

# Registering for the Retail Producer Portal

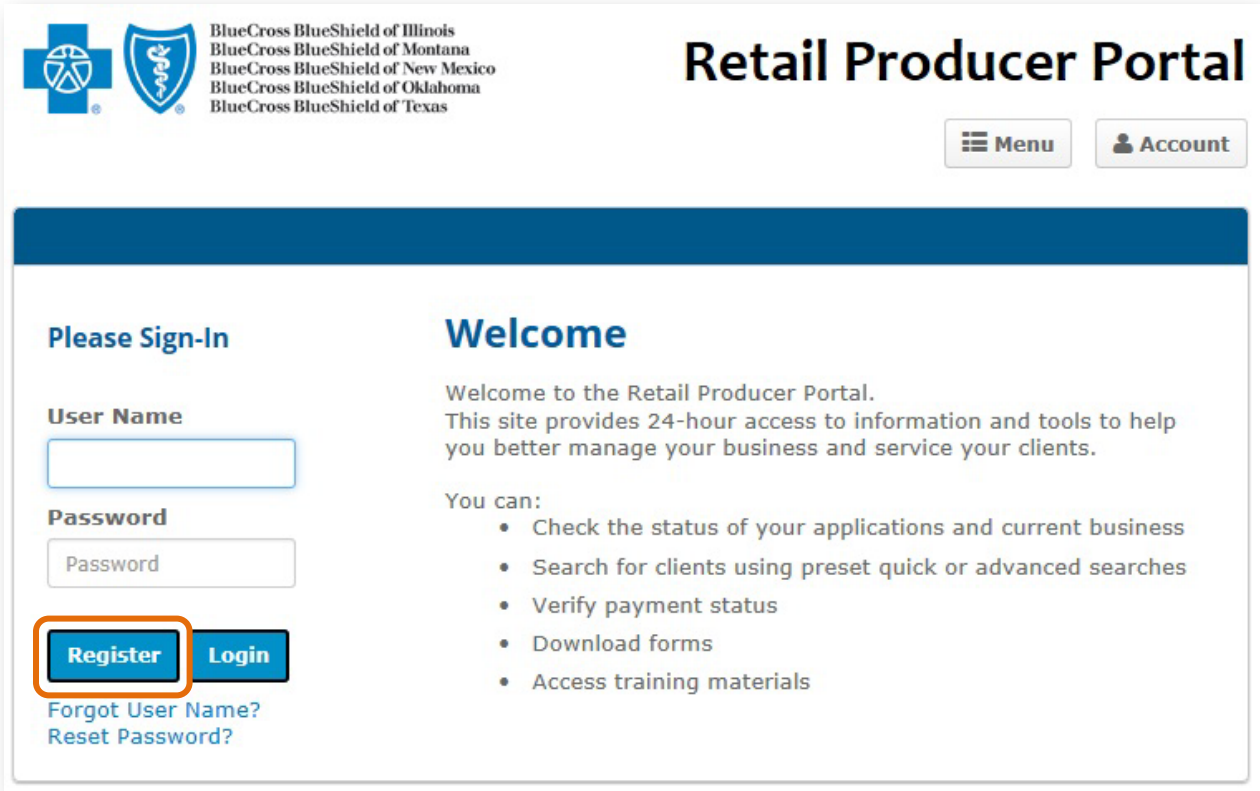
Only those that have completed our onboarding/contracting process can register with the Retail Producer Portal. That process includes completing important contact and license information via the online Producer Express onboarding system.

After the onboarding/contracting process is complete, you will receive a “Welcome” email with your personal nine-digit producer identification number.

At that point, you are ready to register with the Retail Producer Portal.

Go to the Retail Producer Portal

If you have completed the onboarding process, click the “Register” button.



# Select a User Name and Password

Complete all required fields to register for the Retail Producer Portal.

1. Enter your First and Last Name
2. Enter a User Name
3. Create a Password and confirm it.
  - The password must be six to nine characters.
  - The password can only contain letters and/or numbers; no special characters are allowed.
  - If you select letters, the letters can be lower case, upper case or a mix of both.

Registration

The Retail Producer Portal allows Producers to access information about their Retail Market and Medicare Supplemental individual business.

To apply for this service, please complete the form below. Please select at least one Blue Cross and Blue Shield (BCBS) state you would like to register for and then submit your request.

**NOTE:** Once your request is submitted, it can take up to 24 HOURS on a regular business day, and longer on the weekend, before you receive a confirmation e-mail letting you know your activation is completed. (Example: If you register on Monday at 3:00 PM, you should receive access by 3:00 PM on Tuesday. If you register Friday, Saturday or Sunday, it could be Monday or Tuesday before you receive an e-mail confirmation.) Please do NOT register more than one time. If you do not receive a confirmation e-mail within the time frames specified above, please select the 'Contact Us' link at the top of this page and call the telephone number associated with your BCBS state.

1

First Name \*

Last Name \*

2

User Name \* ?

Password \* ?

3

Confirm Password \*

Note: User Name and Password are case sensitive.

# Register for Your State

- 4. Select all the states in which you are authorized to sell.
- 5. Complete all required fields for each state. Required fields have a red asterisk.
- 6. In the Agent Unique ID box, enter the nine-digit identification number included in your “Welcome” email when you completed contracting (producers and agencies) or onboarding (subproducers) with our Producer Administration teams.  
  
**NOTE: If you contracted or onboarded to sell in multiple states, you have a unique ID number for each state.**
- 7. Click the “Continue” button.

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☒ Register for Illinois

Company Name

Address 1 \*

Address 2

City \*

State \*

IL

Zip Code \*

Agent Unique ID \*

6

Please enter the 9 digit identification number you were provided at the time of licensing by Producer Administration.

Phone \*

E-mail Address \*

☐ Register for Montana

☐ Register for New Mexico

☐ Register for Oklahoma

☐ Register for Texas

\* Denotes a required field.

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Continue

Register for Your State (continued)

- 8. After you click the "Continue" button, a confirmation message appears. Either select "Edit" to change the information you entered or click on the "Submit Registration" button.
- 9. Once you submit your information, a note pops up that you can have full use of the site once you receive a confirmation email. It can take up to 24 hours on a regular business day – and longer on the weekend – before you receive the confirmation email. For example, if you register at 3:00 p.m. on Monday, you should receive access by 3:00 p.m. on Tuesday. If you register Friday, Saturday or Sunday, it could be Monday or Tuesday before you receive an email confirmation. Click the "Back to Login Page" button. Note that it takes another day or two to activate your registration.

Please do not register more than one time.

Retail Producer Portal Registration Activation

This notice is to alert you that your registration request has been activated.

If you have any questions regarding this notification, please contact Producer Services toll free at (888) 313-5526.

State Farm agents - please call 1-877-699-5849 for assistance.

NOTE: Any replies to this E-mail will not be received.

Thank you,  
Retail Producer Portal Customer Service

Print this page for your records.

User Name:	jessicacamp
First Name:	Jessica
Last Name:	Camp

Confirm Texas Registration Information

Company Name:	Producer Name Company
Address 1:	123 Test St
Address 2:	
City:	Testville
State:	TX
Zip Code:	99999
Agent Unique ID:	999999999
Phone:	8155551212

E-mail Address: testproducer@gmail.com

EditSubmit Registration

Registration Information Submitted

Thank you, your registration information has been submitted. You will receive an e-mail confirming your activation within 1 business day.

9Back to Profile Page

Registration Confirmation Email

Once you receive your activation email (example at left), you can return to the Retail Producer Portal and log in with the User Name and Password that you created during the registration process. If you do not receive this email within two business days, please contact us. Contact information can be found under the Menu in the login page.