Register for a Provider Connection Provider account*

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 OfficeAlly to access Medicare Crossover claims and EOBs. Learn about clearinghouses. If you need information on other types of claims, log into your home state Blue plan.

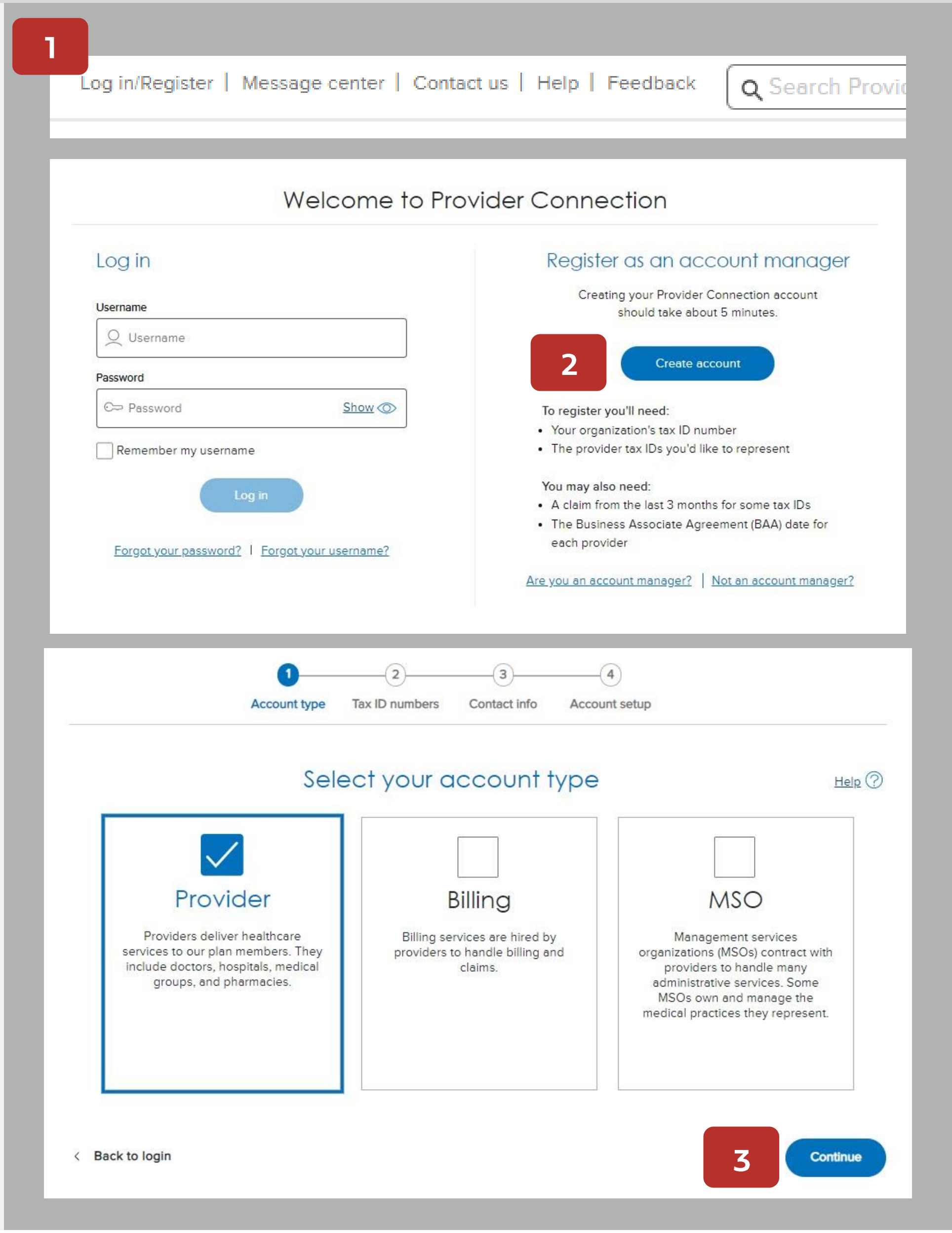
Instructions

1. 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**.



Instructions

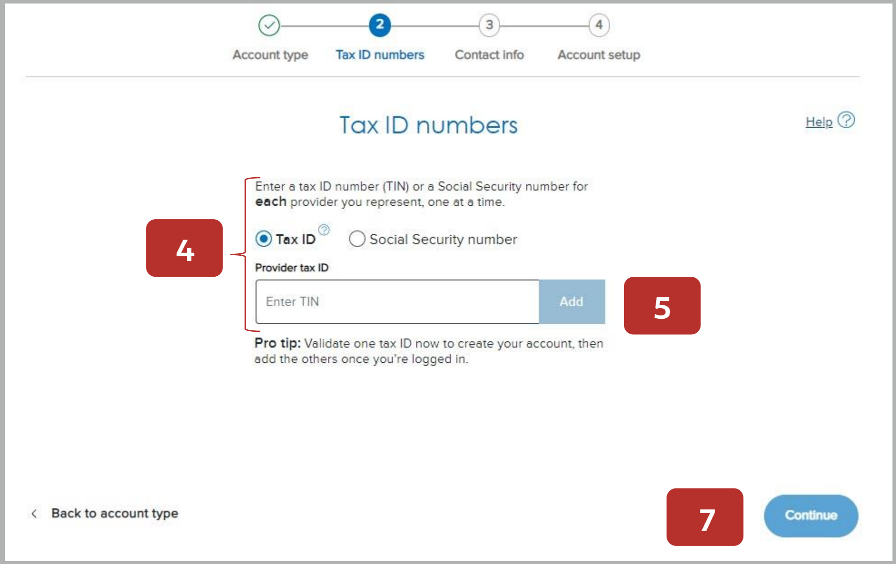
The *Tax ID numbers* screen displays.

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**.



Instructions

The *Verify your access* screen displays.

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

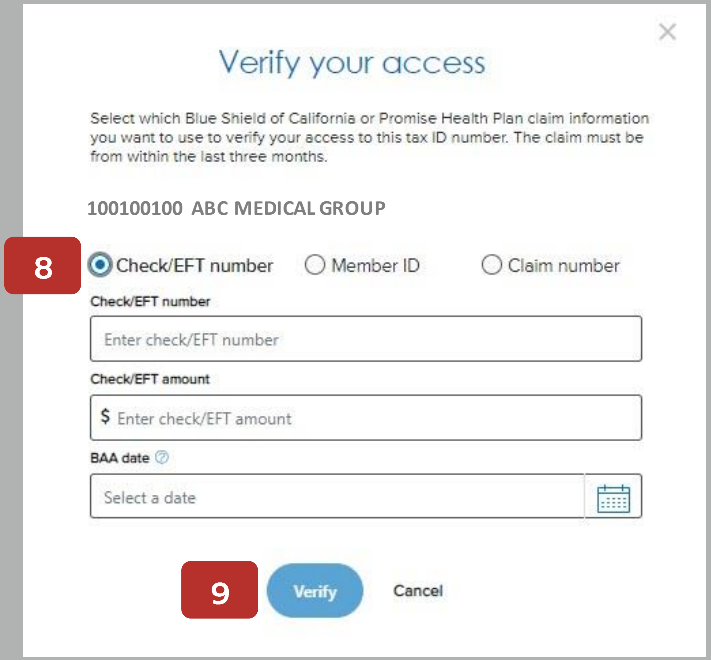
8. Select one of the three options to verify the account, then complete the fields below as required.
    - Remember, if there are no claims within the last three months, a different screen displays requesting a subscriber ID and birth date of any eligible Blue Shield/Blue Promise member.

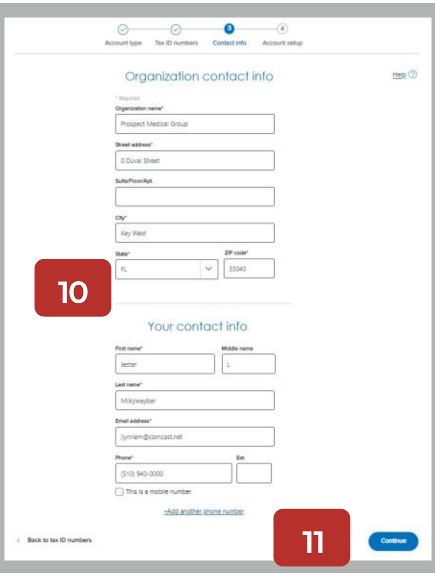
9. Click **Verify**.

The *Organization contact info* screen displays.

10. Complete the *Organization contact info* and *Your contact info* fields.

11. Click **Continue**.





Instructions

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.*

Blue Shield uses two-step authentication. To verify your identity each time you login, enter your username/ password plus the code Blue Shield sends to your email.