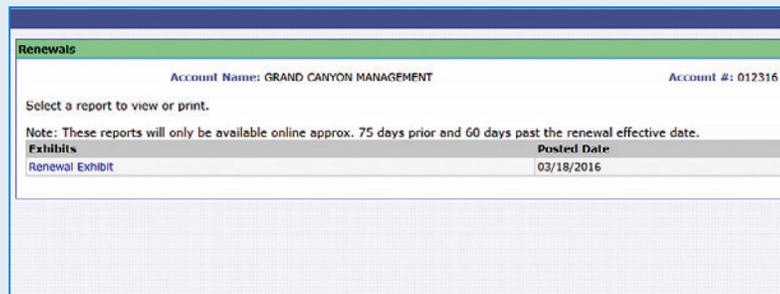
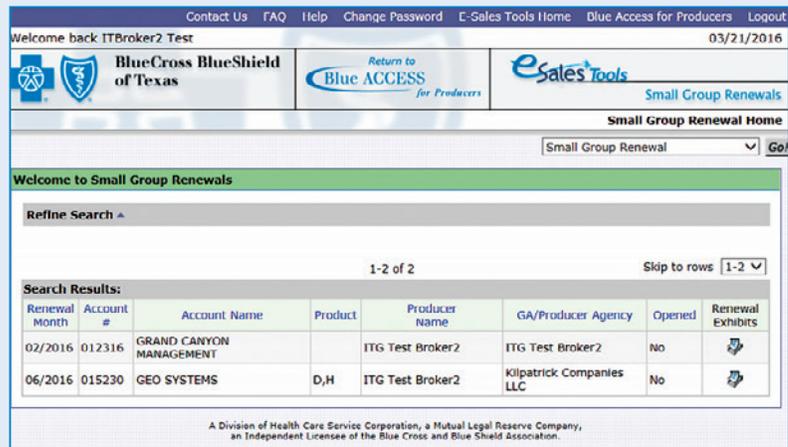


6. The eSales Tools Small Group Renewals page appears with any pending renewals.

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.



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](mailto:txsgam@bcbstx.com), or **1-877-239-5582**.