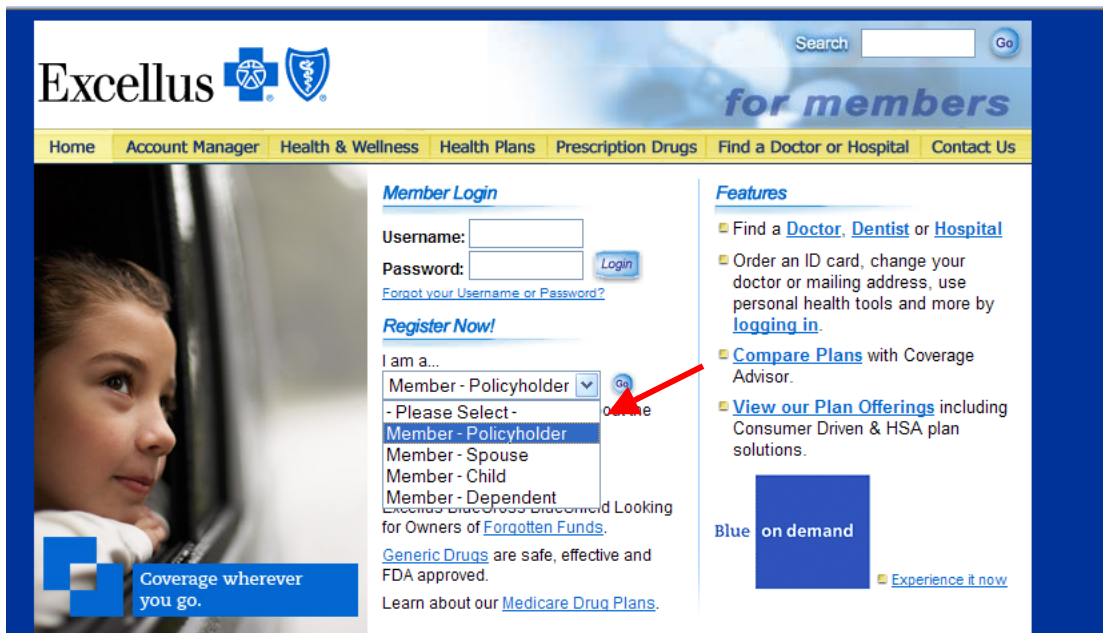


How to Register to Access Blue Cross Blue Shield Online


- 1) Logon to the website www.excellusbcbs.com
- 2) Select/ right mouse click on For Members (See red arrow)



- 3) Under Register Now! Select in the "I am a..." box by mouse clicking on the Member-Policyholder. (See red arrow.)



- 4) Fill in the information as described on the website. The Subscriber ID Number is listed on your identification card. Do NOT include the first three letters "ONC," but DO include any letters contained in the next nine "digits" that follows "ONC." Please note the instructions to list the Subscriber's name exactly as it is found on the ID card. At the bottom, if you agree to the acceptance of web terms, select by mouse clicking on "I agree to the statements..." and mouse click "Submit."

PRINTER FRIENDLY 

Subscriber Registration

Welcome! Please complete the following fields and click "Submit".

Subscriber Identification Number:

Please enter your subscriber ID without the 3 letter prefix, spaces or dashes.

Subscriber Date of Birth: Month: Year: (yyyy)
Year: Please enter in 4-digit format. Example 1964

Subscriber Gender:

Subscriber First Name:
Be sure to type the Subscriber's name as it appears on your Member ID card.

Subscriber Last Name:

You must agree to the following statements and policies to continue:

Representation
By accessing or registering with the member account system through this Web site, you are representing that you are the member or you are legally authorized to act on behalf of the member, and you agree not to impersonate or falsely claim to represent any other person. Any individual who provides false information, attempts to pose as or impersonate someone else, or otherwise defrauds Excellus BlueCross BlueShield may be subject to civil and criminal penalties and legal action.

Collection and Retention of Personally Identifiable Information
When you open an online account with us, we collect certain information from you, such as your first name, last name, date of birth, policy number, and email address. Read our [Privacy Policy](#) to learn how we protect your privacy. We maintain this information within our private, secure network for as long as your account remains active with us, or up to 60 days from your policy termination date. After 60 days of policy termination, your online account and personal health information will be deleted from our Web database. If you do not wish to provide us with this information, you will not be able to obtain an online account to use the member self-service and personalized health and wellness features of our Web site (such as managing your policy, storing your personal health record, changing your doctor, and more).

Acceptance of our Web Site Terms of Use
By accessing or registering with the member account system through this Web site, you are representing that you accept our [Web Site Terms of Use](#).

I agree to the statements and the policies defined above regarding Representation, Collection and Retention of Personally Identifiable Information and Web Site Terms of Use.

- 5) Once you select a user name and a password, you can access the online services shown below, such as:
- Request an ID card
 - Change your doctor
 - Change your address
 - View claims (under View Electronic Documents)

The screenshot shows the Excellus for members website. At the top left is the Excellus logo, which includes a blue cross with a white caduceus and a shield with a white cross. To the right of the logo is a search bar with the text "Search" and a "Go" button. Below the logo and search bar is a navigation menu with the following items: Home, Account Manager, Health & Wellness, Health Plans, Prescription Drugs, Find a Doctor or Hospital, and Contact Us. The main content area is titled "Welcome" and features a "Printer Friendly" icon. Below the title is a message: "To the left of the screen are the options currently available to you." followed by "Thanks for Clicking With Us!". A photograph of a family (a woman, a child, and a man) looking at a computer monitor is displayed below the text. On the left side of the page, there is a vertical list of service options: Change Your Doctor, Change Your Address, Request an ID Card, Print Forms, Manage Your Policy, Enroll in a new Policy, Share Your Protected Health Information, Manage Your Health Record, View Electronic Documents, Health Risk Assessments, Healthcare Advisor, Compare Hospital Quality, Flexible Spending Account, View Your Prescription Drug Claims, News & Updates, and Change E-Mail Address.

Excellus 

for members

Home Account Manager Health & Wellness Health Plans Prescription Drugs Find a Doctor or Hospital Contact Us

Change Your Doctor
Change Your Address
Request an ID Card
Print Forms
▸ Manage Your Policy
Enroll in a new Policy
Share Your Protected Health Information
Manage Your Health Record
View Electronic Documents
Health Risk Assessments
Healthcare Advisor
Compare Hospital Quality
▸ Flexible Spending Account
View Your Prescription Drug Claims
News & Updates
Change E-Mail Address

Welcome PRINTER FRIENDLY 

To the left of the screen are the options currently available to you.

Thanks for Clicking With Us!

