



New Broker Appointment

2023

Begin



[Begin](#)

Introduction

This job aid will walk you through the process of:

- Registering/Creating an Account & Logging In
- Starting an Appointment Application
- Signing & Uploading Documents
- Reviewing a Submitted Application



Creating an Account

In this section you will learn the process of registering and logging into your account.

Begin

Creating an Account

Step 1:

Navigate to [BSC Website](#) and click **Broker** on the top right corner of the Webpage. Navigate to the [Broker Connect homepage](#) and click the **Get Appointed** button.

English | Increase Text Size | Pay my premium | Employers | **Brokers** | Providers

blue shield of california | Shop plans | Be well | Get more | Find a doctor | COVID-19 resources | Search | Log in / Create account

The COVID-19 public health emergency ended May 11, 2023. [Get the latest updates.](#)

HELPING YOU STAY WELL AHEAD

Health coverage that's designed to fit your lifestyle and needs.

[Find your plan](#)

- 2023 health coverage**
Our flexible plans have you covered.
[Shop individual and family plans >](#)
- Eligible for Medi-Cal**
Get the care you need with Blue Shield of California Promise Health Plan.
[Explore Blue Shield Promise >](#)
- Considering Medicare**
We offer Medicare plans for a wide range of needs and budgets.
[Explore Medicare Plans >](#)
- Mental health**
Whether you're feeling stressed or need a specialist, we're here to help.
[Get mental health resources >](#)

Find a Doctor

We offer access to a wide range of doctors, specialists, and hospitals to help you find care wherever you live or work. Our PPO, HMO, dental, and vision networks are among the largest in California.

blue shield of california | broker connection | Individual & Family | Medicare | Small Business | Large Groups | Resources | **Log In or Register**

Beginning April 1st, a new fillable PDF form will be required to process broker of record and book of business transfer requests. See the Book of Business Transfer forms section of the [Learn About Our Tools](#) page for details. [Read more](#)

WELCOME TO BROKER CONNECTION

Access commissions, client lists, and more in one convenient place when you're a broker with Blue Shield of California

[Log in to your account](#)

Become a Blue Shield broker

Brokers make the most of our competitive products and commissions, as well as the overall value we add to their business.

To become a Blue Shield Broker, you must first create an account and have your account appointed. Learn more about our [two step appointment process](#) on our [resources page](#).

Join us and watch your business grow.

[Get appointed](#)

Creating an Account

Step 2:

Select the *lines of business* you sell and click *Continue*.

Step 3:

Add the *Tax and license information* and click the *Continue* button

The screenshot shows a progress bar at the top with six steps: 1. Lines of business (highlighted with a blue circle), 2. Tax and license, 3. Contact, 4. Account, 5. Confirmation, and 6. Terms & conditions. Below the progress bar, the main heading is "What lines of business do you sell?" with the instruction "Select all that apply." There are four buttons: "Individual & family plans" (with a blue checkmark), "Medicare" (with a blue checkmark), "Small business", and "Large group". At the bottom left is a "< Back" link, and at the bottom right is a blue "Continue" button.

The screenshot shows a progress bar at the top with six steps: 1. Lines of business, 2. Tax and license (highlighted with a blue circle), 3. Contact, 4. Account, 5. Confirmation, and 6. Terms & conditions. Below the progress bar, the main heading is "Tax and license information". There is a text input field with the placeholder "Agency TIN or your SSN*" and the value "672377373". Above the input field is a checkbox labeled "Get appointed with Blue Shield of California" which is checked. At the bottom left is a "< Back" link, and at the bottom right is a blue "Continue" button.

NOTE: If the broker is already appointed, **deselect the checkbox** to continue.

Creating an Account

Step 4:

Complete the **Tax and license information** and click continue. (*Required fields if you are already appointed with Blue Shield)

The screenshot shows a multi-step process for creating an account. At the top, a progress bar indicates six steps: 1. Lines of business (checked), 2. Tax and license (active), 3. Contact, 4. Account, 5. Confirmation, and 6. Terms & conditions. The main content area is titled 'Tax and license information' and contains the following text: 'Enter the tax ID number (TIN) for your agency or your Social Security number (SSN).'. Below this is a checkbox labeled 'Get appointed with Blue Shield of California'. A red rectangular box highlights four input fields: 'Agency TIN or your SSN*', 'Department of Insurance (DOI) license number*', 'National Producer Number (NPN)', and 'Agency ZIP code*'. At the bottom left is a '< Back' link, and at the bottom right is a 'Continue' button.

Creating an Account

Step 5:

Enter your *Contact information* and click the *Continue* button.

The screenshot shows a progress bar at the top with six steps: Lines of business, Tax and license, Contact (highlighted with a blue circle and '3'), Account, Confirmation, and Terms & conditions. The main form area is titled 'Contact information' and is enclosed in a red border. It contains the following fields: 'First name*' with the value 'Joe', 'Middle initial', 'Last name*' with the value 'Smith', 'Email*' with the value '288282@blueshieldca.com', 'Phone*' with the value '8338838383' and an 'Ext.' field, 'Producer type*' with radio buttons for 'Individual' and 'Agency owner' (the latter is selected), and 'Agency name*' with the value 'Searchbloom LLC'. A 'Continue' button is highlighted with a red box at the bottom right. A '< Back' link is visible at the bottom left.

NOTE: If the Producer type is an individual, the Agency name field will not be displayed.

Step 6:

Create a *username* and *password* and click the *Continue* button.

The screenshot shows a progress bar at the top with six steps: Lines of business, Tax and license, Contact, Account (highlighted with a blue circle and '4'), Confirmation, and Terms & conditions. The main form area is titled 'Account setup' and is enclosed in a red border. It contains the following fields: 'Create a username' with the value 'joe123456', 'Your username must have:' with four checked requirements: '8-20 characters', 'Numbers and letters only', 'Unique identification', and 'No spaces', 'Create a password' with the value 'Blue\$hield1' and a 'Hide' button, 'Your password must include:' with four checked requirements: '8-20 characters', 'At least 1 lowercase letter', 'At least 1 uppercase letter', and 'A number or symbol (?#!)', and 'Confirm password' with the value 'Blue\$hield1' and a 'Hide' button. A 'Continue' button is highlighted with a red box at the bottom right. A '< Back' link is visible at the bottom left.

Creating an Account

Step 7:

Confirm your account information and click the *Continue* button.

The screenshot shows a progress bar at the top with six steps: Lines of business, Tax and license, Contact, Account, Confirmation (highlighted with a blue circle and the number 5), and Terms & conditions. Below the progress bar, the main heading is "Confirm your account information" with a sub-heading "To make changes to a section, select the corresponding step above." The form is divided into three sections: "Tax and license info" with "Agency TIN" set to "xxxx-7373"; "Contact info" with fields for Name (Joe Smith), Producer type (Agency owner), Agency name (Searchbloom LLC), Phone ((833) 883-8383), Phone extension, and Email (288282@blueshieldca.com); and "Account setup" with "Username" set to "joe123456". A "Lines of business" section shows "Medicare" and "Individual & family plans". A "Back" link is in the bottom left, and a "Confirm" button is in the bottom right, both highlighted with a red box.

Step 8:

Review the *Terms and conditions*. Enter your *full name*, *today's date* and click the *I agree* button.

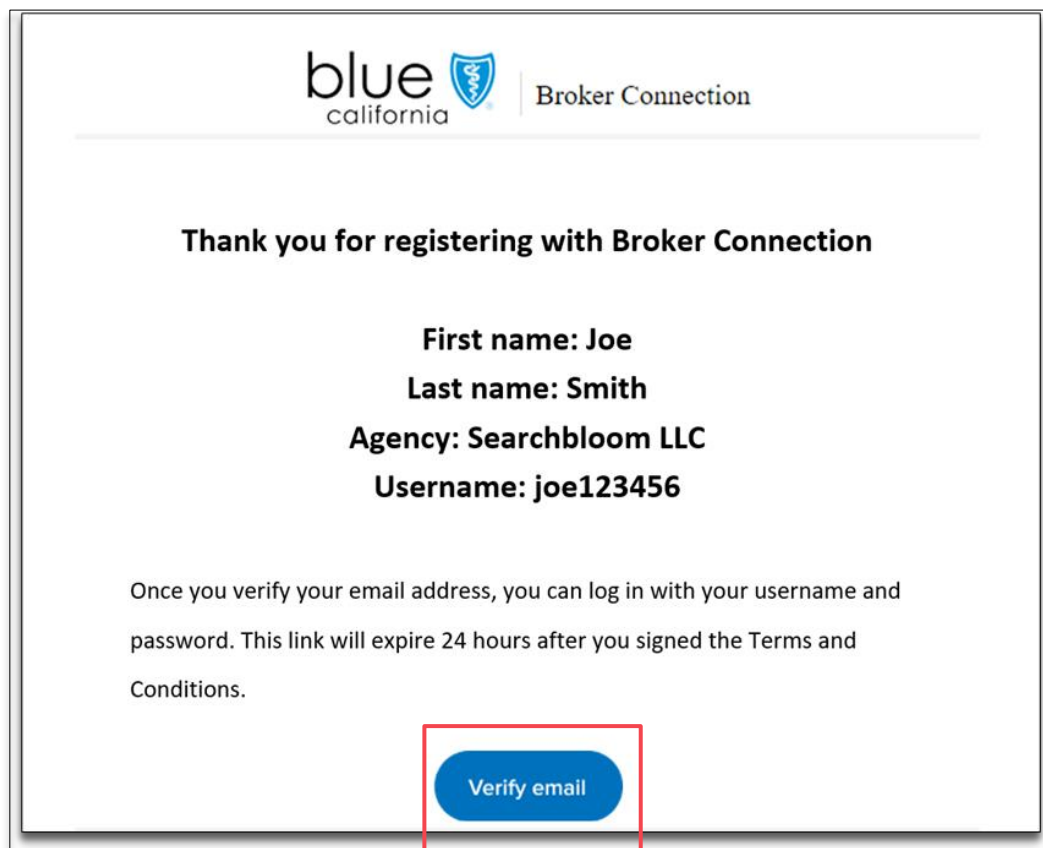
The screenshot shows the "Terms and conditions" screen. It starts with the heading "Terms and conditions" and a sub-heading "Broker agreement for online access". The text states: "To create an account, you must agree to the following terms and conditions." and "By clicking Create account below, you agree to the following statement:". The statement reads: "I am an authorized broker seeking access to Broker Connection to view claims, authorizations, and eligibility and benefit information for Blue Shield of California subscribers. I understand that Blue Shield of California is not responsible for any unauthorized disclosure or misuse of Taxpayer Identification Numbers (TINs) or broker identification numbers (PINs).". Below this, it says "I understand that an account manager's role is to:" followed by a bulleted list: "Keep my organization's account information up-to-date", "Set up other users within my organization", "Supply forgotten usernames and passwords for other users", "Place a user account on inactive status (e.g., for a leave of absence)", and "Manage the TINs and PINs associated with my organization (no period)". It then states "Blue Shield is not responsible for any unauthorized disclosure or misuse of TINs or PINs." and "For security reasons, multiple users may not share login information. Doing so will constitute a violation of state and federal regulations and could place sensitive member data at risk." At the bottom, there is a prompt "Enter your full name and today's date to agree to our terms and conditions." followed by two input fields: "Enter your full name" with "Joe smith" entered, and "05/22/2023" with a calendar icon. A "Back" link is in the bottom left, and an "I agree" button is in the bottom right, both highlighted with a red box.

NOTE: After clicking *I agree*, check your inbox. You will receive an email requesting that you confirm your email address.

Logging In

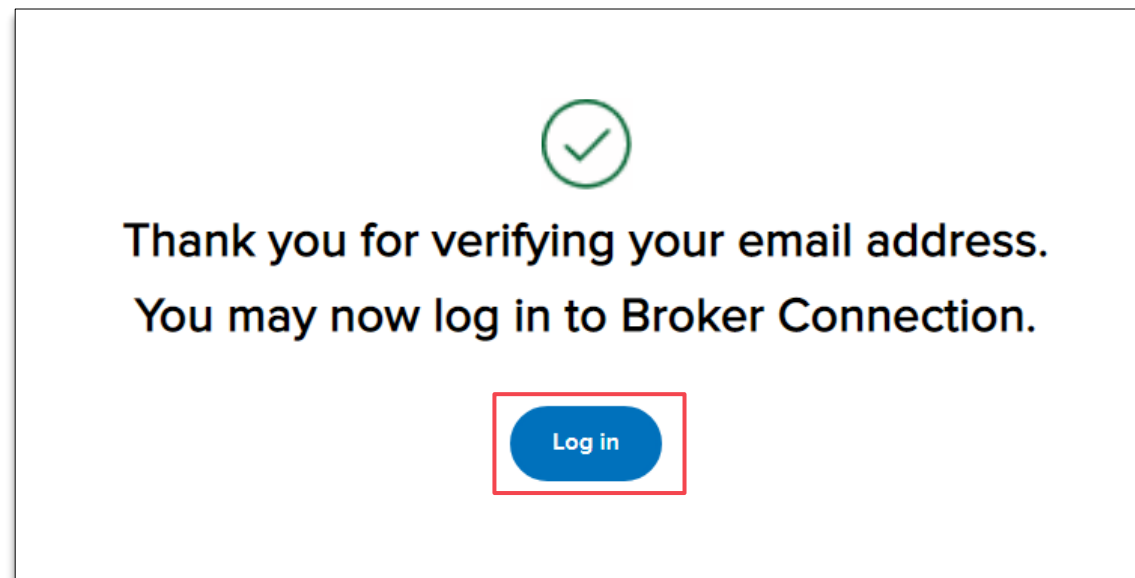
Step 9:

Check your email inbox and Click the *Verify email* button. You are now registered with Broker Connection.



Step 10:

Once your email has been verified, you can now log into Broker Connection. Click the *Log in* button.



Logging In

Step 11:

Enter your *Username* and *Password* that you created in the prior steps and click the **Login** button to continue.

Welcome to Broker Connection

Welcome to Broker Connection

Log in

[Show](#)

Remember my username

[Forgot your password?](#)

[Forgot your username?](#)

Create an account

Already appointed with Blue Shield? It takes about 5 minutes and 6 quick steps to register as an agency owner on Broker Connection.

To register you need:

- The tax ID number for your brokerage or your personal tax ID number
- Your Department of Insurance (DOI) license number
- A National Producer Number (NPN), if you have one

[Who can create an account?](#)

[Get appointed with Blue Shield](#)

ⓘ This page cannot be bookmarked. See instructions on how to bookmark this page [here](#).

Pro Tip


Your login information will remain the same as you complete the application process and become appointed with Blue Shield.

NOTE: You will have limited access to certain features (i.e., application status, commissions, etc.) until you are fully appointed with Blue Shield.

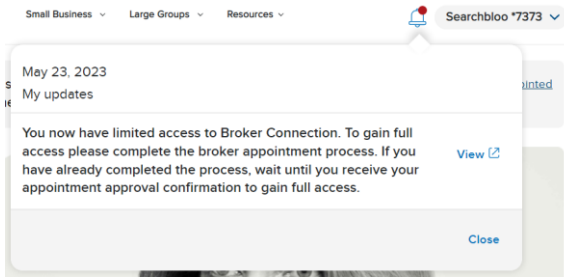
Logging In

Step 12:

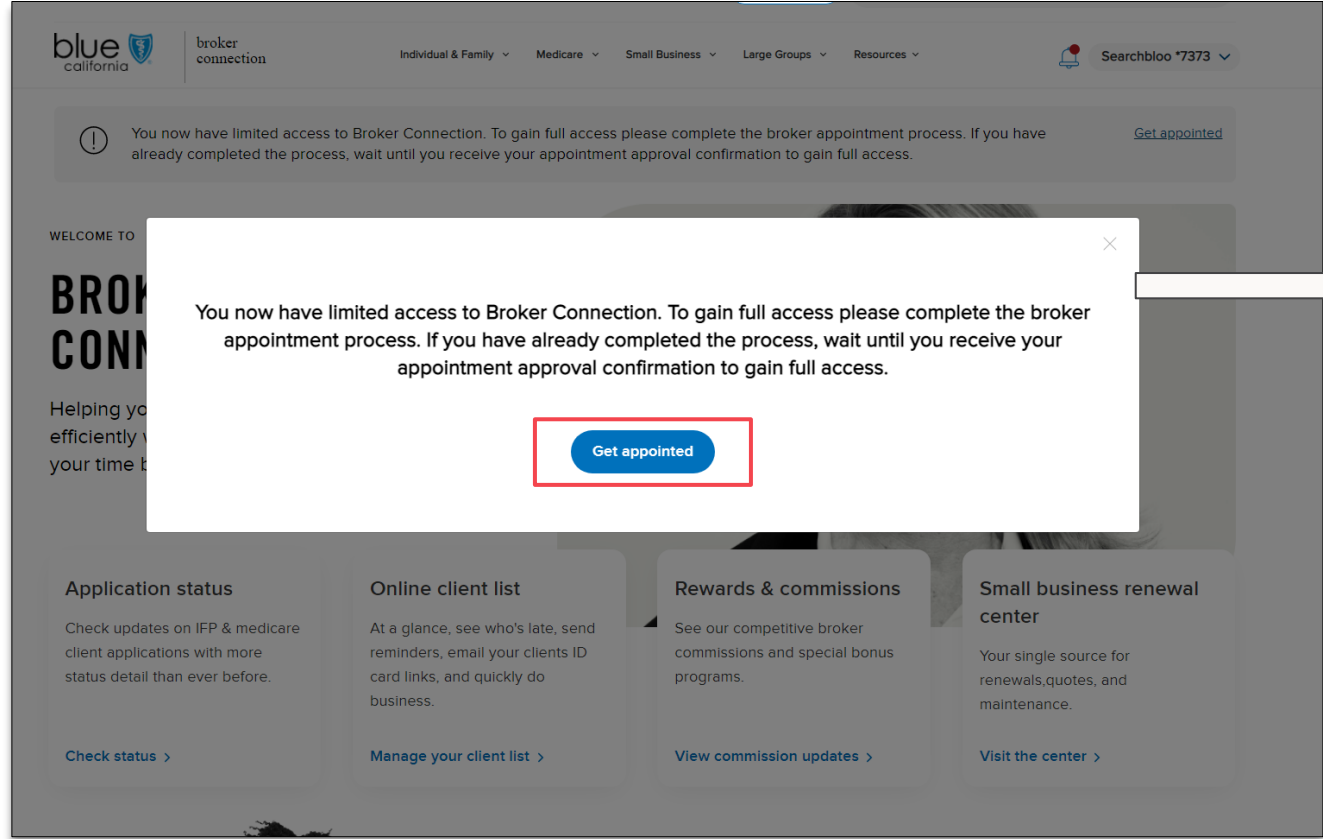
After you log in, click on *Get appointed* which will take you to the Broker appointment application.



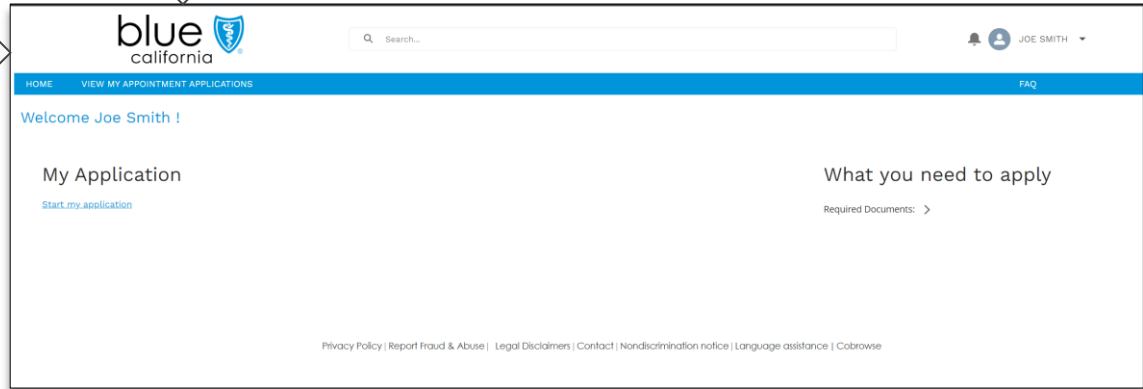
This block shows a white alert box with a warning icon on the left. The text inside reads: "You now have limited access to Broker Connection. To gain full access please complete the broker appointment process. If you have already completed the process, wait until you receive your appointment approval confirmation to gain full access." On the right side of the box, there is a blue button labeled "Get appointed" which is highlighted with a red rectangular border.



This block shows a notification card from a user interface. At the top, it says "May 23, 2023" and "My updates". Below this, the same text as in the alert box is displayed: "You now have limited access to Broker Connection. To gain full access please complete the broker appointment process. If you have already completed the process, wait until you receive your appointment approval confirmation to gain full access." There are "View" and "Close" links on the right side of the card.



This block shows a screenshot of the main dashboard. At the top, there is a navigation bar with "blue california" and "broker connection" logos, and menu items for "Individual & Family", "Medicare", "Small Business", "Large Groups", and "Resources". A search bar contains "Searchbloo *7373". Below the navigation, a warning message is displayed: "You now have limited access to Broker Connection. To gain full access please complete the broker appointment process. If you have already completed the process, wait until you receive your appointment approval confirmation to gain full access." A blue button labeled "Get appointed" is highlighted with a red border. Below the message, there are four main sections: "Application status", "Online client list", "Rewards & commissions", and "Small business renewal center", each with a brief description and a "View" link.



This block shows a user profile page. At the top, there is a "blue california" logo and a search bar. Below the logo, there is a navigation bar with "HOME" and "VIEW MY APPOINTMENT APPLICATIONS". The main content area includes a "Welcome Joe Smith!" message, a "My Application" section with a "Start my application" link, and a "What you need to apply" section with a "Required Documents" link. At the bottom, there is a footer with various links like "Privacy Policy", "Report Fraud & Abuse", etc.

NOTE: You will get full access to Broker Connection when you are appointed with Blue Shield and receive your Welcome email.



Start My Application

This section will walk you through completing a broker appointment application.

Begin

Start My Application

Step 1:

Once logged in, you will be taken to the landing page. Click *Required Documents* to view the document needed to complete your application.

Search...

MICHAEL RYAN

HOME VIEW MY APPLICATIONS FAQ

Welcome Michael Ryan !

My Application

[Start my application](#)

What you need to apply

[Required Documents: >](#)

Privacy Policy | Report Fraud & Abuse | Terms of use | Nondiscrimination notice | Language assistance

Step 2:

Review and gather the necessary documents and click *Start my application*.

blue california

Search...

JUSTIN LAURY

HOME VIEW MY APPLICATIONS FAQ

Welcome Justin Laury !

My Application

[Start my application](#)

What you need to apply

[Required Documents:](#) ▾

1. Life and Accident & Health or Sickness
2. E&O Liability Coverage

Producer Information

Step 3:

Complete all required fields in the *Producer Information* section.

The screenshot shows the 'Producer Information' section of the Blue Shield of California portal. The user is identified as Wang Qianns. The 'Producer Information' section is highlighted with a red box, showing the 'Producer Type' section with radio buttons for 'Individual' (selected) and 'Agency'. Below this, there are input fields for 'First Name*', 'Middle Name', and 'Last Name*'. The 'Individual' radio button is selected.

Step 4:

Click the *Validate* button.


The screenshot shows the 'Producer Information' section of the Blue Shield of California portal. The user is identified as Wang Qianns. The 'Validate' button is highlighted with a red box. The form includes fields for 'First Name*', 'Middle Name', 'Last Name*', 'TAX ID (Social Security Number)*', 'NPN*', 'License Number*', 'Physical Address*', 'Street:', 'Apt/Suite/Unit/etc.', 'City:', 'Postal Code:', 'State:', and 'County:'.

NOTE: When manually adding address, the State field is a dropdown with all 50 states listed along with DC.

Electronic Appointment Form

Step 5:

Complete all required fields on the *Electronic Appointment form* and select one or more from the *Line of Business* options.

  MICHAEL RYAN[HOME](#)[VIEW MY APPLICATIONS](#)[FAQ](#)

Hi Michael Ryan !



Electronic Appointment Form



Electronic Appointment Form

(Lets submit additional details for appointment)

NOTE: It may be necessary to use the scroll bars on the right side of the browser to complete all information.

▼ Producer Information

Producer Type* ⓘ
Individual

Title ⓘ

First Name* ⓘ
Alex

Middle Name ⓘ

Last Name* ⓘ
Barry

Suffix ⓘ

Tax ID (Social Security Number)* ⓘ
555123456

Line of Business (Atleast select one from below options.) ⓘ

 All Medicare Medicare Supplement Individual Family Plans Small Group Large Group

Contact Information

Step 6:

Complete all required fields on the *Contact Information* section

NOTE:

- Secondary email address is copied to any email notifications sent to the primary email address.
- If the billing and mailing addresses are the same, click the box and addresses will copy from Physical address. If different, enter each address separately.

MICHAEL RYAN

HOME VIEW MY APPLICATIONS FAQ

Welcome Michael Ryan !

All Medicare Medicare Supplement Individual Family Plans Small Group Large Group

▼ Contact Information

Phone Number* ⓘ <small>Required</small>	Email ID* ⓘ <small>Required</small>	Secondary Email ID ⓘ		
Physical Address ⓘ 3021 Reynolds Ranch Parkway	City* ⓘ Lodi	State* ⓘ CA	Zip* ⓘ 95240	County* ⓘ San Joaquin County
<input checked="" type="checkbox"/> Same as Physical Address				
Billing Address* ⓘ 3021 Reynolds Ranch Parkway	City* ⓘ Lodi	State* ⓘ CA	Zip* ⓘ 95240	County* ⓘ San Joaquin County
<input checked="" type="checkbox"/> Same as Physical Address				
Mailing Address* ⓘ 3021 Reynolds Ranch Parkway	City* ⓘ Lodi	State* ⓘ CA	Zip* ⓘ 95240	County* ⓘ San Joaquin County

License, Banking, and E&O Information

Step 7:

Complete all required fields in the *License Information* section.

The screenshot shows the 'License Information' section of the application form. It includes fields for Postal Code, State, and County. Below these are three fields for License Number, License Effective Date, and License Expiration Date, each with an error message: 'Error: License Number Is Required.', 'Error: License Effective Date is required.', and 'Error: License Expiration Date is required.' At the bottom, there are two checkboxes: 'Life License' and 'Accident & Health License', both of which are highlighted with a red box.

Step 8:

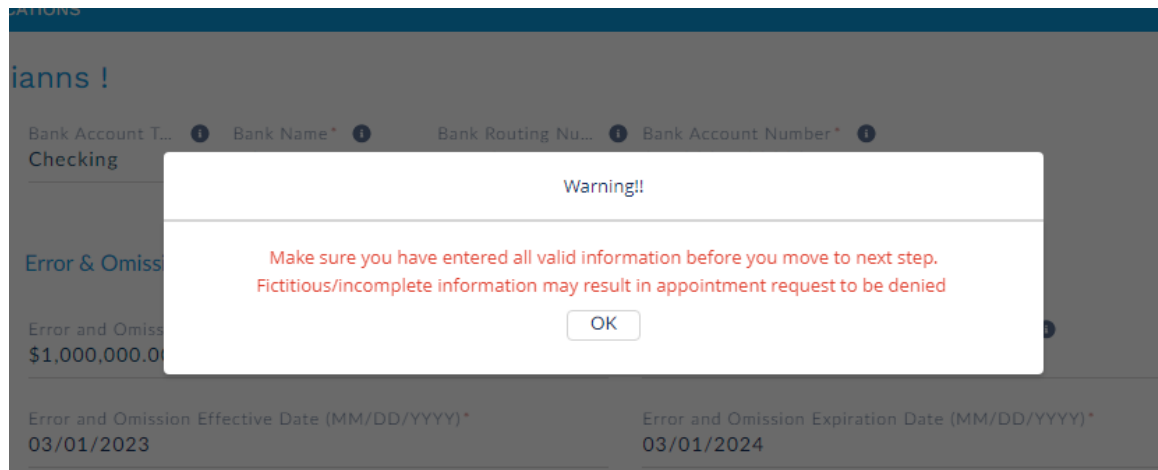
Enter *Banking information*, add coverage amounts, and dates of coverage for *Error & Omissions Declaration* page.

The screenshot shows the 'Banking Information' and 'Error & Omission Certificate Information' sections of the application form. The 'Banking Information' section includes fields for Bank Account Type (Checking), Bank Name (Bank of America), Bank Routing Number (890765432), and Bank Account Number (8765490003211). The 'Error & Omission Certificate Information' section includes fields for Error and Omission Amount (per specific/each wrongful act) (\$2,000,000.00), Error and Omission Amount (Per Aggregate) (\$35,000,000.00), Error and Omission Effective Date (07/01/2022), and Error and Omission Expiration Date (06/30/2023). At the bottom, there are three buttons: 'Next', 'Previous', and 'Save and Resume Later'.

License Information

RESULT:

A warning message pops up once the data in all fields has been entered. Please take the time to review your entries to ensure all data is correct. Make any necessary corrections, if needed, then Click **OK**.



The screenshot shows a dark-themed form with a white warning dialog box in the center. The dialog box has a title "Warning!!" and a message: "Make sure you have entered all valid information before you move to next step. Fictitious/incomplete information may result in appointment request to be denied". Below the message is an "OK" button. The background form is partially visible, showing fields for "Bank Account Type" (Checking), "Bank Name" (Bank of America), "Bank Routing Number" (890765432), and "Bank Account Number" (8765490003211). Below these are fields for "Error and Omission Amount (per specific/each wrongful act)" (\$2,000,000.00), "Error and Omission Amount (Per Aggregate)" (\$35,000,000.00), "Error and Omission Effective Date (MM/DD/YYYY)" (07/01/2022), and "Error and Omission Expiration Date (MM/DD/YYYY)" (06/30/2023).

Step 9:

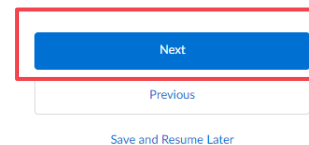
Click the *Next* button.

Bank Information

Bank Account Type* 1	Bank Name* 1	Bank Routing Number* 1	Bank Account Number* 1
Checking	Bank of America	890765432	8765490003211

Error & Omission Certificate Information

Error and Omission Amount (per specific/each wrongful act)* 1	Error and Omission Amount (Per Aggregate)* 1
\$2,000,000.00	\$35,000,000.00
Error and Omission Effective Date (MM/DD/YYYY)*	Error and Omission Expiration Date (MM/DD/YYYY)*
07/01/2022	06/30/2023



The screenshot shows a blue "Next" button highlighted with a red rectangular box. Below it are two other buttons: a white "Previous" button and a white "Save and Resume Later" button.



Signing Documents

This section will walk you through the process of electronically signing required forms.

Begin

W-9 Form

Step 1:

Click the *Review and Sign* button.

NOTE:

Clicking the Review and Sign button will automatically launch a DocuSign window to complete the W-9 Form electronically.

The screenshot shows a user interface for reviewing and signing a W-9 form. At the top, there is a search bar and a user profile for MICHAEL RYAN. Below this is a blue navigation bar with links for HOME, VIEW MY APPLICATIONS, and FAQ. A welcome message "Welcome Michael Ryan!" is displayed. A progress indicator shows five steps, with the third step, "W-9 Form", highlighted in orange. The main content area is titled "W-9 Form" and contains the instruction "Please complete and sign the W9 Form". A blue button labeled "Review and Sign" is highlighted with a red rectangular box. Below this button are "Next" and "Previous" buttons, and a link for "Save and Resume Later". At the bottom of the page, there are links for "Privacy Policy", "Report Fraud & Abuse", "Terms of use", "Nondiscrimination notice", and "Language assistance".

W-9 Form

Step 2:

Check the box agreeing to use the e-signature screen and click the **Continue** button.

DocuSign Signing Ceremony

Please Review & Act on These Documents

DocuSign

Sandy Rani
Blue Shield of California | EEA-3

Please read the **Electronic Record and Signature Disclosure**

I agree to use electronic records and signatures

CONTINUE OTHER ACTIONS ▾

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3021 Reynolds Ranch Parkway
Requester's name and address (optional)

6 City, state, and ZIP code
Lodi CA 95240

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
555 - 12 - 3456
or
Employer identification number
 -

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Sign
Date ▶ 7/19/2022 | 14:32 PDT

General Instructions • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T

Close

Privacy Policy | Report Fraud & Abuse | Terms of Use | Nondiscrimination notice | Language assistance

W-9 Form

Step 3:

Click *Start* button and complete W-9 form.

DocuSign Signing Ceremony

Please review the documents below. **FINISH** OTHER ACTIONS ▾

DocuSign Envelope ID: 8AB6AE3A-15D6-4018-8CC7-1037590774B6

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

W-9
Form (Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Alex Barry

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Other (see instructions) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained on or after 12/31/12)

5 Address (number, street, and apt. or suite no.)
3021 Reynolds Ranch Parkway
Requester's name and address (optional)

6 City, state, and ZIP code
Lodi CA 95240

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
159-75-3456
or
Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage

Print or type instructions on page 2. See Specific instructions on page 2.

Close

Privacy Policy | Report Fraud & Abuse | Terms of Use | Non-discrimination notice | Language Assistance

W-9 Form

Step 4:

If asked, accept e-signature style. Click the *Adopt and Sign* button.

DocuSign Signing Ceremony

Select the sign field to create and add your signature

Adopt Your Signature

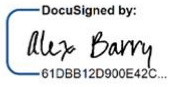

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
61DBB12D900E42C...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

DocuSign Envelope ID: 8AB6AE3A-15D6-4018-BCC7-1037590774B6

Form W-9 (Rev. 12-2014)

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com Page 2

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or

3. The IRS tells the requester that you furnished an incorrect TIN.

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate instructions for the Requester of Form

Close

W-9 Form

Step 5:

Once e-signature is applied, click the *Finish* button on the top of the form.

DocuSign Signing Ceremony

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

3021 Reynolds Ranch Parkway
Lodi, CA 95240

Part I Taxpayer Identification Number (TIN)
Social security number: 555-12-3456

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Sign Here Signature of U.S. person: [Signature] Date: 7/19/2022 | 14:32 PDT

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

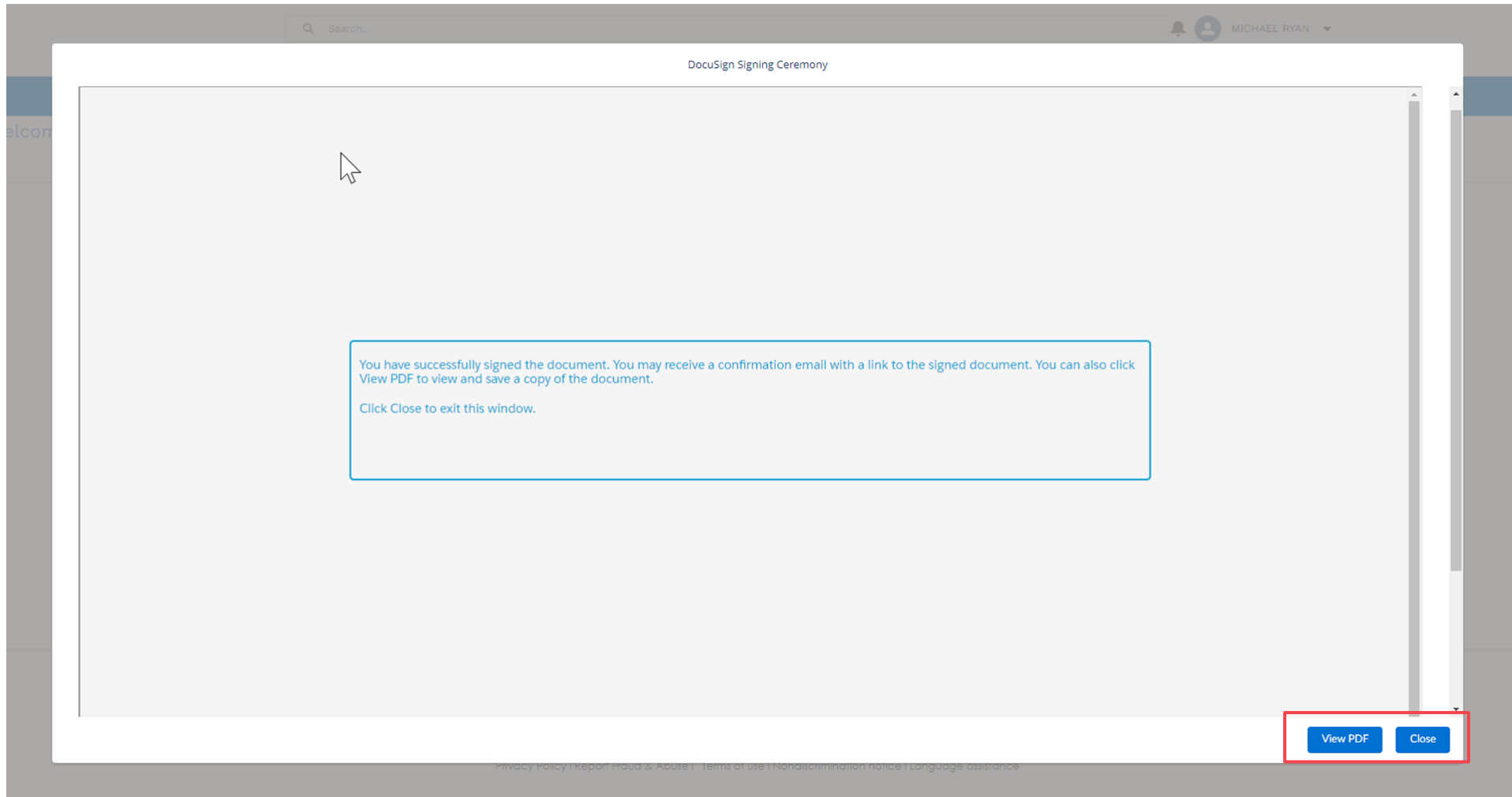
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 3.

Close

W-9 Form

RESULT:

A confirmation appears when successfully signed. Choose to View the completed W-9 in PDF or click *Close* button.



W-9 Form

Step 6:

Click the *Next* button to upload required documents (Health License and E&O Coverage certificate).

The screenshot shows a user interface for the W-9 Form step. At the top, there is a search bar and a user profile for MICHAEL RYAN. Below this is a blue navigation bar with links for HOME, VIEW MY APPLICATIONS, and FAQ. A welcome message "Welcome Michael Ryan!" is displayed. A progress indicator shows the current step as "W-9 Form". The main content area is titled "W-9 Form" and includes the instruction "Please complete and sign the W9 Form". There is a "Review and Sign" button. A red box highlights a set of navigation buttons: "Next" (blue), "Previous" (white), and "Save and Resume Later" (white).

NOTE:
If needed, click *Save and Resume Later* button and progress is saved.

Required Document Upload – License and E&O

Step 7:

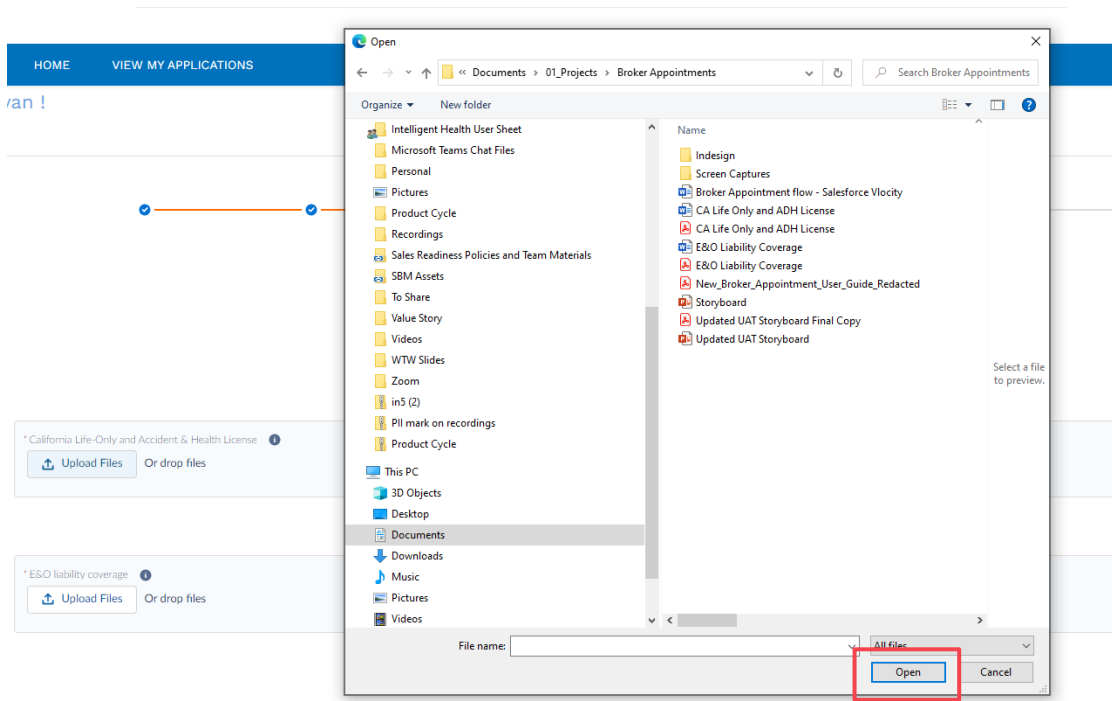
Click the *Upload Files* button to browse and locate files to upload.

The screenshot shows a user interface for the 'Required Document Upload' step. At the top, there is a search bar and a user profile for 'MICHAEL RYAN'. Below this is a navigation bar with 'HOME', 'VIEW MY APPLICATIONS', and 'FAQ'. A welcome message 'Welcome Michael Ryan!' is displayed. A progress indicator shows the current step is 'Required Document Upload'. The main heading is 'Required Document Upload', followed by the instruction: 'You must submit the following documents before proceeding with the application'. Two document upload fields are shown, each with a red box highlighting the 'Upload Files' button. The first field is for '* California Life-Only and Accident & Health License' and the second is for '* E&O liability coverage'. At the bottom, there are 'Next', 'Previous', and 'Save and Resume Later' buttons.

Required Document Upload - License and E&O

Step 8:

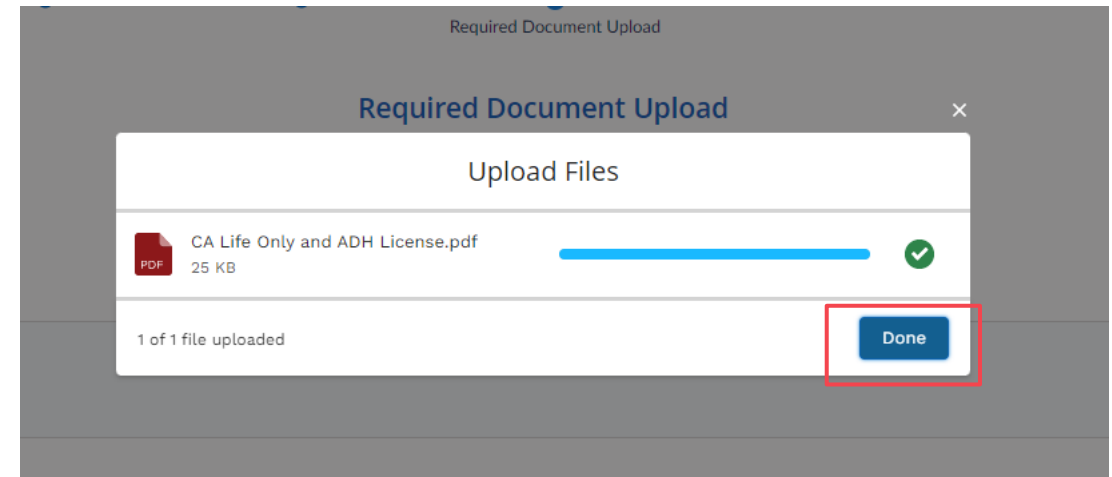
Locate file and click *Open*.



NOTE: Files can also be dragged and dropped onto file loader from computer.

Step 9:

Click the *Done* button.



NOTE: Repeat steps 24 -26 to upload the second document.

Required Document Upload - License and E&O

Step 10:

Verify documents are uploaded and click the *Next* button.

Search... MICHAEL RYAN

HOME VIEW MY APPLICATIONS FAQ

Welcome Michael Ryan!

Required Document Upload

Required Document Upload

Required Document Upload

You must submit the following documents before proceeding with the application

* California Life-Only and Accident & Health License ⓘ

Upload Files Or drop files

CA Life Only and ADH License.pdf

* E&O liability coverage ⓘ

Upload Files Or drop files

E&O Liability Coverage.pdf

Next

Previous

Save and Resume Later

Broker Agreement

Step 11:

Next, e-sign the Producer Agreement. Click the *Review and Sign* button to begin.

The screenshot shows a user interface for the 'Producer Agreement' step. At the top, there is a search bar and a user profile for 'MICHAEL RYAN'. Below this is a navigation bar with 'HOME', 'VIEW MY APPLICATIONS', and 'FAQ'. A welcome message 'Welcome Michael Ryan!' is displayed. A progress indicator shows five steps, with the fifth step, 'Producer Agreement', highlighted. The main content area is titled 'Producer Agreement' and contains the text: 'You must sign Producer Agreement Form to proceed with the application'. Below this text, there is a 'Producer Agreement Form' label and a blue button labeled 'Review and Sign' which is highlighted with a red border. At the bottom of the main content area, there are three buttons: 'Next' (blue), 'Previous' (white), and 'Save and Resume Later' (text link).

Broker Agreement

Step 12:

To get started, click the *Continue* button.

DocuSign Signing Ceremony

Please Review & Act on These Documents

DocuSign

Sandya Rani
Blue Shield of California | EEA-3

Please review the documents below.

CONTINUE **OTHER ACTIONS** ▾

Thank you for your interest in Blue Shield of California. This is an exciting time to work with us. You can be confident that our range of medical and specialty benefit plans paired with our personalized service will provide you with the support you need to be successful in today's market.

We're dedicated to your success. That's why we've built a sales and service team that supports you at every turn. From our sales and support teams to our online sales tools and resources, we are committed to making sure that your business grows with Blue Shield. Plus, your clients can benefit from our network of quality providers and our extensive range of well-designed, affordable plans.

Become part of our winning team today! Complete and return the attached forms along with the required documentation. If you have questions, please call our dedicated Producer Services team at (800) 559-5905.

Yours in good health,

Sarah Iselin

Sarah Iselin
EVP and Chief Operating Officer

Patrice Bergman

Patrice Bergman
Vice President & General Manager
Individual and Family Market

Close

Privacy Policy | Account | Fraud & Abuse | Terms of Use | Non-Discrimination Notice | Language Assistance

Broker Agreement

Step 13:

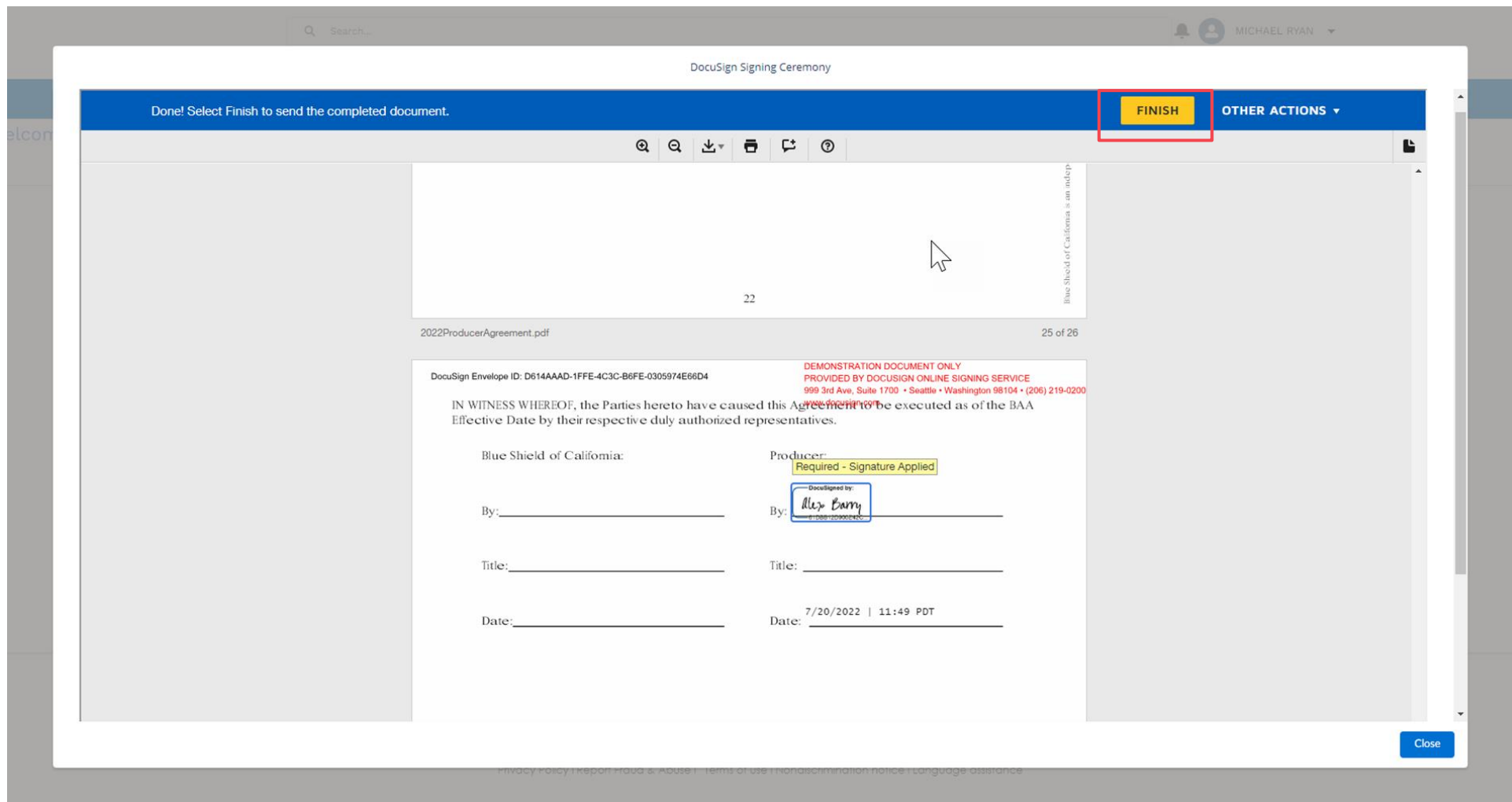
Click the *Sign* button to apply e-signature.

The screenshot displays the DocuSign Signing Ceremony interface. At the top, there is a search bar and a user profile for MICHAEL RYAN. The main area shows a document viewer with a blue header that says "Select the sign field to create and add your signature." and buttons for "FINISH" and "OTHER ACTIONS". Below the header is a toolbar with various icons and a "SIGN" button highlighted in yellow. The document content includes a "WITNESS WHEREOF" clause and a signature line for "Blue Shield of California" with a "Sign" button and a download icon. The document is titled "ProducerAgreement Form.pdf" and is page 18 of 22. A "Close" button is visible in the bottom right corner.

Broker Agreement

Step 14:

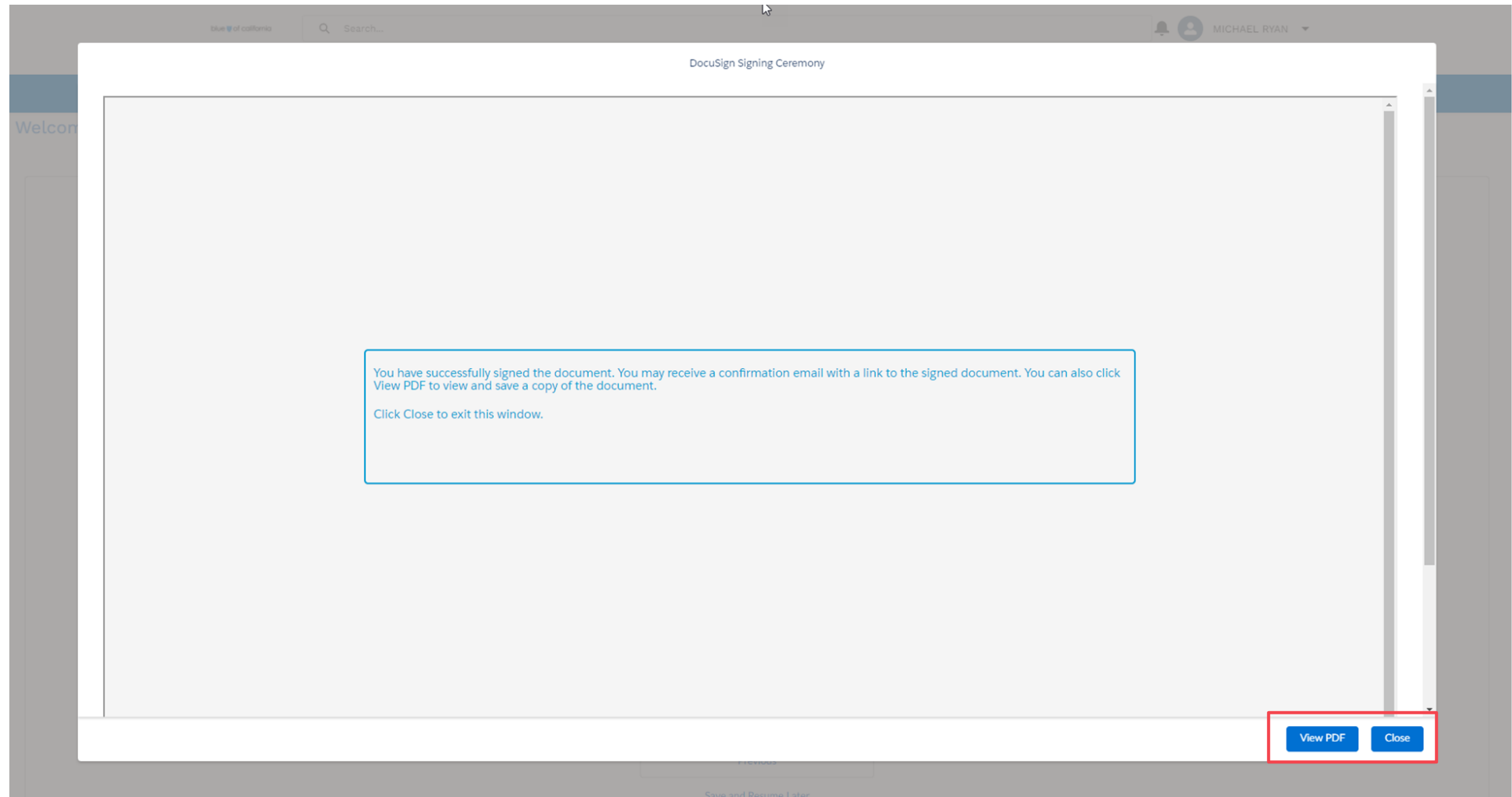
Click the *Finish* button.



Broker Agreement

RESULT:

A confirmation appears when successfully signed. Choose to View the completed Producer Agreement in PDF or click *Close* button.



Broker Agreement

Step 15:

Click *Next* to review and submit the application.

Search...

MICHAEL RYAN

HOME VIEW MY APPLICATIONS FAQ

Welcome Michael Ryan !

Producer Agreement

Producer Agreement

You must sign Producer Agreement Form to proceed with the application

Producer Agreement Form Review and Sign

Next

Previous

Save and Resume Later

Application Review

Step 16:

Use browser scroll bar and review application for accuracy.

MICHAEL RYAN

[HOME](#) [VIEW MY APPLICATIONS](#) [FAQ](#)

Welcome Michael Ryan !

Application Review

Please review your application details before submitting or use the "Previous" button to make changes

▼ **Producer Information & Electronic Appointment Form**

Producer Information

Producer Type Individual	Suffix		
First Name Alex	Middle Name	Last Name Barry	
Tax ID (SSN) 159753456	NPN 7884547		

Application Review

Step 17:

If satisfied all information is accurate, click **Submit** button to Blue Shield's Producer Appointment team for review and approval.

MICHAEL RYAN ▾

HOMEVIEW MY APPLICATIONSFAQ

Welcome Michael Ryan !

<p>Error and Omission Effective Date (MM/DD/YYYY) 07/01/2022</p> <p>▼ Required Documents</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;">W-9 Form</td><td style="text-align: right;">Submitted</td></tr><tr><td>California Life-Only and Accident & Health License</td><td style="text-align: right;">Submitted</td></tr><tr><td>E&O Liability Coverage</td><td style="text-align: right;">Submitted</td></tr></table> <p>▼ Producer Agreement Form</p> <p>Submitted</p>	W-9 Form	Submitted	California Life-Only and Accident & Health License	Submitted	E&O Liability Coverage	Submitted	<p>Error and Omission Expiration Date (MM/DD/YYYY) 07/31/2024</p>
W-9 Form	Submitted						
California Life-Only and Accident & Health License	Submitted						
E&O Liability Coverage	Submitted						

Submit

Previous

Save and Resume Later



Application Status Review

In this section you will learn how view your submitted application to check the status.

Begin

Application Status Review

Click [Resources](#) and [Be a Blue Shield of CA Broker](#) to be taken to 'Important information' page.

The screenshot shows the Blue Shield of California Broker Connection website. At the top, there is a search bar and a navigation menu with the following items: Individual & Family, Medicare, Small Business, Large Groups, and Resources (highlighted with a red box). A 'Log In or Register' button is also visible. Below the navigation, the 'RESOURCES' section is displayed, featuring a 'Log In for Access' heading and a list of links: Broker Compensation, Advertising & Marketing Resources, Order Materials, Update Your Profile, Direct Deposit, and Manage your accounts. To the right, under 'Public Links', there are links for Quick Links for Brokers, Learn About Our Tools, Find a Doctor, Pharmacy, Health & Wellness, Contact Us, and 'Be a Blue Shield of CA Broker' (highlighted with a red box). A 'Feedback' button is located on the right side of the page. Below the resources, there is a section titled 'CONNECTION' with the text: 'Access commissions, client lists, and more in one convenient place when you're a broker with Blue Shield of California'. A 'Log in to your account' button is present. A pop-up window is overlaid on the page, featuring a photo of a woman and the text: 'Access benefits and coverage plan resources like Summary of Benefits and Coverage (SBC), Summary of Benefits (SOB), and Evidence of Coverage (EOC) documents'. A link 'Search for SBCs and EOCs' is provided at the bottom of the pop-up.

Application Status Review

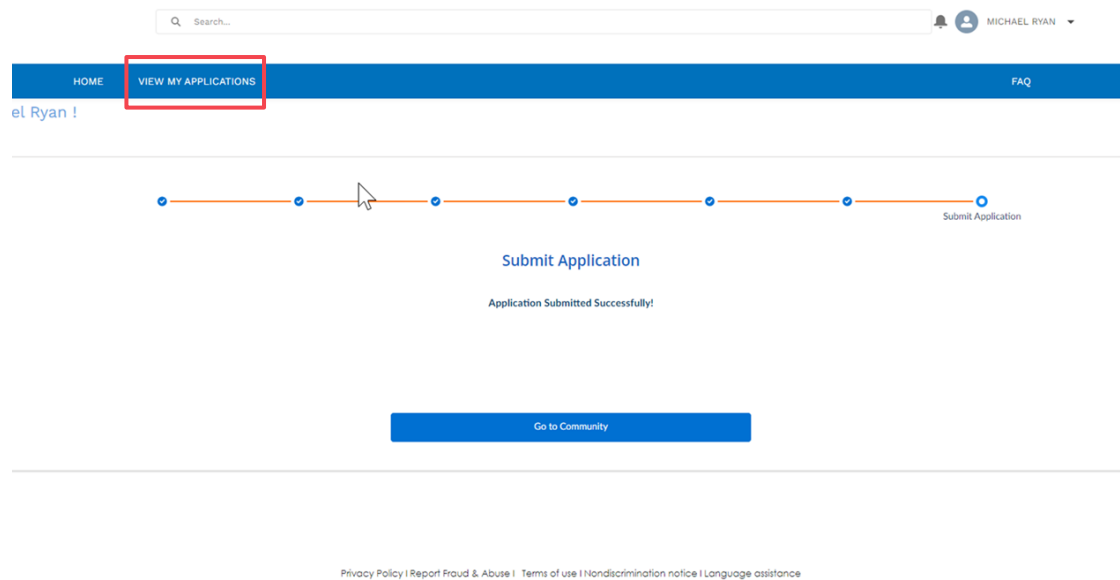
Click [Check application status](#) button to view the status of the application

The screenshot shows the Blue Shield of California Broker Connection website. The navigation bar includes the Blue Shield of California logo, 'broker connection', and menu items for 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. A search bar contains 'Searchbloo *7373'. The breadcrumb trail reads 'Resources > Be a Blue Shield of CA Broker'. The main heading is 'Get Appointed with Blue Shield of California'. Under 'Important information', there is a notice about a platform change on 05/18/2023 and a list of required information: Tax ID number, Email address, Errors & Omissions (E&O) Insurance Certificate, and Direct deposit information. The 'Step 1' section, 'Register your account on Broker Connection', includes a 'Register your account' button. The 'Step 2' section, 'Start application on Appointment Portal', includes a 'Check application status' button, which is highlighted with a red box. A note at the bottom states: 'Note: If you are a general agent, or other agency submitting a broker appointment request on behalf of someone else, please ensure you add your email as a secondary email address under the "contact information" section of the application.' The 'Help Resources' section lists 'Frequently Asked Questions' and '2023 Appointments User Guide'.

Application Status Review

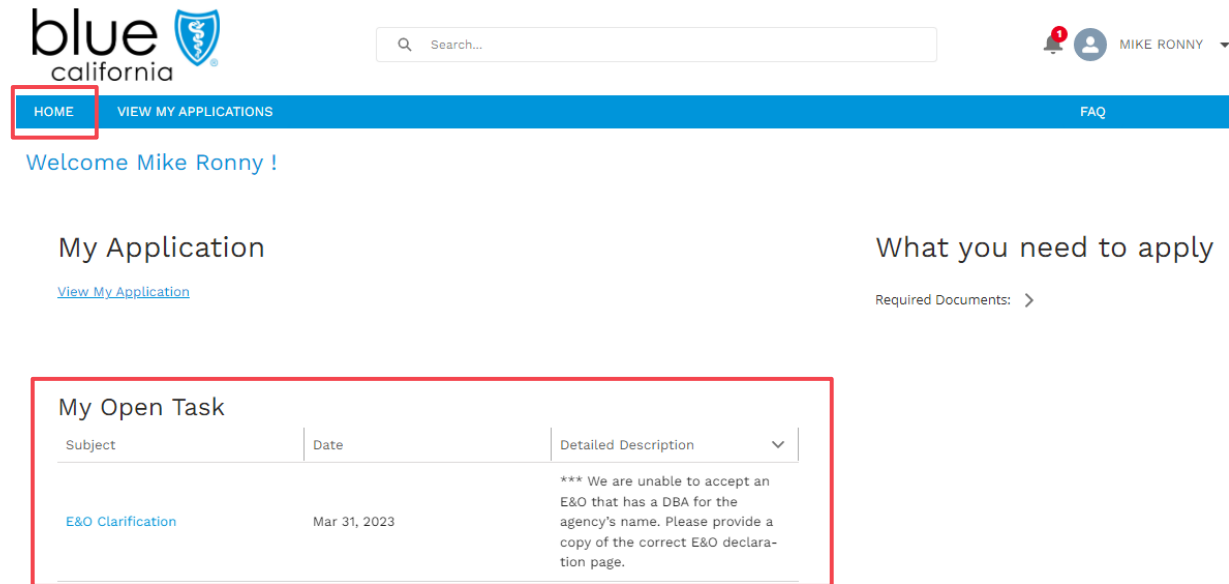
Step 1:

Click [View My Applications](#) to view the status of the application



Note:

Click [Home](#) to check for any open tasks.



Application Status Review

Step 2:

Click *Application Appointment Name* hyperlink to view details of any application listed.

Search... MICHAEL RYAN

HOME VIEW MY APPLICATIONS FAQ

Welcome Michael Ryan !

Application Appointments
My Applications Individual

Items • Sorted by Application Appointment Name • Filtered by My application appointments - Producer Type • Updated a few seconds ago

Search this list...

	Application Appointment Na... ↑	Producer Type	First Name	Last Name	Status	Date Submitted	Action
1	A-02671	Individual	First	Last	In-Progress	7/19/2022	▼
2	A-02672	Individual	Alex	Barry	Expired	7/19/2022	▼
3	A-02753	Individual	Alex	Barry	In-Review	7/20/2022	▼

NOTE:

- Each application has a unique ID.
- Always check application status from *View My Applications* tab. All outstanding applications are found on this screen.

Application Status Review

Step 3:

Review the application status.

🔔 👤 MICHAEL RYAN ▾

HOME VIEW MY APPLICATIONS FAQ

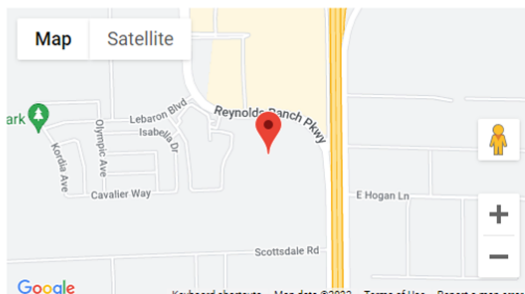
Welcome Michael Ryan !

DETAILS RELATED

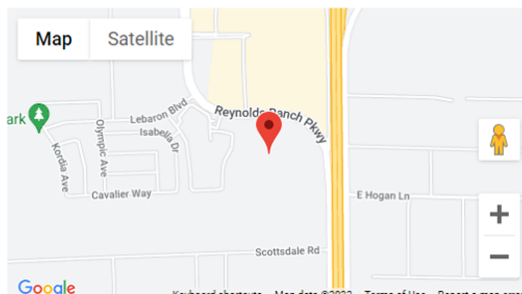
First Name Alex	Application ID A-02753
Middle Name	Status In-Review Date Submitted 07/20/2022
Last Name Barry	Producer Type Individual
Suffix	Line of Business Large Group Medicare Supplement
Tax ID (SSN) 159753456	

▼ Contact Information

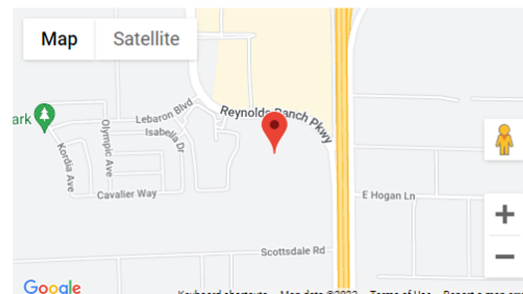
Physical Address
3021 Reynolds Ranch Parkway, Lodi, San Joaquin County, CA, 95240



Billing Address
3021 Reynolds Ranch Parkway, Lodi, San Joaquin County, CA, 95240



Mailing Address
3021 Reynolds Ranch Parkway, Lodi, , CA, 95240



Broker Connection Access

You will get full access to Broker Connection when you are appointed and receive your Welcome email.

IFP

The screenshot shows the 'Individual & Family' section of the Broker Connection portal. The navigation menu includes 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. The user is logged in as 'Scott Stan *3048'. The main content area is titled 'INDIVIDUAL & FAMILY' and contains three columns of links:

- Left Column:** View All Submitted Applications >, Access Broker Renewal >, Start Enrollment >, Broker Training Webinars >, News & Announcements >
- Middle Column:** Individual & Family Home >, Medical Plans >, Dental Plans >, Vision Plans >, Life Plans >
- Right Column:** Sales Collateral >, Forms & Applications >, Client Notifications >, Learn About Our Tools >, Contact Sales and Support Offices >

Medicare

The screenshot shows the 'Medicare' section of the Broker Connection portal. The navigation menu includes 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. The user is logged in as 'Scott Stan *3048'. The main content area is titled 'MEDICARE' and contains three columns of links:

- Left Column:** Compare 2023 Plans & Enroll >, View Client List >, View Application Status >, News & FAQs >, Sales and Marketing Collateral >, Enrollment Materials >
- Middle Column:** Medicare Eligible Home >, Products >, MA-PD/PDP Certification >, Policies & Procedures >, Renewals >, Training and Resources >
- Right Column:** Product Cycle Updates >, Help Medicare Supplement Clients >, Help MA-PD Clients >, Help PDP Clients >, Learn About Our Tools >, Contact Sales and Support Offices >

S&B

The screenshot shows the 'Small Business' section of the Broker Connection portal. The navigation menu includes 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. The user is logged in as 'Scott Stan *3048'. The main content area is titled 'SMALL BUSINESS' and contains three columns of links:

- Left Column:** Shop & Enroll >, New Group Submission Status >, View Client List >, Online Renewal >, Administer Member Level Changes >, Renewal and Post Enrollment packets >, News & Announcements >
- Middle Column:** Small Business Home >, Medical Plans >, Dental Plans >, Vision Plans >, Life and AD&D Plans >, Plan and network comparison tools >
- Right Column:** Sales Collateral >, Forms & Applications >, Product Cycle Updates >, Learn About Our Tools >, Contact Sales and Support Offices >, Resources for our brokers >

Large groups

The screenshot shows the 'Large Groups' section of the Broker Connection portal. The navigation menu includes 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. The user is logged in as 'Scott Stan *3048'. The main content area is titled 'LARGE GROUPS' and contains three columns of links:

- Left Column:** Employer Connection >, Post Enrollment packets >, News & Announcements >
- Middle Column:** Large Group Home >, Medical Plans >, Dental Plans >, Vision Plans >, Life and AD&D Plans >, Plan and network comparison tools >
- Right Column:** Sales Collateral >, Forms & Applications >, Learn About Our Tools >, Contact Sales and Support Offices >

Resources

The screenshot shows the 'Resources' section of the Broker Connection portal. The navigation menu includes 'Individual & Family', 'Medicare', 'Small Business', 'Large Groups', and 'Resources'. The user is logged in as 'Scott Stan *3048'. The main content area is titled 'RESOURCES' and contains three columns of links:

- Left Column:** Broker Compensation >, Advertising & Marketing Resources >, Order Materials >, Update Your Profile >, Direct Deposit >, Manage your accounts >
- Middle Column:** Rewards & Commissions >, Manage Email Subscriptions >, Personalize Your Website >, Email Producer Services >, Broker Communications >
- Right Column:** Quick Links for Brokers >, Learn About Our Tools >, Find a Doctor >, Pharmacy >, Health & Wellness >, Contact Us >, Be a Blue Shield of CA Broker >



Blue Shield of California is an independent member of the Blue Shield Association