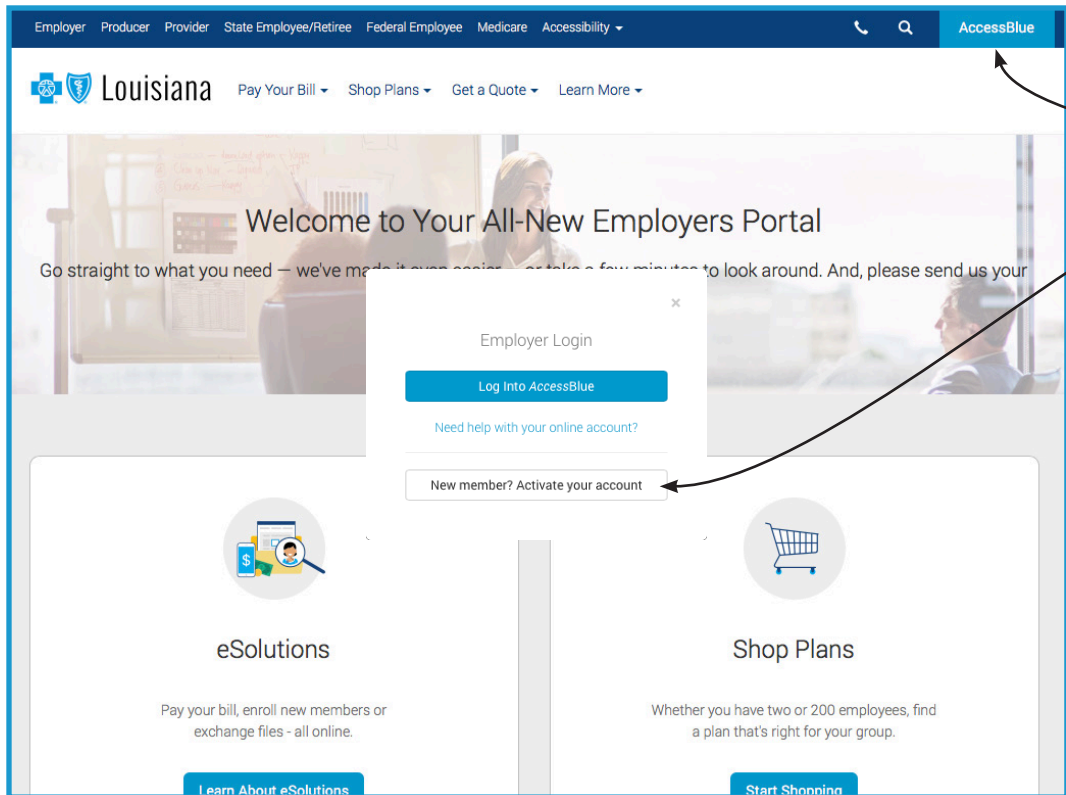


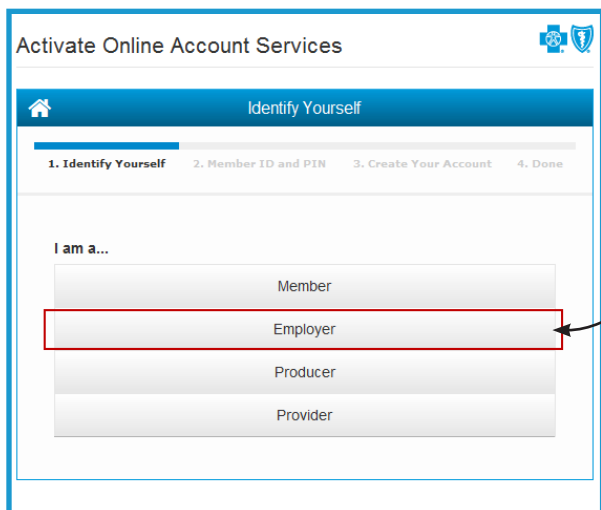
Registering for AccessBlue (Employers)

- 1 Go to <http://employers.bcbsla.com>.
- 2 Click the **AccessBlue** button at the top right to display your options for logging in. Click the button labeled **New member? Activate your account**.



The screenshot shows the Louisiana AccessBlue website. At the top right, there is a blue button labeled "AccessBlue". Below the navigation bar, there is a "Welcome to Your All-New Employers Portal" section. A modal window titled "Employer Login" is open, showing a "Log Into AccessBlue" button and a "Need help with your online account?" link. Below the modal, there is a button labeled "New member? Activate your account". To the right of the screenshot, there are two arrows pointing to the "AccessBlue" button and the "New member? Activate your account" button, with the text "Click this button..." and "...then click this button." respectively.

- 3 Select **Employer**.



The screenshot shows the "Activate Online Account Services" page. The page has a blue header with the Louisiana logo. Below the header, there is a "Identify Yourself" section. The page is divided into four steps: 1. Identify Yourself, 2. Member ID and PIN, 3. Create Your Account, and 4. Done. Under the "Identify Yourself" step, there is a section titled "I am a..." with four buttons: "Member", "Employer", "Producer", and "Provider". The "Employer" button is highlighted with a red border. To the right of the screenshot, there is an arrow pointing to the "Employer" button with the text "Click the Employer button."

4 Complete the registration information and click the **Submit Registration** button.

Register for Online Account Services

NOTE: This form should be completed **ONLY** by employers or assigned personnel who handle all employee health insurance issues for their company. If you want to register as a member to review your own claims information, etc., [click here](#).

[Create Your Account](#)

Register for AccessBlue for Employers

If you are not an authorized contact for your group or if you do not know if you are an authorized contact, follow the steps below.

1. Have the main contact for your company submit a signed letter of approval on company letterhead that includes the BCBSLA or HMO of LA group number.
2. Scan the letter of approval and email to GroupAccountInquiry@bcbsla.com and AccessBlueforGL@bcbsla.com.

The AccessBlue Online Activation unit will notify you by email within 3 business days that you have been added as an authorized contact and you can continue to register for an account. You can also email AccessBlueforGL@bcbsla.com for a status on your account activation.

If you are an authorized contact, proceed to the registration form below:

Fields marked with an asterisk (*) must be filled out in order to process your registration.

* Your First Name:

* Your Last Name:

* Group Number: ?

* Your Email Address:

* Requested User Name: ?

* Requested Password: ?

* Verify Password:

The following are challenge questions that will be used in the event you need to reset your account's password.
NOTE: Responses ARE case sensitive.

* Name your high school mascot.

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* Name your high school mascot.

IMPORTANT: By registering for AccessBlue, you certify that the information you provide is accurate and truthful. Any misrepresentation during this registration process to gain access to member information under AccessBlue is considered a violation of federal, state and local law, which could impose both criminal and civil penalties in a court of law.

[Submit Registration](#)

Fill out the fields...

...then click the Submit Registration button.

5 Click the **Back to Home** button to complete your registration.

Registration Approval Pending...

Please read and print this page

Your new account will remain in a suspended state until the AccessBlue Activation Unit has verified you are an authorized producer. The process may take 1-3 business days. After the verification is complete you will receive an email notification from the activation unit stating the account has been activated. To check the status of your online registration, email AccessBlueforGL@bcbsla.com.

[Back to Home](#)

Click the Back to Home button.

Congratulations, you have successfully completed the registration process! If authenticated, you will receive an activation email within 2-3 business days.

Be advised, only authorized employer contacts are eligible for AccessBlue for Employers. It is the sole responsibility of the employer to notify Blue Cross and Blue Shield of Louisiana of any and all changes to the authorized employer contact list. Changes to the authorized employer contact list should be submitted on company letterhead to GroupAccountInquiry@bcbsla.com and AccessBlueforGL@bcbsla.com and should include the group name, group number and name(s) of contact(s) to be added/removed.