

## Starting Your Account

Whenever you need to access your online enrollment account, please use the link provided by your employer.

You may need to create a unique user name and password, although your employer may provide you with the information initially.

- If your employer provides you with a user name and password, the first time you log in, you will have to change your password. Please take care to create a unique password that isn't easily guessed. Once you set your personal log in information, you will continue to use this information to log in to your account in the future.

The first time you log in, you will need to create your account.

- First, select the **Create an Account** link.

Next, you need to create your own user name and password.

- Make sure to create a unique password that isn't easily guessed. Once you set your personal log in information, you will continue to use this information to log in to your account in the future.
- To verify that you are not an automated program trying to gain access, you will be asked a series of questions in which you will have to identify photographs showing specific things.
- Enter your email address and phone number
- Create secret questions which will help provide additional security for your account
- Save your information

Now, you can select how you prefer to be contacted by Blue Cross of Idaho regarding your benefits. If you prefer not to enter this information, select **Skip**.

*Note: You can sign up for electronic explanation of benefits statements and monthly e-newsletters by editing your Blue Cross of Idaho account preferences at **members.bcidaho.com**.*