

Important Note:

Information entered must exactly match the BCBSM/BCN internal systems.
If you encounter an error or need assistance during registration, contact the
Web Support Help Desk at 877-258-3932 Monday – Friday 8am-8pm.


1. Registration

The company's **Principal Administrator** *must* complete the following steps to register for access to Blue Cross Blue Shield of Michigan's *Employer Secured Services*

1. Go to bcbsm.com
2. Click **Login** to display log in options
3. Select **Employer**
4. Click **Register Now**
5. Click **Begin**
6. Review the Principal Administrator Agreement (To print a copy, click **Printable version**)
7. Select **I Agree**, click **Continue**
8. Select one of the following:
 - Group
 - Association/Chamber
 - Third Party Administrator
 Click **Continue**
9. Complete one of the following administrator registrations:

If you are ...	Then...
The Principal Administrator for a Group	1. Key information in the following fields as required: <ul style="list-style-type: none"> - BCBSM Group Number or BCN Facets Number - First Name - Last Name - PIN 2. Click Continue 3. Proceed to Step 10
An Association/Chamber Principal Administrator	1. Key information in the following fields as required: <ul style="list-style-type: none"> - Sponsor ID - First Name - Last Name - PIN 2. Click Continue 3. Proceed to Step 10
A Third Party Administrator	1. Key information in the following fields as required: <ul style="list-style-type: none"> - Company Name - Address - City - State - Zip Code 2. Click Continue 3. Proceed to Step 10

10. Confirm Company Profile information, click **Continue**
11. Key User Profile information, click **Continue**

 The e-mail address you enter will receive all BCBSM Employer Secured Services related communications. This includes registration approval and changes to your profile or access.

12. Create your User Name and Password, click **Continue**
13. Select 2 security questions from the drop-down menu and key your answers in the corresponding field, click **Continue**
14. Verify all information is correct, click **Continue**

Note: If changes are needed to the information you entered, click previous to navigate back to the appropriate screen. Complete your changes, click continue to return to the final confirmation page.

What happens after I register?

- You will receive an email notification approving your registration for BCBSM Employer Secured Services
- Go to bcbsm.com and log in to Employer Secured Services
- Invite new user(s)
- Approve invited user(s) registration within 24 hours
- Assign user(s) group code access
- Grant access (services) to user(s)
- Add Principal Administrator role to at least one user to share or delegate administrative responsibilities

2. Log In

1. Go to bcbsm.com
2. Click **Login** to display log in options
3. Select **Employer**
4. Key Username and Password
5. Click **Login**

Result: You have successfully logged in to *BCBSM Employer Secured Services*

3. Invite User(s)

1. Log in to **Employer Secured Services**
2. Select **Portal Access**
3. Click **View or Change Profile**
4. Select **Invite User**
5. Key the e-mail address for each person you wish to invite (separate each e-mail address using a comma)
6. Click **Ok**

What happens next?

- An e-mail registration request is sent to invited user(s)
- Upon completion, you will receive email notification to approve the registration (within 24 hours), assign group codes and grant access to applicable tools for that user

4. Approve User(s)

1. Log in to **Employer Secured Services**
2. Select **Portal Access**
3. Click **APPROVEREGISTRATION**
4. Click **Approve**
5. Click **Ok**

Result: You have successfully approved an invited user

What happens next?

- Group codes must be added to new user(s)
- Access to tools and applications must be granted to new user(s)

5. Adding Group Codes

1. Log in to **Employer Secured Services**
2. Select **Group Code Access**
3. Click **All Users**
4. Select user
5. Click **Add Access**
6. To add:
 - All group codes
 - Under Automatic Updates, Select **Turn On**
 - For select group codes
 - Select desired group code(s)
 - Click **Add Access**

Result: You have successfully added group codes to a user

6. Adding Access (Services)

1. Log in to **Employer Secured Services**
2. Select **User Administration**
3. Click **Manage Users**
4. Key user's information in Search field
5. Select desired *search by* option from drop-down
6. Click **Search**
7. Click on the Name hyperlink
8. Navigate to Organizational roles click Add
9. Select the desired service(s)
10. Scroll to the bottom of screen and click add
11. Click Submit Now

Result: You have successfully added services to a user

7. Assign Principal Administrator Role

1. Log in to **Employer Secured Services**
2. Select **User Administration**
3. Click **Manage Users**
4. Key user's information in Search field
5. Select *search by* option from drop-down
6. Click **Search**
7. Select box next to desired user's name
8. Click **Change**
9. Click **Company Information**
10. Select box **Principal Admin**
11. Click **Submit Now**

Result: You have successfully assigned a user as Principal Administrator

Next Steps?

- Manage your users and enjoy the helpful tools and resources available to you in BCBSM's Employer Secured Services
- For information and support online, click **Help** (located at the bottom of each page)
- You can also contact the BCBSM Web Support Help Desk at 877-258-3932