

BCBS of IL, NM, OK, TX Contracting Guide

The Guide at a Glance

- 1 Request your contracts using the customized contract request link provided by your upline agency.

After you submit your contract requests, wait 24 business hours. Then:

- 2 You will receive an email with a link.
Look for this email address in your inbox: Producerexpress@sircon.com

As soon as you have the links from Step #2, you can complete Step #3.

- 3 Using the link from Step #2, you can login at Producer Express as a new or returning user. Once you log in, you'll be greeted with an overview of the contracting process. Choose **Start**.

Once you've clicked **Start**, you can complete the contracting process right away.
This process can take up to an hour.

- 4 Fill out your information and sign any documents that appear.
Once you submit, the carrier will begin processing.

After completing Step #4, please allow at least 7 business days for processing.

- 5 BCBS will directly send a welcome email confirming you are ready to sell!

Continue reading the following pages for more details on the contracting process.

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The email address that the BCBS of IL, NM, OK, TX contracting invitation will be coming from is:

- **Producerexpress@sircon.com** -

The subject line will read **"Your Invitation to Contract with Health Care Service Corporation"**.

Dear Agent

Producer Express will guide you through the contracting process for Health Care Service Corporation.

Click on the link below to begin the contracting process. This link will take you to "Producer Express". You will then click on the "Get My Password" button to obtain authorization for entry to your secure contracting package. The password will be e-mailed to you separately.

<https://px.sircon.com/getPassword.do?id=35847254&subscriberId=23443&userId=2644560>

If you have any questions, or if you would like further assistance, please contact our Producer Service Center at 855-782-4272.

Sincerely,

Producer Administration/Producer Service Center

Health Care Service Corporation

Divisions of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Click on the contracting link provided in the email.

This will take you to the **Producer Express** login page.

Click on **"Get My Password"**.

You will receive an email from Producer Express with your password.

Need a password?

Welcome to Producer Express, the fastest way to get contracted with HCSC. Producer Express guides you every step of the way as it fills out the contracting forms for you.

To begin, you will need a temporary password to gain secure access to your contracting packet.

[Get My Password](#)

Email Example:



producerexpress@sircon.com via vertafore.com
to me ▾

Dear Agent

Your password to access the Producer Express web site and start your contracting with Health Care Service Corporation is:

G0ZH07eB

If you have any questions, or if you would like further assistance, please contact our Producer Service Center at 855-782-4272.

Sincerely,

Producer Administration/Producer Service Center

Health Care Service Corporation

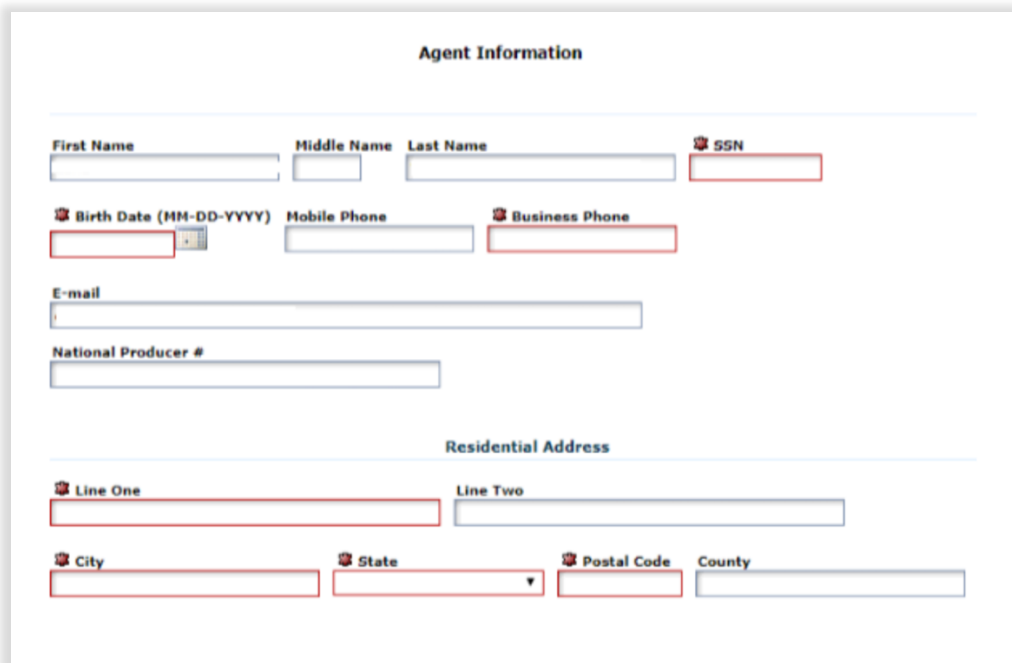


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Enter the password provided in your email and click “**Continue**”. You will then be prompted to change your password.

Once logged in, you will be taken to the Getting Started page. Press “**Start**”.

Fill out the Agent Information page and press “**Continue**”.



The form is titled "Agent Information" and contains the following fields:

- First Name, Middle Name, Last Name, and SSN (with a red asterisk icon).
- Birth Date (MM-DD-YYYY) (with a calendar icon), Mobile Phone, and Business Phone (with a red asterisk icon).
- E-mail.
- National Producer #.

Below the Agent Information section is the "Residential Address" section with the following fields:

- Line One and Line Two.
- City, State (with a dropdown arrow), Postal Code, and County.

Read the Requested Appointment States and then click “**Continue**”.



The form is titled "Requested States" and contains the following text:

Please note that appointment fees will be incurred by each state where applicable. Please confirm states selected are correct. Appointment fees will be recouped from commissions earned. Appointment fees are non-refundable.

Below the text is a checkbox labeled "Texas" which is checked.







At the bottom of the form are two buttons: "Back" and "Continue".

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Enter the required E&O Information and press “Continue”.

E & O Information








Errors and Omissions coverage is required. You will need to be prepared to upload an electronic version of the declaration page of your Errors and Omissions coverage at the end of the application process.

 E&O Carrier	 E&O Policy Number
<input type="text"/>	<input type="text"/>
 E&O Policy Effective Date	 E&O Policy Expiration Date
<input type="text"/>	<input type="text"/>
 Per Claim Amount	 Aggregate Claim Amount
<input type="text"/>	<input type="text"/>



Enter all Direct Commissions Deposit Information and press “Continue”.

Direct Commission Deposit Information

You will need to be prepared to upload an electronic copy of your voided check for each applicable state at the end of the application process.

 Name on Account	 Bank Name		
<input type="text"/>	<input type="text"/>		
 Address	 City	 State	 Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Account Type			
<input type="text"/>			

Where can I find my Routing/Account numbers? ([click for more...](#))

 Routing Number	 Account Number
<input type="text"/>	<input type="text"/>

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Continue through the rest of the contract entering all required information. After all information has been entered, you will see the list of documents.

Read all documents and **SIGN** all documents that require a signature.

Once the documents are signed, click "**Send**" to send them to the BCBS home office for processing.

Once the contract is processed, you will receive a welcome email **directly from BCBS**. The welcome email will include your unique writing number.

Once you receive your writing number, you are Ready to Sell!



NOTE: It can take between 1 – 2 weeks to become appointed depending on the time of year.