

# BlueAccess<sup>®</sup> self-service for employers

## How to create a BlueAccess account

- 1 Go to [bcbsks.com/BlueAccessSignUp](https://bcbsks.com/BlueAccessSignUp) and choose Sign up for a business BlueAccess account.

**Register for a BlueAccess account**

Welcome to Blue Cross and Blue Shield of Kansas BlueAccess, an online service that allows you to view your account information quickly and securely.

With BlueAccess, members can:

- Verify benefits, including eligibility and deductible/coinsurance information
- Check medical, behavioral health, dental and prescription drug claims
- Change your mailing address
- and much more...

**Member**

I'm a member and would like to sign up for a personal account.

I don't manage my company's health benefits and expenses.

[Sign Up for a Personal BlueAccess Account](#)

**Group administrator**

I have a Human Resources function at my company and need to register for a BlueAccess business account.

I manage my company's health benefits and expenses.

[Sign Up for a Business BlueAccess Account](#)

- 2 On the getting started page, read the terms and conditions, check the box agreeing to the terms and policy, then click *continue*.

**Getting Started**

BlueAccess provides valuable tools and resources to enhance your membership with BCBSKS; you must agree to our BlueAccess Use Agreement before using these features.

**BlueAccess Use Agreement**

Unauthorized access to, or use of, any information or BCBSKS material provided through any BCBSKS Web site is subject to federal civil and criminal penalties. By using the secure services offered on this web site, you are agreeing to the following conditions.

- As an authorized valid Group Contact you will have access to the following information for each employee who is a certificate holder under your group health plan: Employer name, employee address, employee date of birth, employee's insurance ID number, employee's digital identifier card, 1095 tax information, employee's benefit plan details, and the ability to request physical identification cards for employees. You will not have access to any protected health information for any employee.
- To validate you as an authorized Group Contact we will verify your name, the group MPN and your email address. Each time you log in we will send an access code to the email on file to verify that you are still a valid Group Contact.
- For additional information, see our [Privacy Policy](#) and [Legal Notices](#). If you do not want to accept these conditions of use, please exit the site and contact BCBSKS by telephone, in person or by mail.

By checking the box below, I confirm that I am an authorized Group Contact specified by my employer group. I understand that if I do not agree to these terms, BCBSKS may deny me access to all the secure services available here or in the future.

I agree to the terms and policy

[CONTINUE](#)

- 3 On the create your account page, enter your group number and the personal contact information listed on your account. Click the *continue* button at the bottom of the page.

Note: The data entered must match your group's registered contact list. For example, if your name is Robert in our system but you input Rob, you will receive an error message (as shown).

**Create Your Account**

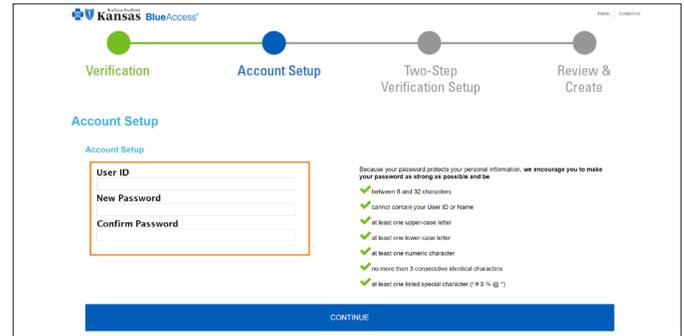
To get started, please provide the following information from your BCBSKS registered contact information.

Your First Name  
Your Last Name  
Your Last Name Suffix  
Group Number  
Your Email Address

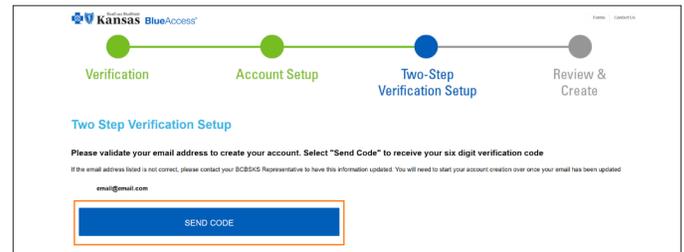
There is an error in the information you provided. Please ensure your first name, last name, and any suffix are spelled the same way as on your group's registered contact list.

[CONTINUE](#)

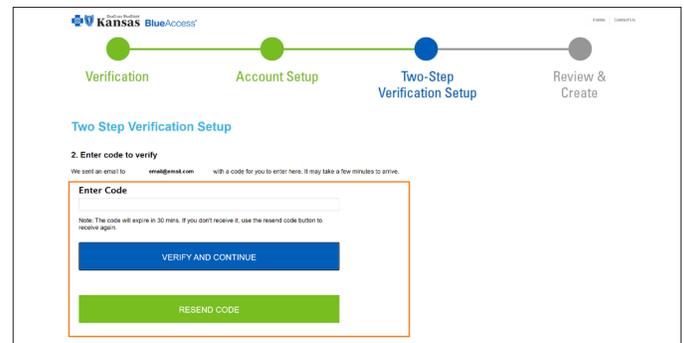
4 Create a User ID and new password.  
Click *continue*.



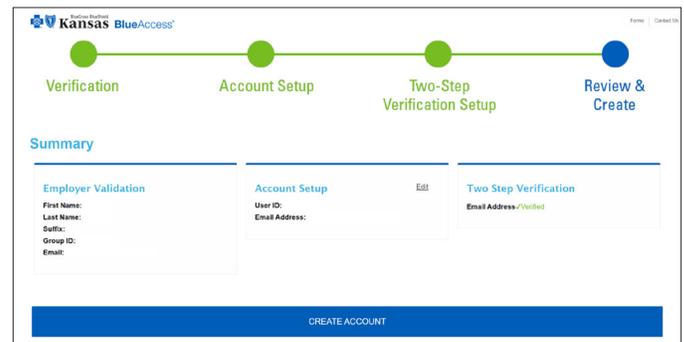
5 A verification code will be sent to the email address shown to verify the email address is valid.  
Click *send code*.



6 Enter the code sent to your email and click *verify and continue*. If you did not receive the code, click *resend code*.

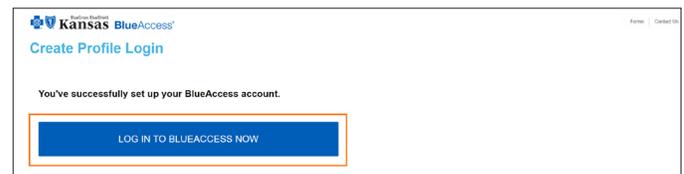


7 Review your summary of information then click *create account*.



8 Now that your account has been created, you can log into BlueAccess.

Note: For security purposes, two factor authentication will be required every time you sign in.



Visit us at [bcbsks.com](https://bcbsks.com)



1133 SW Topeka Blvd, Topeka, KS 66629