Register for a Provider Connection Billing* account

What you'll need to get started:

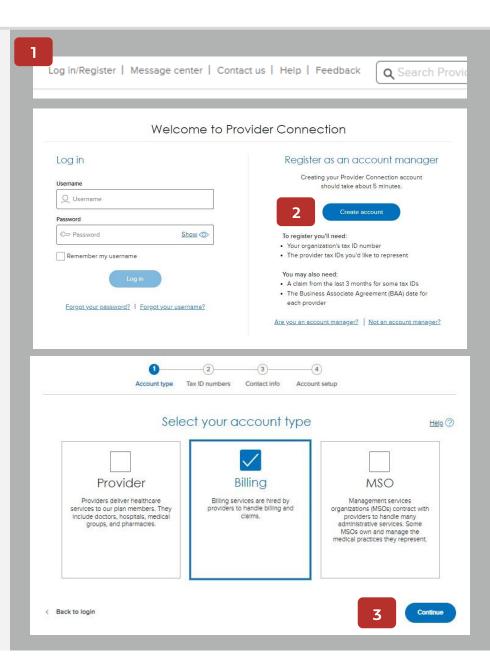
- A designated Account Manager to register the account.
- Your Billing Service's* Tax ID (TIN) and at least one TIN/Social Security number (SSN) for a provider you are requesting to represent.
 - You can add additional TINs/SSNs after you create the account.
- The Business Associate Agreement (BAA) date. This is the date on which the contract was signed with the provider you represent.

^{*} Billing services are hired by providers to handle billing and claims. They do not deliver healthcare services to members.

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

The Welcome to Provider Connection screen displays.

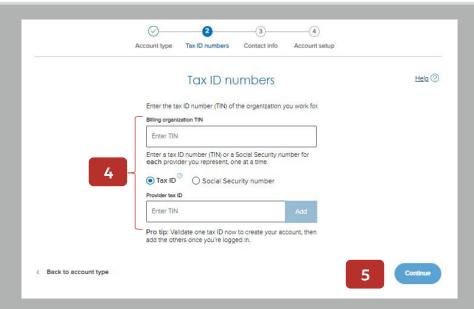
- 2. Click Create account.
- 3. Select *Billing* as the account type and click **Continue**.

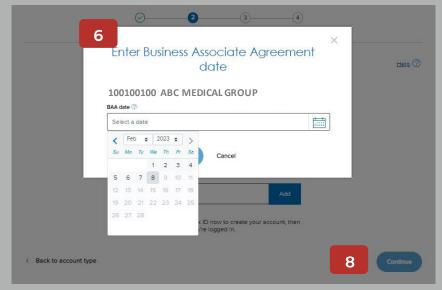


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The Tax ID numbers screen displays.

- 4. Enter your Billing Service's Tax ID (TIN) and at least one TIN or Social Security number (SSN) for a provider you are requesting to represent.
 - Remember, you can add more TINs/SSNs after you create the account.
- 5. Click Add.
- 6. The Enter Business Associate Agreement (BAA) date pop-up displays. Select the BAA date and click **Continue**.
 - Remember, the BAA date is the date on which the contract was signed with the provider you represent.
- 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.)
- 8. Click Continue.



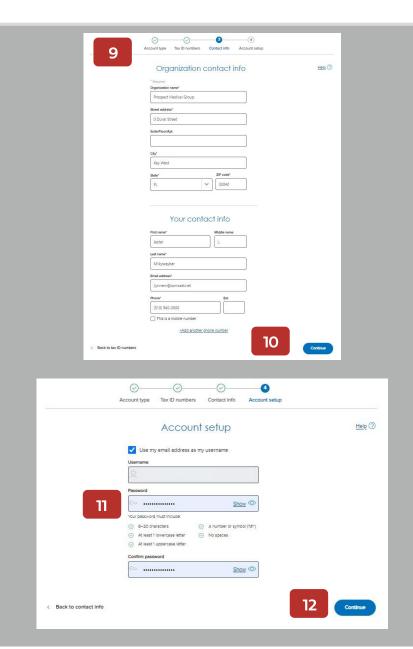


The Organization contact info screen displays.

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

The Account setup screen displays.

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



The Terms and conditions screen displays.

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

The Please validate your email address screen displays.

- Click the link sent to your email address to validate 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.

Next steps.

- Blue Shield immediately contacts the providers you have registered to represent.
- When the first provider approves your access, we'll email you. Then you'll be able to access Provider Connection and that provider's TIN.
- You'll receive access to any additional TINs you requested as we get confirmation from those providers. (If they deny your access, we'll let you know that, too.)

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.

