



BlueCross BlueShield
of Illinois

Need to Submit a Group Producer of Record or Make Changes in Blue Access for ProducersSM?



- 1 Log into **Blue Access for Producers** and click the **Producer Services** link:

Producer Login

[Log In to Your Account](#)

- 2 Click on **Producer Services**:

The login page features the 'blueaccess for Producers' logo at the top. Below it, a heading asks 'What can I do with Blue Access for Producers?'. A list of capabilities is provided: 'With Blue Access for Producers (BAP), you can: Obtain an instant preliminary quote whenever customers call, View, download, or print the information you need.' A 'Log In' section contains fields for 'User ID' and 'Password', with a 'Forgot User ID' link and a 'Forgot Password' link.

- 3 Select **Request Assistance**
- 4 **Update my Group Producer of Record**

The dashboard shows the user's profile (Welcome, BAPFOUR, Company: BAPFOUR PRODUCER, Producer #: 833882908) and a 'COMMISSIONS' section. The 'COMMISSIONS' section includes a 'COMMISSION STATEMENTS' link, an 'INTERACTIVE COMMISSION REPORTING TOOL' link, and a 'PDFs & RELATED INFORMATION' section with links for 'CURRENT VERSION', 'Enterprise Producer Agreement', 'Med Supp', and 'Compensation'.

The 'Request Assistance' page shows a list of options for submitting a request. The options are: 'Commission Dispute', 'Update my Blue Access for Producers password', 'Update my Group Producer of Record (POR)', 'Update my challenge question', 'Update my Electronic Funds Transfer (EFT) info', 'Update my E&O Coverage', 'Update my contact info', 'Book of Business Transfer Request', and 'SEP Training Affirmation'. The 'Update my Group Producer of Record (POR)' option is highlighted with a red box.

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5 Supply information about the group

6 Upload your Group POR letter by selecting

Choose File then
Submit!

A Service Request ticket number will be created and will display under your Existing Requested Tickets.

This feature allows you to track the status of all open service requests assigned to your Producer ID number.

Home > Request Assistance > Group Producer of Record Change

5  **Request Assistance**

Group Producer of Record Change

At this time, there is a hold on under 65 Producer of Record transfer requests. Download the **Group POR Transfer Form**.

Line of Business: *

Account Number: *
Account Name: *

6 Submit the Group POR Transfer Form.
POR Documentation: *
 No file chosen

Existing Request Tickets			
Below is a list of your request tickets that are still open. Request tickets that have been resolved are considered closed and will no longer be displayed.			
Date ▾	Ticket Number ▾	Request Type ▾	Status ▾
Showing 0 - 0 of 0			