What you'll need to get started:

- A designated Account Manager to register the account.
- Your Tax ID (TIN) or Social Security number (SSN).
 - You can add additional TINs/SSNs after you create the account.
- Claims data. You have three options:
 - 1. Check EFT number **and** Check/EFT amount
 - 2. Member ID and Check/EFT amount
 - 3. Claim number **and** Check/EFT amount

If there are no claims within the last three months, the system will ask for a subscriber ID and birth date of any eligible Blue Shield/Blue Promise member.

^{*} Out-of-state providers not contracted with Blue Shield of California should set up a clearinghouse account with <u>OfficeAlly</u> to access Medicare Crossover claims and EOBs. <u>Learn about clearinghouses</u>. If you need information on other types of claims, log into your home state Blue plan.



 Click Log In/Register in the upper right corner of the Provider Connection homepage. (www.blueshieldca/provider).

The Welcome to Provider Connection screen displays.

- 2. Click Create account.
- 3. Select *Provider* as the account type and click **Continue**.

Welcor	me to Provid	der Connec	tion
Log in Username		Register	as an account manager
Q Username Password		2	Create account
C Password Show (****)		To register you'll need: • Your organization's tax ID number • The provider tax IDs you'd like to represent	
Log in		You may also r • A claim from	need: the last 3 months for some tax IDs
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The Tax ID numbers screen displays.

- 4. Enter your Tax ID (TIN) or Social Security Number (SSN).
 - Remember, you can add more TINs/SSNs after you create the account.
- 5. Click Add.
- 6. The Provider TIN/SSN and name will populate on the *Tax ID numbers* screen. Repeat to add additional provider TINs/SSNs if desired. (Steps not shown.)
- 7. Click Continue.



The Verify your access screen displays.

If you have claims within the last three months, the system will ask for claim information.

- 8. Select one of the three options to verify the account, then complete the fields below as required.
 - Remember if there are no claims within the last three months, a different screen displays requesting a subscriber ID and birth date of any eligible Blue Shield/Blue Promise member.
- 9. Click Verify.

The Organization contact info screen displays.

- 10. Complete the Organization contact info and Your contact info fields.
- 11. Click Continue.

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		- CONTRACT	

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The Account setup screen displays.

- 12. Establish your Username and Password.
- 13. Click Continue.

The Terms and conditions screen displays.

- 14. Review the terms and conditions, then enter your full name (e-sign) and today's date to indicate agreement.
- 15. Click Sign and create account.

The Please validate your email address screen displays.

- 16. Click the link sent to your email address to validate and activate your account. You will now be able to log in to Provider Connection and add users to your account.
 - The link expires, so follow it promptly. (If the link expires, request another one.)
 - Check SPAM if you do not receive this email.
 - To add TINs/SSNs, go to: Account Management
 > Manage your Provider Connection Tax IDs.

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	Account setup	Heip
	Use my email address as my username	
	Username	
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12	Show @	
	B-20 characters A number or symbol (?#!)	
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	Terms and conditions	Help ②
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	To create an account, you must agree to the following terms and conditions.	
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