BCBS MI ACA Contracting Directions through Benavest

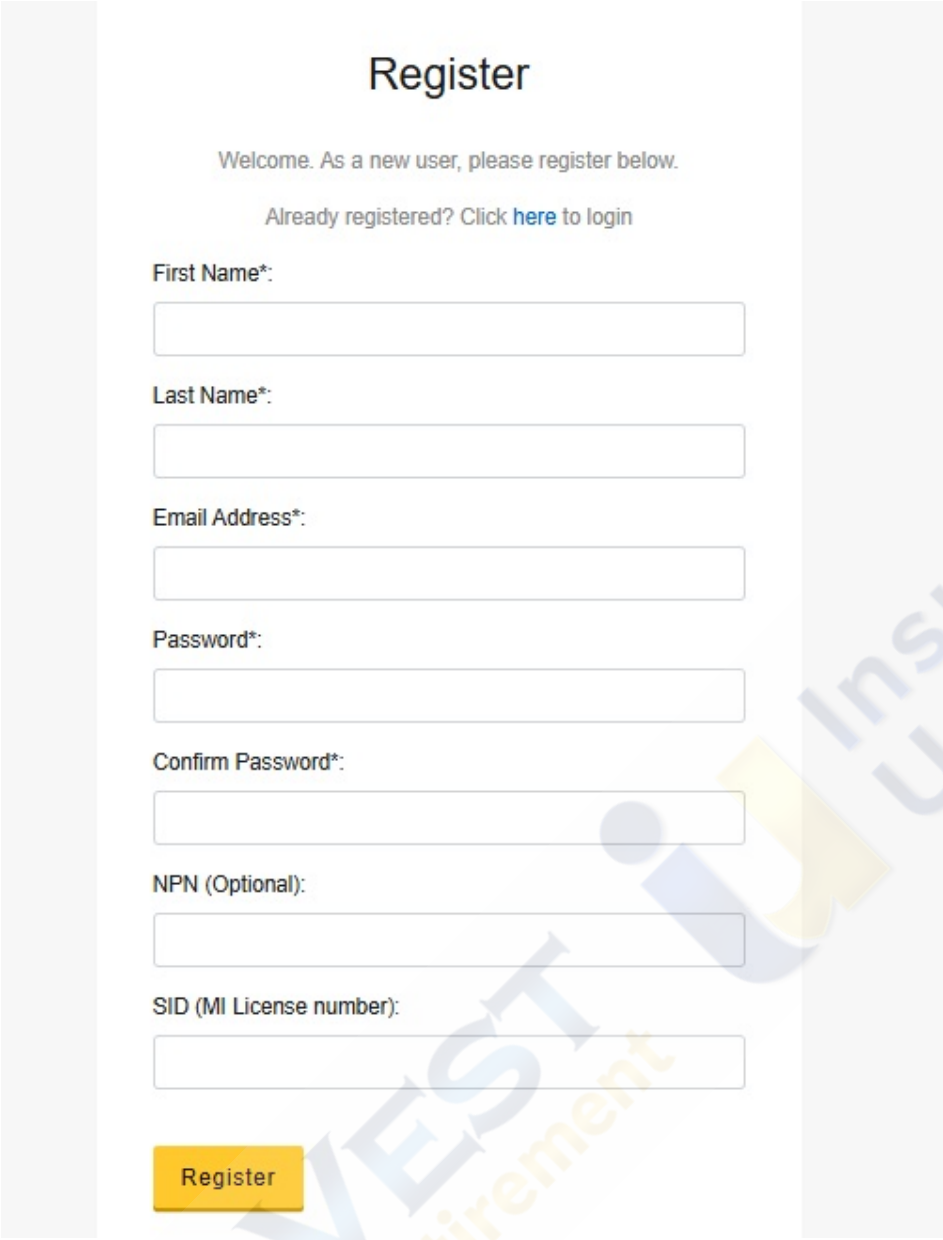
IMPORTANT!

If you are already contracted with **BCBS MI**, please refer to **TRANSFER INSTRUCTIONS FOR BCBS MI**.

BCBS MI Contracting for New Agent

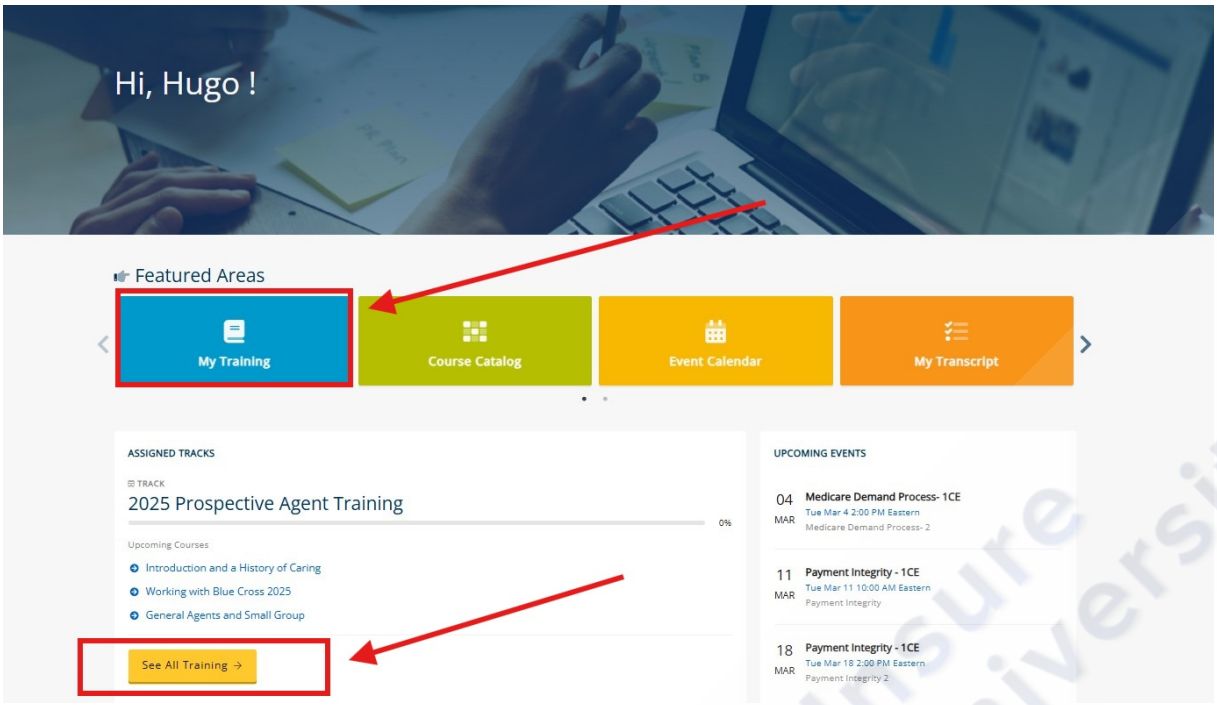
Step 1: Complete BCBS of Michigan Training and save your completion certificate

Fill out this link to register for training. After completing this step, you will have to upload this training certificate in the onboarding invitation application that you'll receive in order to complete the contracting process.

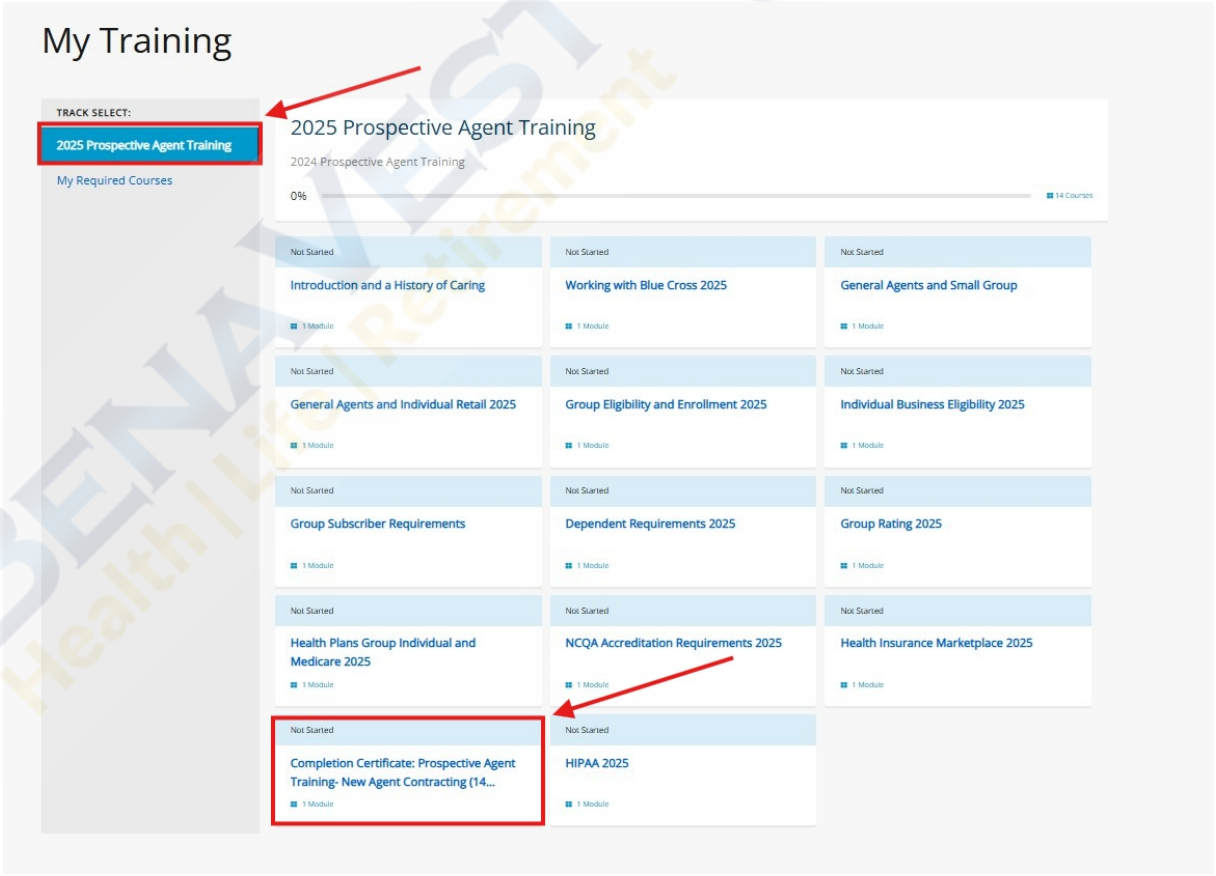


Step 2: Complete BCBS of Michigan Training and save your completion certificate

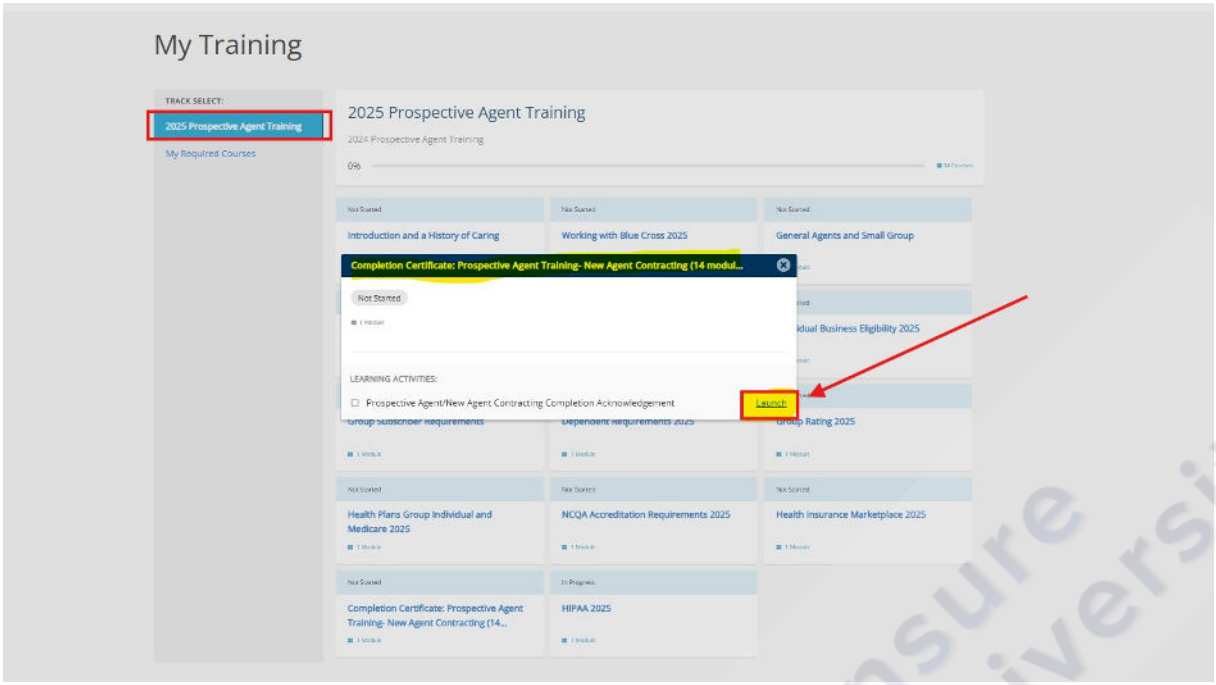
Using the login you just created, log into this site (which you should be automatically directed to once registering). Once you have logged in, you will go to **“My Training”** OR **“See All Training”**.



Once you are directed to the page below, please complete the **"Completion Certificate: Prospective Agent Training- New Agent Contracting"** training. This training is 14 modules and takes approximately 15-45 minutes, so please allow yourself some time to complete this. See screenshot with correct training boxed in red:

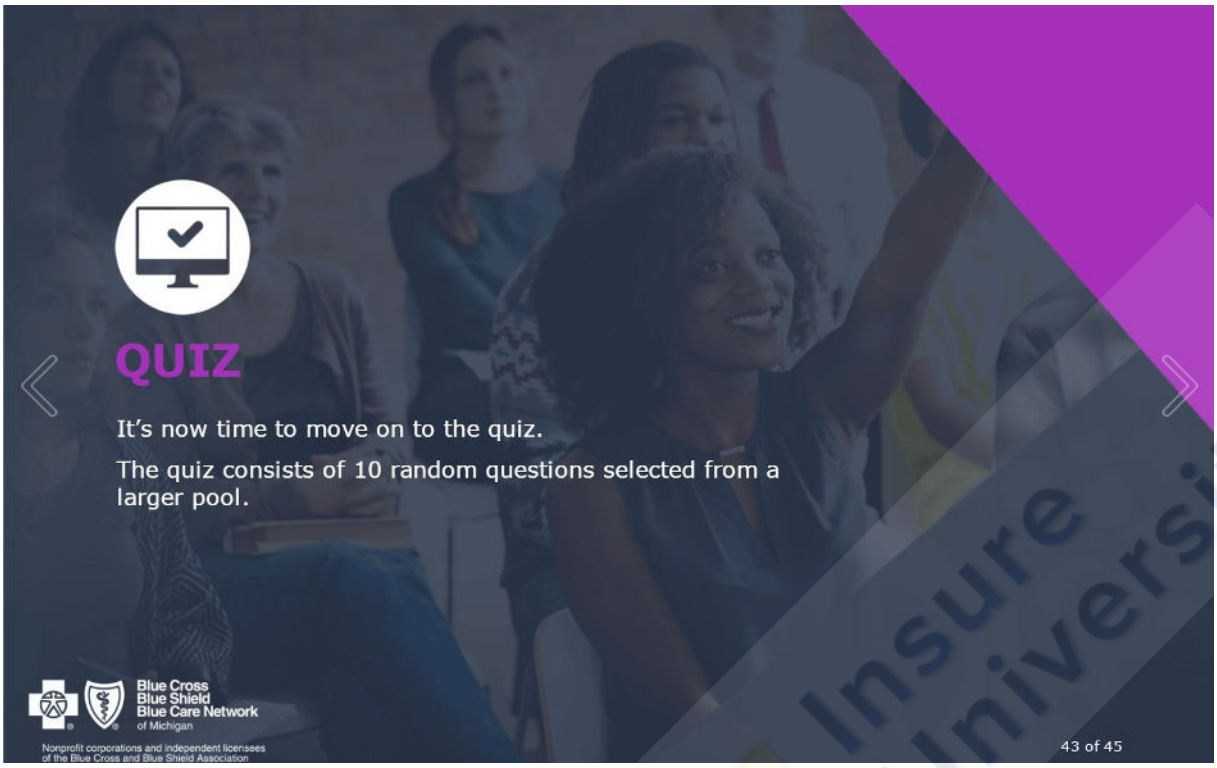


Click on **Launch**



Another window will pop up where you will be redirected to the training page that you have to finish.

There will be questionnaires that you will have to answer correctly in order to pass the modules.



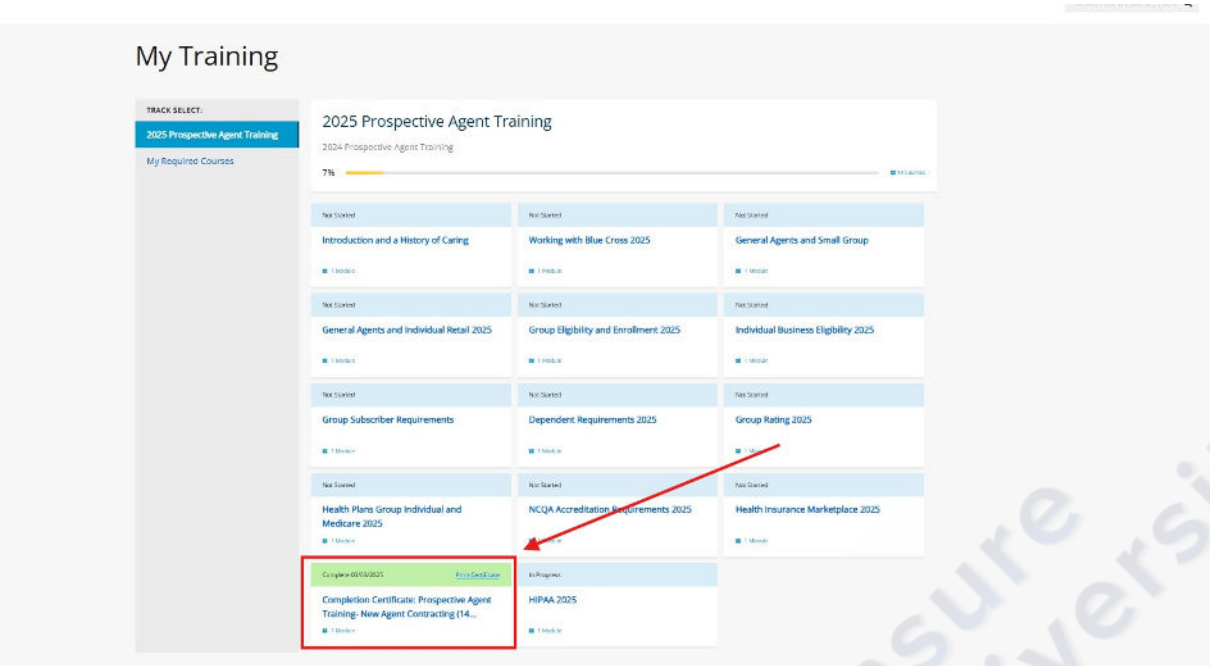
After you complete the module, you will be prompted by this file/message:

All courses of the prospective agent training have been completed.

THIS IS NOT YOUR CERTIFICATE OF COMPLETION.

Please close this window and select **Print certificate** as shown in the screenshot below to provide to agentcontracts@bcbsm.com to complete your onboarding process.

On the **My Training page**, you'll be able to click the **Print Certificate**



Please note that the appointment process may take up to 2 weeks to complete.

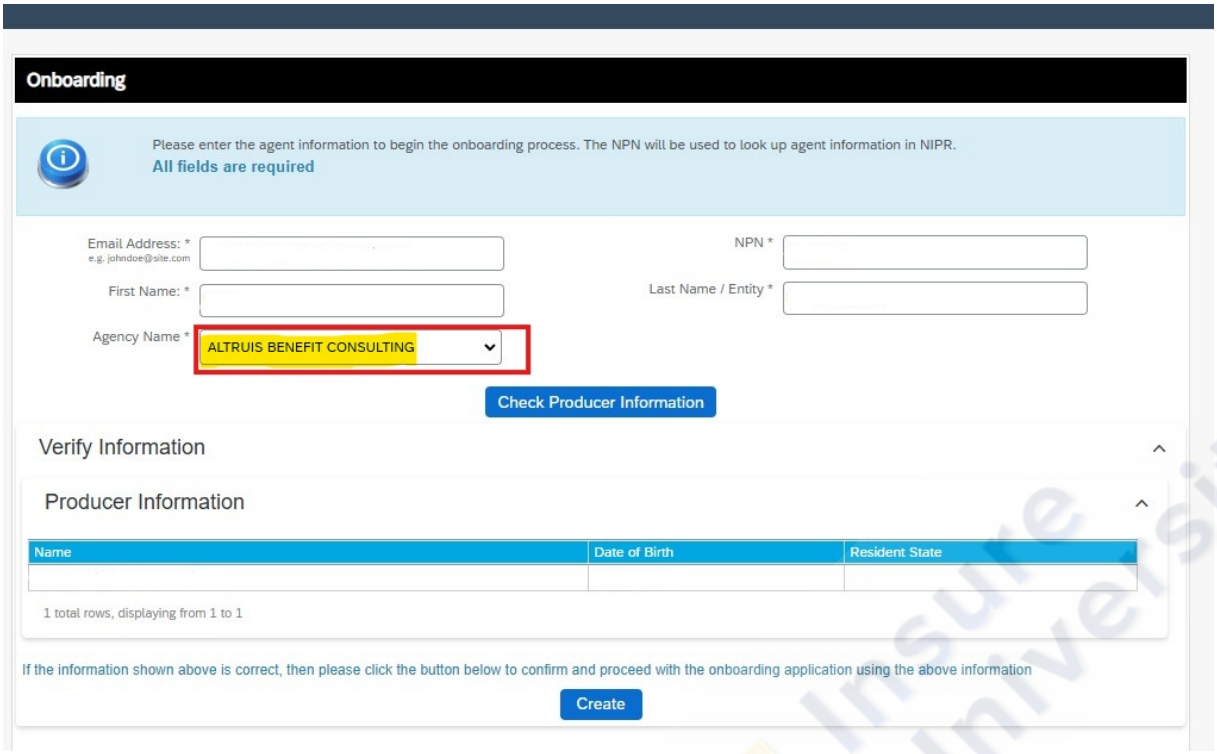
Here's what to expect:

After you complete the certificate of completion, the vetting or approval process may take up to 10 business days. **During this time, you may not be able to log in to complete the onboarding application.**

Step 3: Initiate Onboarding Application

Please note that you should not do this before completing training.

Click this link to initiate the onboarding application.

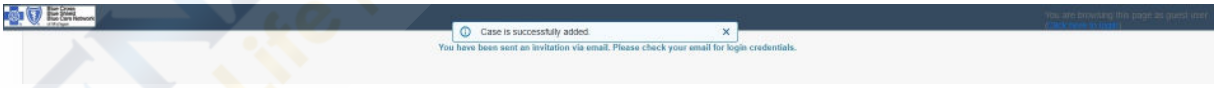


Fill out the information needed and submit to proceed with the onboarding application.

- *Email Address*
- *First Name:*
- *Last Name/Entity:*
- *NPN:*
- *Agency Name:* **Altruis Benefit Consulting**

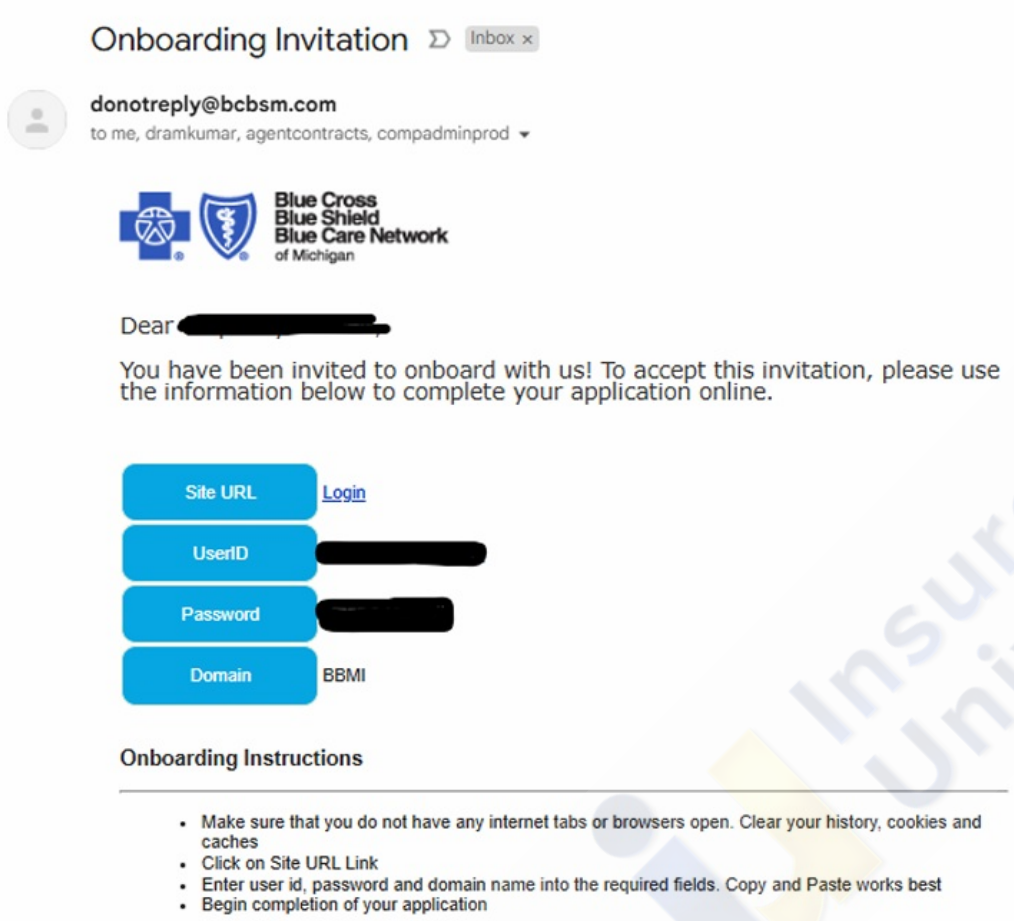
You might also need to enter your Michigan License number as well as an updated E&O.

Click on the **Check Producer Information** button, then the **Create** button.



You will receive an email containing your onboarding invitation within 7-10 business days. Use the login details provided in the email to proceed with the onboarding process.

SUBJECT: Onboarding Invitation
FROM: donotreply@bcbsm.com



Onboarding Invitation Inbox ×

donotreply@bcbsm.com
to me, dramkumar, agentcontracts, compadminprod

Blue Cross Blue Shield Blue Care Network of Michigan

Dear [redacted]

You have been invited to onboard with us! To accept this invitation, please use the information below to complete your application online.

Site URL	Login
UserID	[redacted]
Password	[redacted]
Domain	BBMI

Onboarding Instructions

- Make sure that you do not have any internet tabs or browsers open. Clear your history, cookies and caches
- Click on Site URL Link
- Enter user id, password and domain name into the required fields. Copy and Paste works best
- Begin completion of your application

*If you don't receive this onboarding invitation, please let us know at **office@benavest.com** and we'll submit a request to have it resent.*

TIPS: *We've found the best way to access the program is to exit all internet browsers and then open your email. Go to the onboarding invitation, click the login link, copy and paste the username and password into the fields, exit your email and THEN hit login. In addition, please clear your history, cookies and caches. We do not recommend using Google Chrome as your browser.*

Click on **"login"** and use the information to login to view your case.

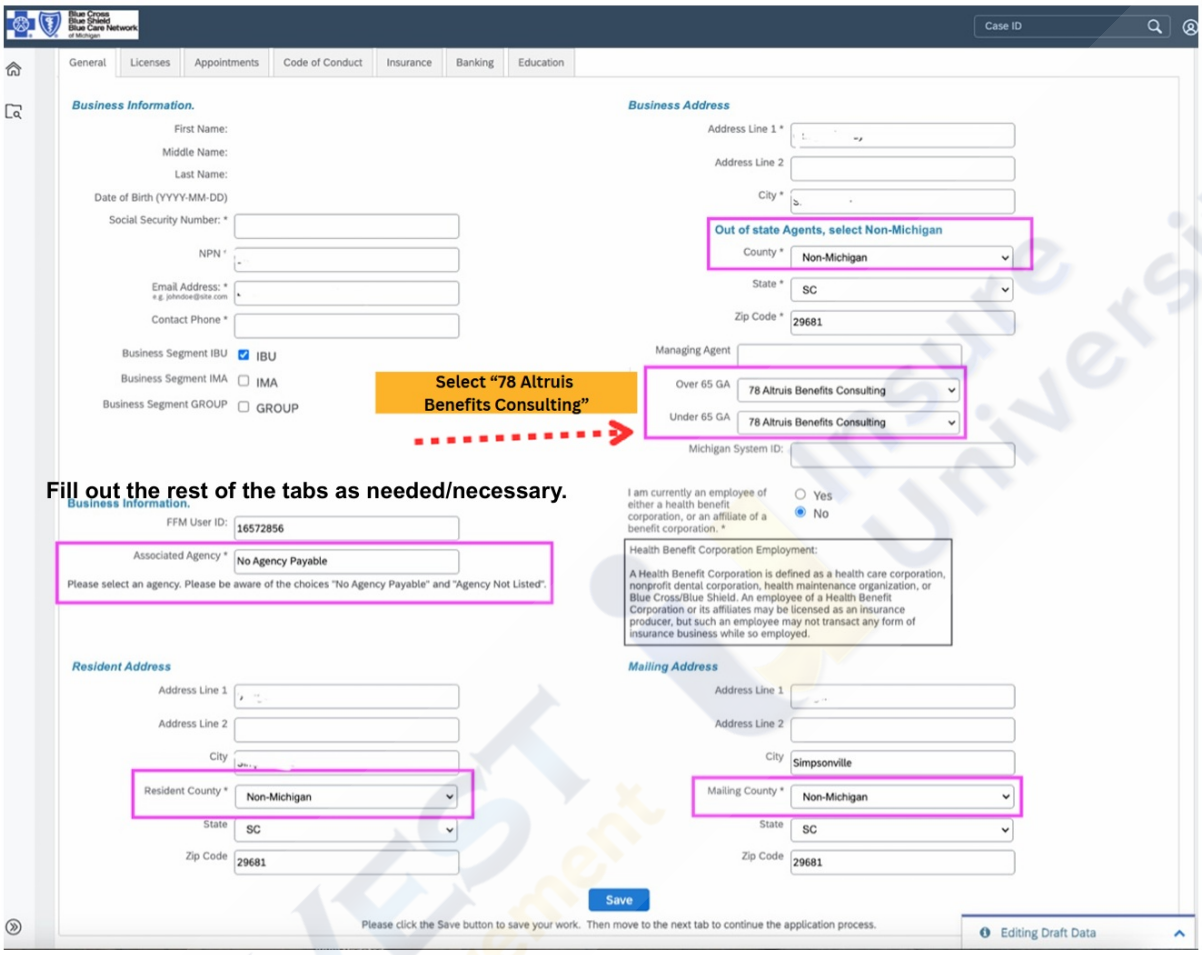
If you do not see an open case, please log out and try again. You can also try an incognito window or clearing your cookies/cache or using a different browser.

Step 4: Complete the Onboarding Application

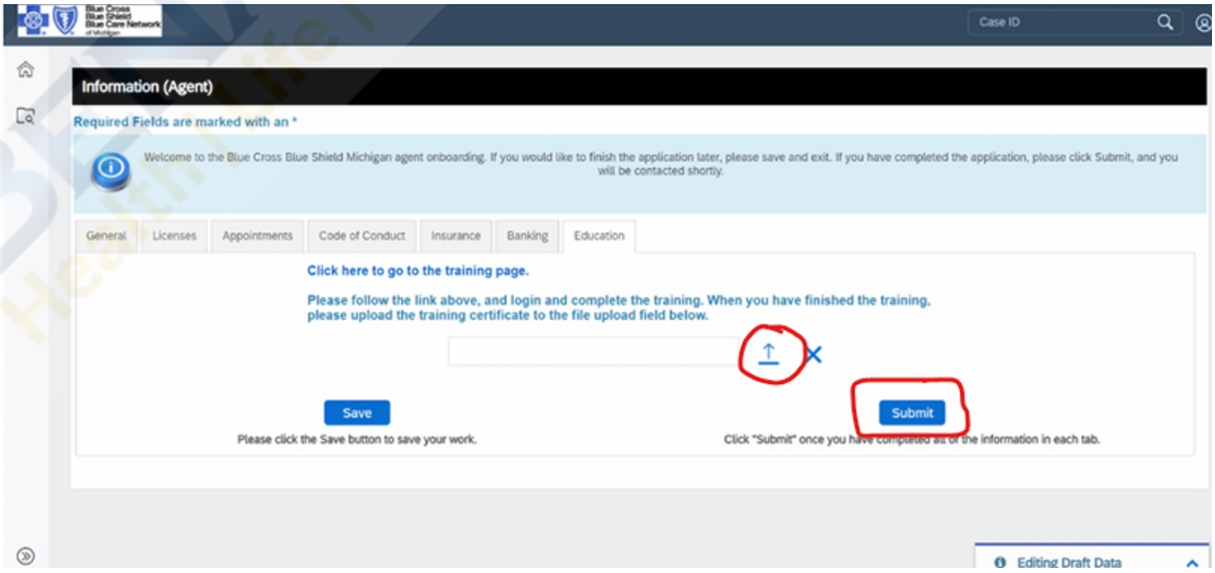
- Complete the onboarding (a case should be open in your portal), ensuring that you are choosing **"78 Altruis Benefits Consulting"** as your upline.

- For Associated Agency, type in **“No Agency Payable”** so that you are paid directly, UNLESS you would like to pay an agency you are associated with.

See image below for guidance



- In the last tab labeled **“Education”**- you will need to upload the Completion Certificate.



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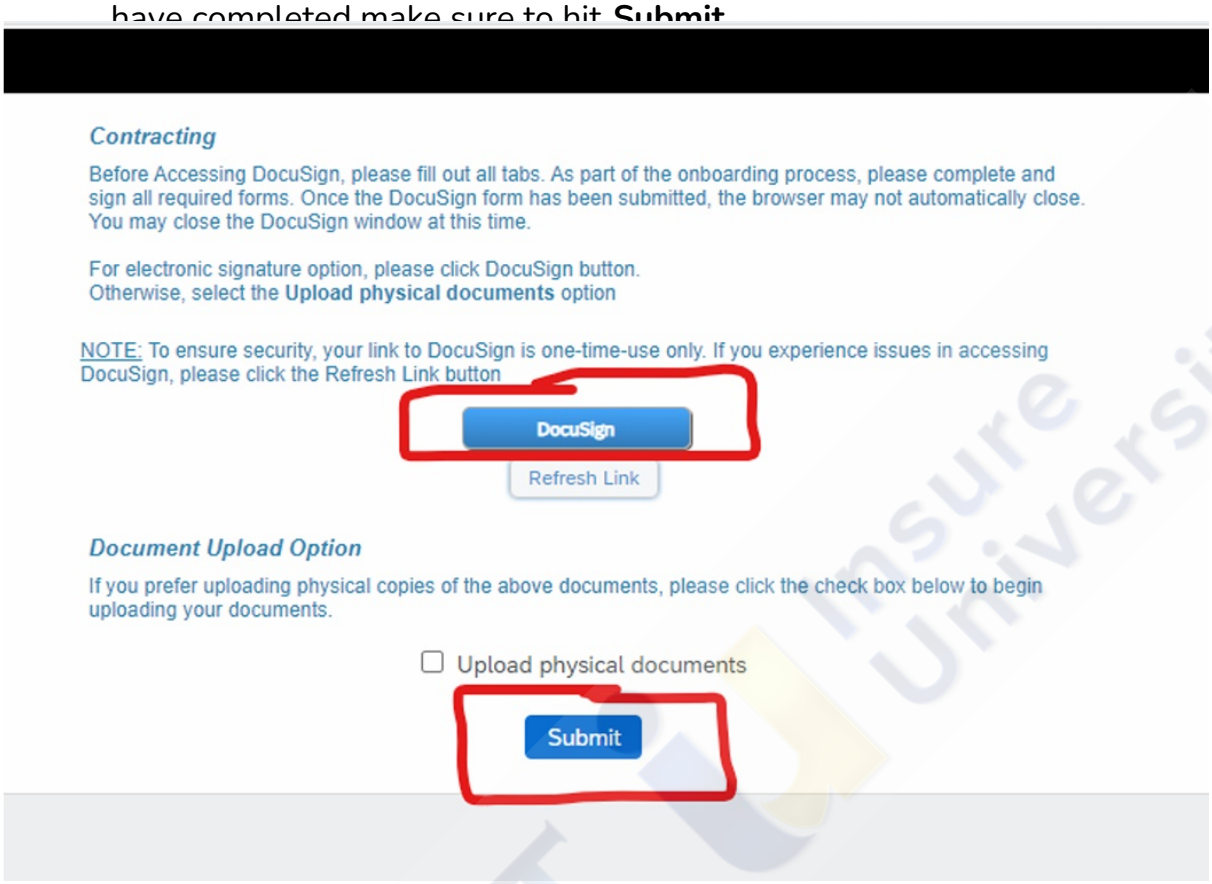
Once you have uploaded your certi cate on the education part, you wilbe brought to a Docusign. Please click on **DocuSign**, and once you have completed make sure to hit **Submit**



- It may take a few more days to receive your 5-digit broker number via email.

Step 5: Welcome Email Confirmation

- Once you have completed the onboarding process BCBSM Agent Administration will send you an email from donotreply@bcbsm.com letting you know they are reviewing your information.

SUBJECT: **Administration Reviewing Application**
FROM: donotreply@bcbsm.com

- After a few days you will receive an email with your agent number. Please make sure to check your junk/spam.

IMPORTANT NOTE

It's possible that you will **not** receive your writing number via email. We're not sure why this happens in some cases, but if it does, please do the following:

1. Email **contracting@ihealthagents.com** and CC **office@benavest.com**
2. Include your full name and NPN
3. Let us know that you've completed the appointment contract. *(We will not be able to assist you with carrier relations without completion.)*

This will allow us to follow up with the upline and help confirm your writing number.

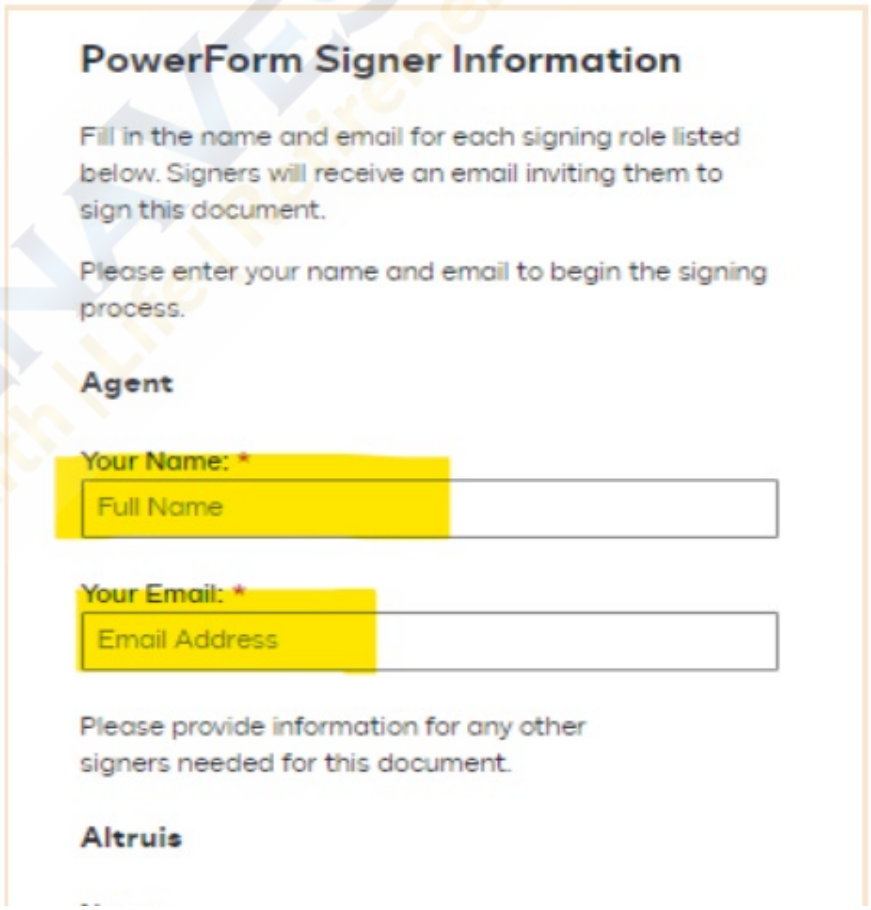
Agent Portal can be found here.

Transfer Instructions for BCBS MI

1. Have your **BROKER NUMBER** handy.
2. Go to this website and click on the **BCBSM logo**.

3. Under the **"Transfer your contract to Altruis Benefit Consulting"** section, click **"CLICK HERE"**

4. You will be prompted to sign a document via **DocuSign**.



5. Once signed, please send an email to **office@benavest.com** letting us know you've finished this together with your **FFM ID information**.

Carrier Portal

Navigate through **BCBS MI Portal:**
https://agent.bcbsm.com/miblue/myportal/agents

BCBS MI Support Contact Details

✉ agentcontracts@bcbsm.com

Agent Administrative Support Request

Your browser does not support PDF. Click here to download.

Benavest Contact Details

office@benavest.com
(800) 893-7201 x 1610
(954) 947-8694