

BAE recorded training | view in [Web Browser](#)



# YOU CAN NOW ACCESS THE BAE RECORDED TRAINING



Hello,

Thank you again for your hard work during Annual Enrollment. We value our partnership and appreciate the role you play in the success of TRS-ActiveCare!

We have added important resources to help you navigate [Blue Access for Employers<sup>SM</sup>](#) (BAE<sup>SM</sup>), Blue Cross and Blue Shield of Texas' (BCBSTX) secure website portal for employer groups. You can easily access the [recorded BAE training](#) anytime to learn about the different functions and features in BAE.

In the BAE portal, you can also:

- access membership information for participants in your district, including addresses, medical plans, and Primary Care Providers (PCP)
- check eligibility
- request an ID card by mail or print a temporary ID card for your employees

By now, you should have received an email with your BAE login and temporary password. If you need help with your login or access to BAE, contact the BCBSTX Internet Help Desk at **1-888-706-0583**, Monday through Friday, 8 a.m. to 6 p.m., or Saturday from 7 a.m. to 3:30 p.m.

### September bills now available

Remember, you can now access your district's bill for September. Here are the steps to [log in to bswift<sup>®</sup>](#):

1. Use your manager credentials when you log in to the enrollment portal.
2. Click the **Library** tab in the navigation panel.
3. Click on the month of the bill you want to download.
4. Click **download** to save a copy of the invoice in PDF or Excel format.

You can also review the future billing schedule on page 49 of the [Administrative Guide](#).

Thank you again for all you do. For support with medical benefits, don't hesitate to call a Personal Health Guide, 24 hours a day, seven days a week, at **1-866-355-5999**.

Sincerely,  
The TRS-ActiveCare Team.

[www.bcbstx.com/trsactivecare](http://www.bcbstx.com/trsactivecare)

bswift<sup>®</sup> is an independent company that contracts directly with TRS to administer their enrollment platform. bswift does not offer any Blue Cross Blue Shield products or services. They are solely responsible for the products and services they do provide.

Blue Cross and Blue Shield of Texas complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, sex, gender identity, age, sexual orientation, health status or disability. See our full non-discrimination notice and contacts.

To get help and information in your language at no cost, call the customer service number on the back of your member card, or see our Language Assistance page for more information.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-710-6984 (TTY: 711).

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-710-6984 (TTY: 711).

Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

1001 E. Lookout Drive, Richardson, TX 75082

© Copyright 2020 Health Care Service Corporation. All Rights Reserved.

[Legal and Privacy](#)

