



BlueCross BlueShield  
of Texas

# Need to Submit a Group Producer of Record or Make Changes in Blue Access for Producers<sup>SM</sup>?



- 1 Log into **Blue Access for Producers** and click the **Producer Services** link:

Producer Login

Log In to Your Account

- 2 Click on **Producer Services**:

- 3 Select **Request Assistance**

- 4 Update my Group Producer of Record

The login page for Blue Access for Producers. It features the logo at the top left. Below it, the text 'What can I do with Blue Access for Producers?' is followed by a list of capabilities. A 'Log In' button is highlighted with a red circle and the number 1. Below the button are input fields for 'User ID' and 'Password', and links for 'Forgot User ID' and 'Forgot Password'.

The dashboard for Blue Access for Producers. It shows the user's name, company, and producer ID. A 'Producer Services' link is highlighted with a red box and the number 2. Below this, there are sections for 'COMMISSIONS', 'COMMISSION STATEMENTS', and 'PDFs & RELATED INFORMATION'. The 'COMMISSION STATEMENTS' section includes a link to the 'INTERACTIVE COMMISSION REPORTING TOOL'.

- 3 Home > **Request Assistance**



## Request Assistance

### Request Assistance

You can submit your request by selecting from the list of options below.

- 4
  - > Commission Dispute
  - > Update my Group Producer of Record (POR)
  - > Update my Electronic Funds Transfer (EFT) info
  - > Update my contact info
  - > Book of Business Transfer Request
  - > Update my Blue Access for Producers password
  - > Update my challenge question
  - > Update my E&O Coverage
  - > SEP Training Affirmation

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



5 Supply information about the group

6 Upload your Group POR letter by selecting

**Choose File** then  
**Submit!**

A Service Request ticket number will be created and will display under your Existing Requested Tickets.

This feature allows you to track the status of all open service requests assigned to your Producer ID number.

Home > Request Assistance > Group Producer of Record Change

### Request Assistance

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#### Group Producer of Record Change

At this time, there is a hold on under 65 Producer of Record transfer requests. Download the **Group POR Transfer Form**.

**Line of Business: \***

**Account Number: \*** **Account Name: \***

Submit the Group POR Transfer Form.  
**POR Documentation: \***  
 No file chosen

Existing Request Tickets			
Below is a list of your request tickets that are still open. Request tickets that have been resolved are considered closed and will no longer be displayed.			
Date ▾	Ticket Number ▾	Request Type ▾	Status ▾
Showing 0 - 0 of 0			