

September bills and new trainings are coming soon! | view in [Web Browser](#)



# IMPORTANT BILLING AND TRAINING INFORMATION



Hello,

Annual Enrollment has ended and bswift® is currently reviewing your bill and annual enrollment data to ensure its accuracy. bswift has processed transactions and sent the information to Blue Cross and Blue Shield of Texas (BCBSTX), the regional HMO carriers, and CVS Caremark®.

On Sept. 9, you'll be able to [log in to bswift](#) to access your district's bill:

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.

Please note: bswift does not expect any more changes to the future billing schedule, which you can find on page 49 of the [Administrative Guide](#).

**Don't miss this upcoming bswift training:**

Need help reviewing your bills and submitting discrepancies? Attend bswift's Benefits Administrators training, Tuesday, Sept. 15, from 11 a.m. to 12 p.m. [Register here](#).

**Blue Access for Employers<sup>SM</sup> (BAE<sup>SM</sup>):**

Blue Access for Employers (BAE) is BCBSTX's secure website for employer groups, allowing you to easily review your employees' eligibility and benefits online – at your convenience. You should receive your login and temporary password to register for BAE within the next week.

In the meantime, you can access the [recorded BAE training](#) to learn about the different functions and features in BAE.

If you have any questions about BAE, call 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.

Need assistance with enrollment? Contact your bswift Benefits Administrator Advocate at **1-877-767-5254** or email [trsbainquiries@bswift.com](mailto:trsbainquiries@bswift.com). For support with medical benefits, contact a BCBSTX 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® is an independent company that contracts directly with Teacher Retirement System to administer their enrollment platform. bswift does not offer any Blue Cross and Blue Shield of Texas products or services. They are solely responsible for the products and services they do provide.

Caremark is an independent pharmacy benefit management company that is solely responsible for the products and services they offer.

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).

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