MASSACHUSETTS

BluesEnroll^{SM} Self-Registration Guide
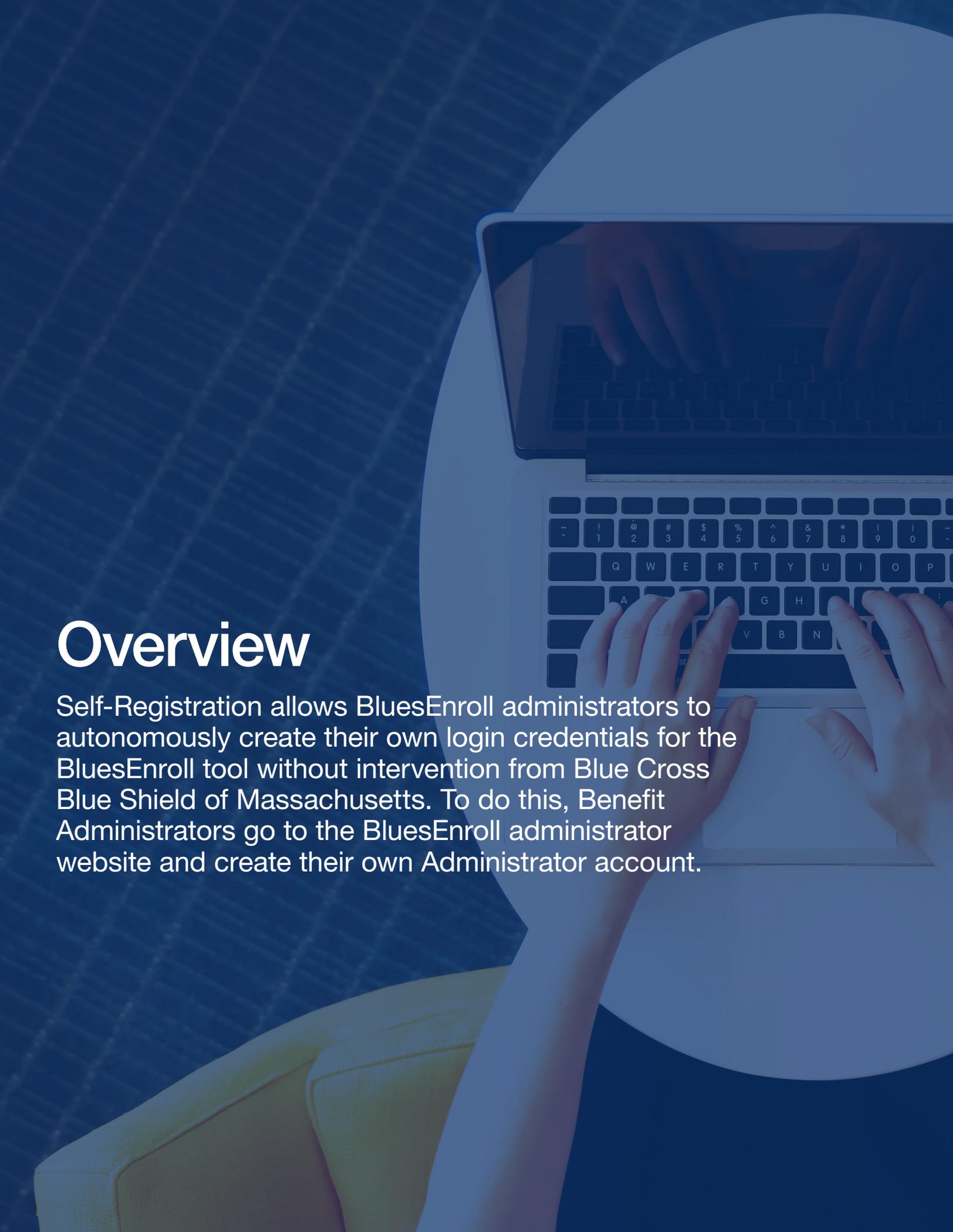
Overview

Self-Registration allows BluesEnroll administrators to autonomously create their own login credentials for the BluesEnroll tool without intervention from Blue Cross Blue Shield of Massachusetts. To do this, Benefit Administrators go to the BluesEnroll administrator website and create their own Administrator account.

How do I self-register?

1. To access the login landing page, go to this website:

   https://hradmin.benefitfocus.com/Platform/Default.aspx?applicationid=hradmin&pageid=login&tenantid=BCBSMA

2. First time users should not enter a Username or a Password. Select the **First time user? Register Now** link.
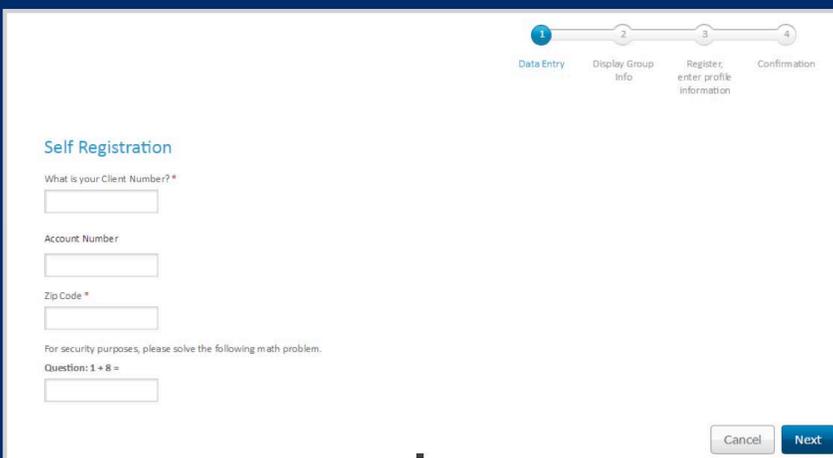
3. Enter the following information on this page.

   NOTE: All fields are required:

   • **Client Number** – Employer Tax ID

   • **Account Number** – Blue Cross Blue Shield of Massachusetts account number

   • **Zip Code** – Zip Code of your company's physical address

   • **Security Question** – Ensures the authentication information is entered by a benefit administrator and not a machine. Select **Next**.
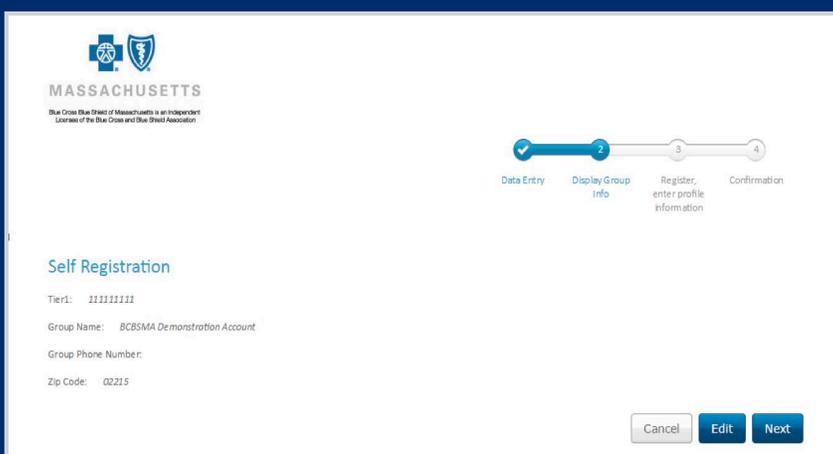
4. Review the information for accuracy. Select **Next** to continue, **Edit** to change the information, or **Cancel** to back out.

How do I self-register? *(Cont.)*

Self Registration

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Login ID *

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5. Enter the following information on this page.

   NOTE: All fields are required:

   - **First Name**
   - **Last Name**
   - **E-mail Address**
   - **Confirm E-Mail Address**
   - **Login ID** – this will be your BluesEnroll login ID going forward

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- 8-15 characters
- At least one number
- At least 1 upper case and 1 lower case letter

Your password cannot contain:

- More than 2 of the same characters in a row
- Your login ID

Password *

Confirm Password *

Primary Street Address

City

State *

AL ▼

Zip Code *

02215

Phone Number *

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6. Complete all remaining applicable fields to register.

   NOTE: Fields with an asterisk (*) are required.

   - **Password**
   - **Confirm Password**
   - **Primary Street Address** – Your company's physical street address
   - **City** – City of your company's physical address
   - **State** – State of your company's physical address
   - **Zip Code** – Zip Code of your company's physical address.

     Note: this field will default to the zip code you entered when signing in.

   - **Phone Number** – Your work phone number

How do I self-register? *(Cont.)*

User Security Questions

Security Question *

| What is the city you were born in? ▼ |

Security Answer *

Group PIN *

PIN must contain between 4 and 8 numbers.

Corporate Headquarters Address

Primary Street Address: 401 Park Drive

Secondary Street Address:

City: Boston

State: MA

Zip: 02215

Country:

Phone Number:

Extension:

7. Select and answer the **Security Question** to complete registration.

   • Use the drop-down to select a **Security Question**
   • Enter your **Security Answer**
   • **Group PIN** – your account's zip code

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☑
I Agree to the Above Terms and Conditions

[Cancel] [**Register**]

8. To continue you must agree to the **Terms and Conditions**, then select **Register**.

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Data Entry   Display Group Info   Register, enter profile information   Confirmation

Registration Confirmation

Your Group Number is: 111111111

Your User Name is: hrbbrown30

Your Password is: *********

Your Group PIN is: 02215

[Log In Now] [Print]

9. **Confirmation Page**. You may print your confirmation details if you wish or log in to BluesEnroll.

How can a Super User create additional BluesEnroll Administrators?

1. From your BluesEnroll home tab, select **Group Settings** on the left-hand side.

2. Then click **Manage administrator accounts**.

3. The main screen lists current administrators' accounts and their privileges.
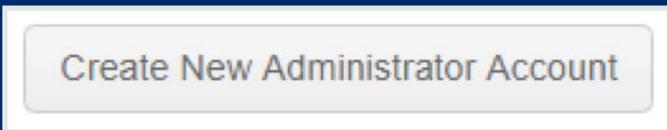
4. To create a new administrator, click **Create New Administrator Account.**

5. Choose the template that best defines the role for the new administrator. The templates are similar, except the Blue Cross Admin templates allows the administrator to manage other administrators. If you don't want this administrator to manage other administrators select the Blue Cross Group Admins Limited template.

   With either template you must provide the following:

   - **Name** – the first and last name of the administrator
   - **LoginID** – by convention a login id usually starts with the prefix **hr**
   - **Password** – the initial administrator password
   - **Work email** – used for administrator notifications, for example that Open Enrollment has begun or ended

   Generally, you don't need to enter additional information. If you want to change administrator values, see **How do I customize administrative privileges?**

How can a Super User disable an Administrator?

1. From your BluesEnroll home tab, select **Group Settings** on the left-hand side.

2. Then click **Manage administrator accounts**

3. The Administrator must have the setting **Allow Access** to manage HR Administrator accounts set to **Yes** and been created with the Blue Cross Admin template to perform this function.
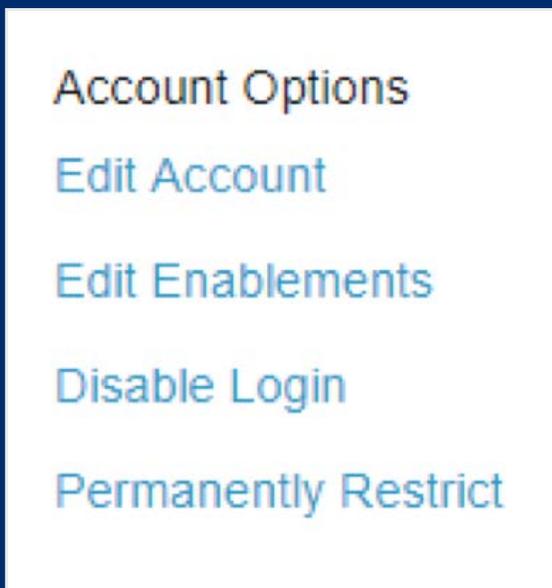
4. Navigate to the administrator you want to disable and click the arrow in the box. Then select **Disable Login**.

   Note: If you elect to **Permanently Restrict** the administrator's login you won't be able to re-enable the administrator's login.

5. After disabling a login, the administrator will no longer display as **Active** and won't be able to log in.

How can a Super User enable an Administrator that is currently disabled?

1. From your BluesEnroll home tab, select **Group Settings** on the left-hand side.

2. Then click **Manage administrator accounts**.
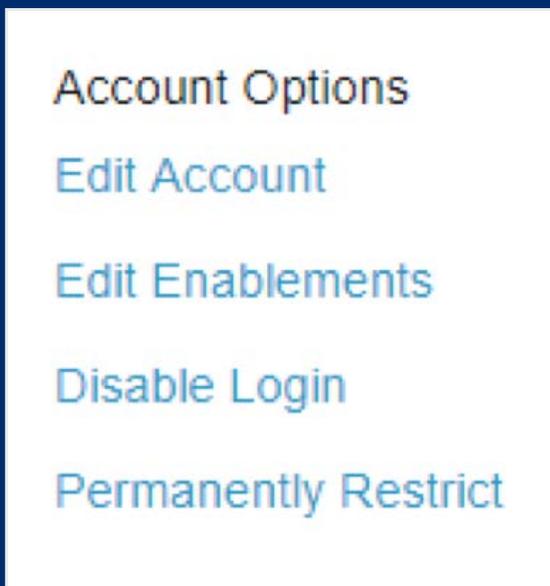
3. Navigate to the previously disabled administrator and select **Allow Login**.

4. After completion the administrator will display as **Active** and can log in.

How can a Super User customize administrative privileges?

1. From your BluesEnroll home tab, select **Group Settings** on the left-hand side,

2. Then click **Manage administrator accounts**.

3. To manage privileges, the administrator must have been created with the Blue Cross Admin template and have Allow Access to manage HR Administrator accounts set to **Yes.**

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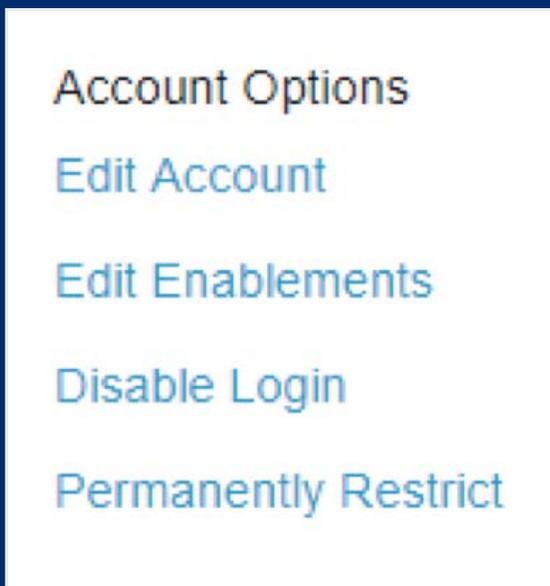
3. Navigate to the previously disabled administrator and select the **Edit Account**.

4. Make any necessary changes and select **Save**.

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ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID **(TTY: 711)**.