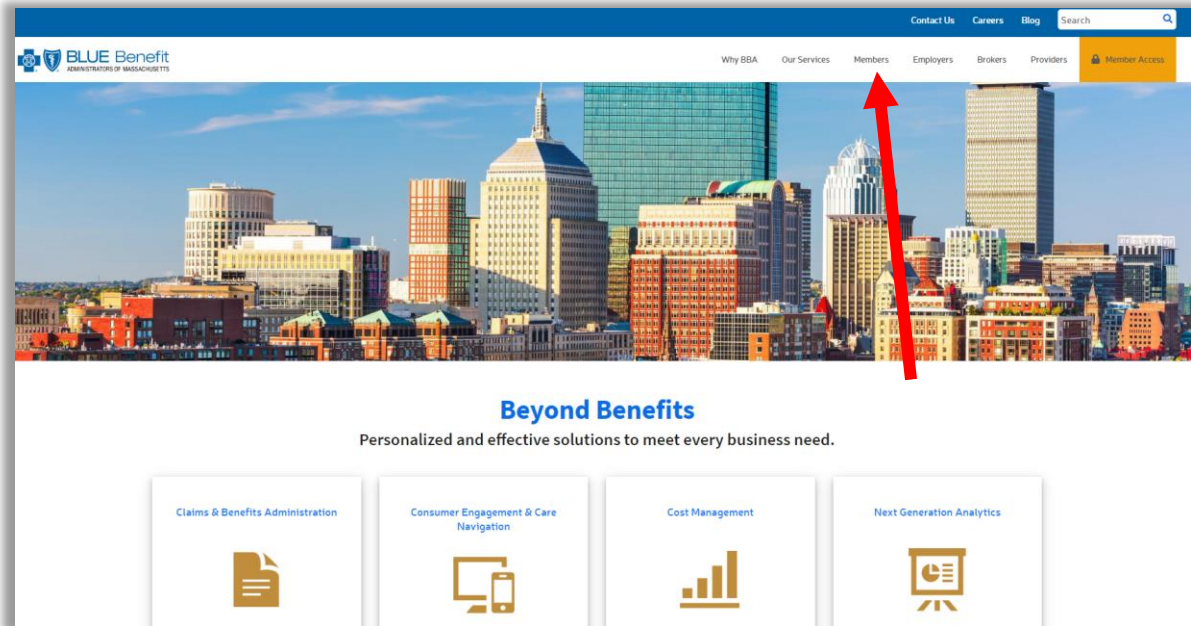


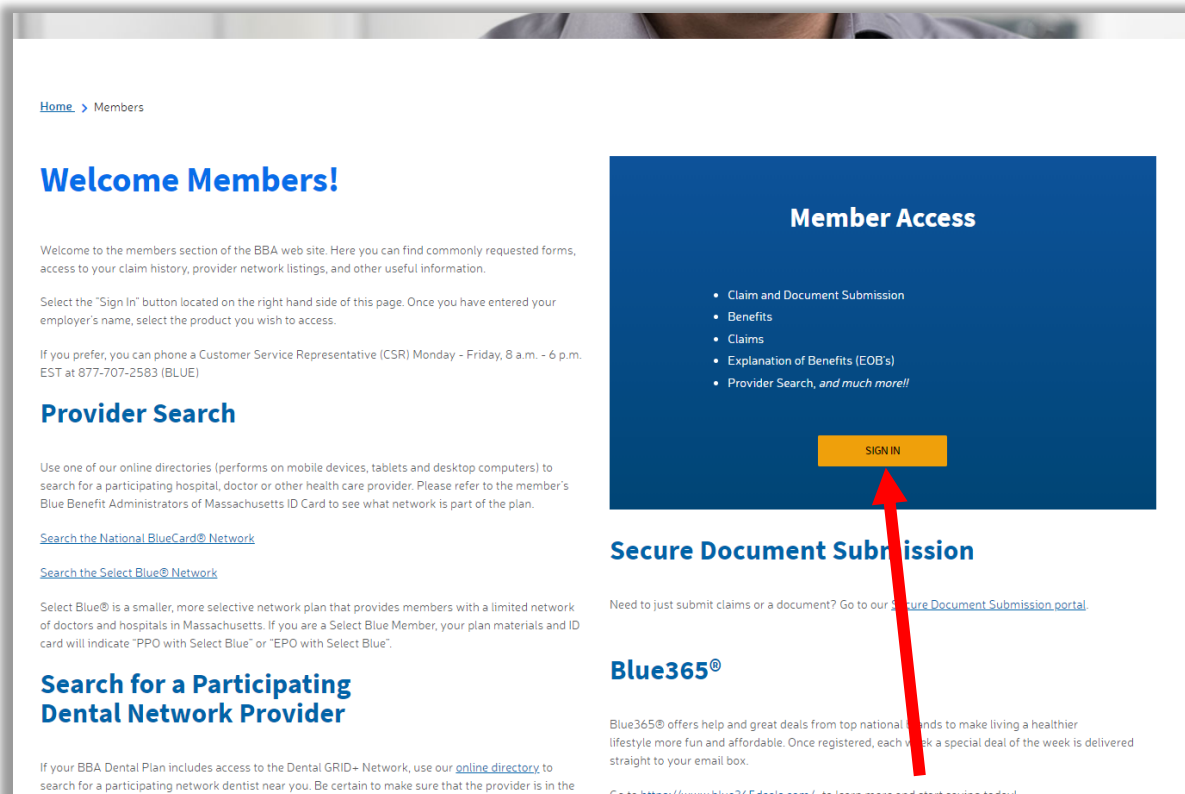
STEP 1

Visit bluebenefitma.com on your laptop, tablet or mobile device. Once the site has loaded click the **members** tab.



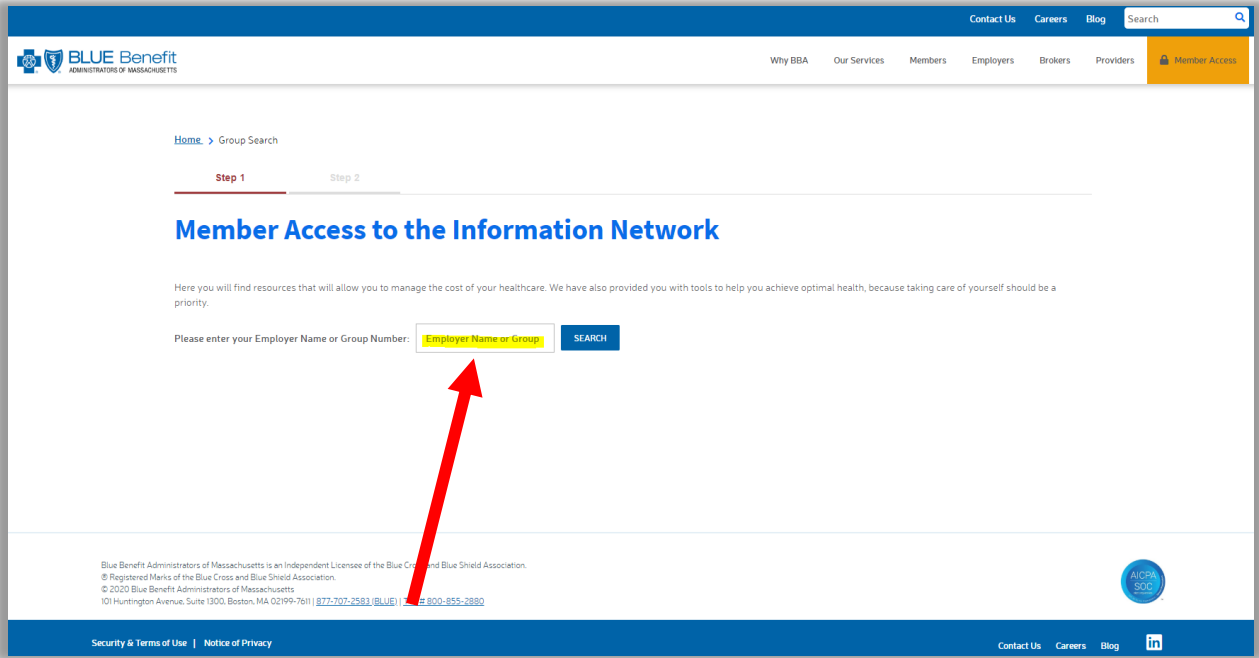
STEP 2

The members screen will then load. Once here, click the yellow **Sign In** button.



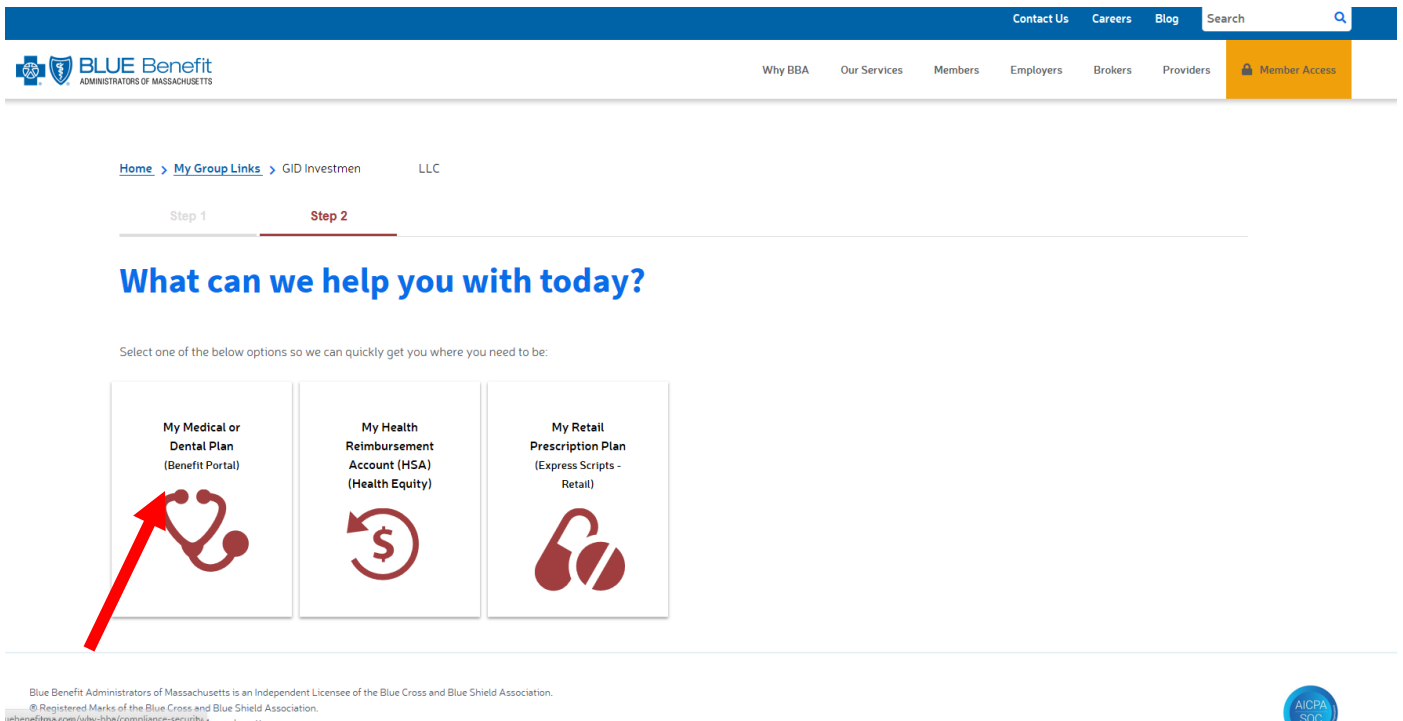
STEP 3

After clicking the Sign In button, you will be directed to the **member navigational wizard**. Here, enter your **company name** or **company group number** and hit the search button.



STEP 4

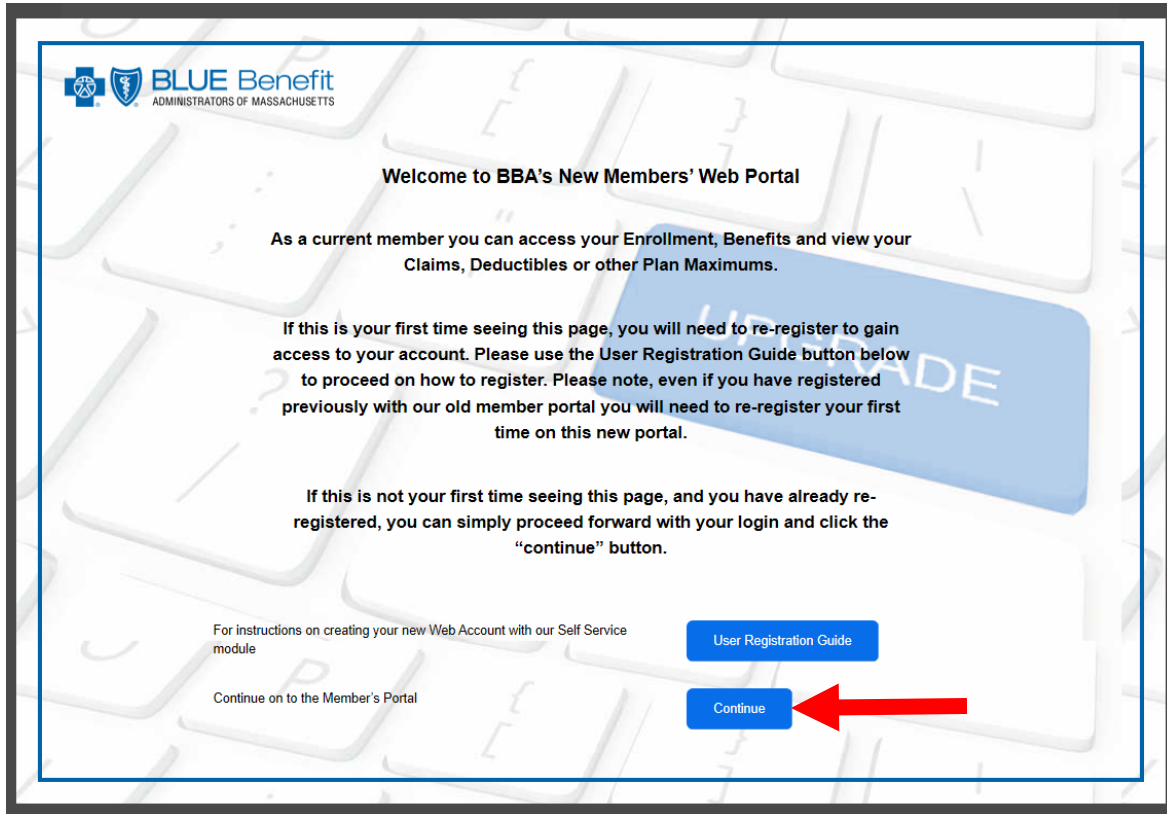
Once on the employer product navigational page has loaded, you will see all of your employers products thru BBA. To register for the BBA new member portal click the **My Medical or Dental Plan** Tile.



STEP 5

This will bring you to the *BBA Welcome Speedbump*. Here it advises you that if you have not registered in the new member portal you will need to do so. **Please note: even if you have registered in the old portal, you will need to re-register to gain access to the NEW member portal.**

Click **continue** to register.



BLUE Benefit
ADMINISTRATORS OF MASSACHUSETTS

Welcome to BBA's New Members' Web Portal

As a current member you can access your Enrollment, Benefits and view your Claims, Deductibles or other Plan Maximums.

If this is your first time seeing this page, you will need to re-register to gain access to your account. Please use the User Registration Guide button below to proceed on how to register. Please note, even if you have registered previously with our old member portal you will need to re-register your first time on this new portal.

If this is not your first time seeing this page, and you have already re-registered, you can simply proceed forward with your login and click the "continue" button.

For instructions on creating your new Web Account with our Self Service module

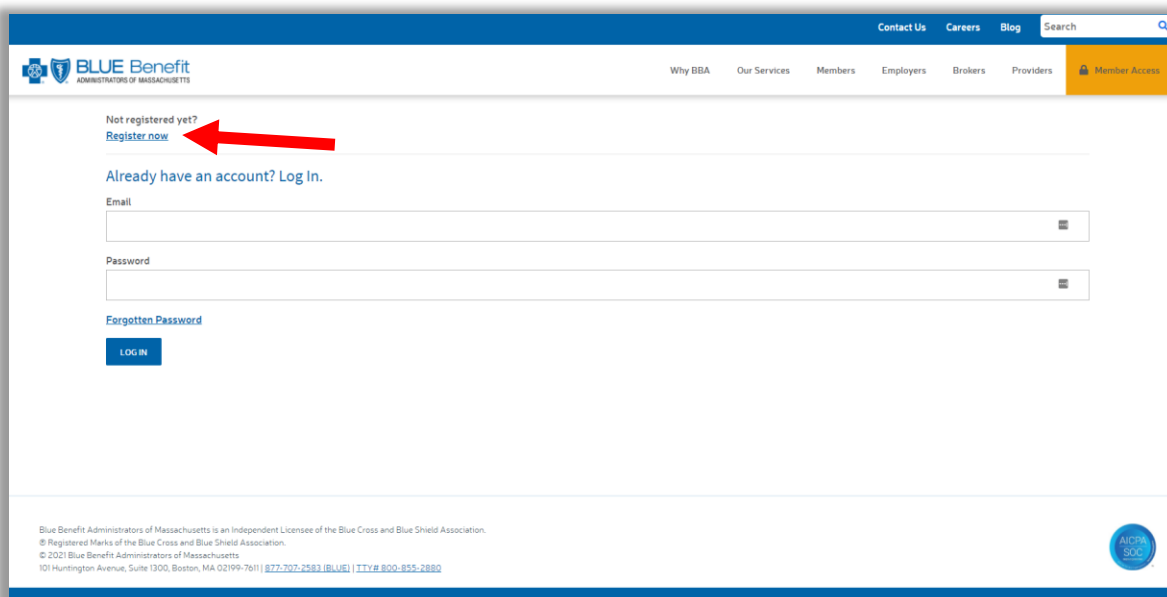
Continue on to the Member's Portal

User Registration Guide

Continue

STEP 6

Next, on the Login screen, click the **Registration Now** link.



BLUE Benefit
ADMINISTRATORS OF MASSACHUSETTS

Why BBA Our Services Members Employers Brokers Providers Member Access

Contact Us Careers Blog Search

Not registered yet?
[Register now](#)

Already have an account? Log In.

Email

Password

[Forgot your Password?](#)

LOG IN

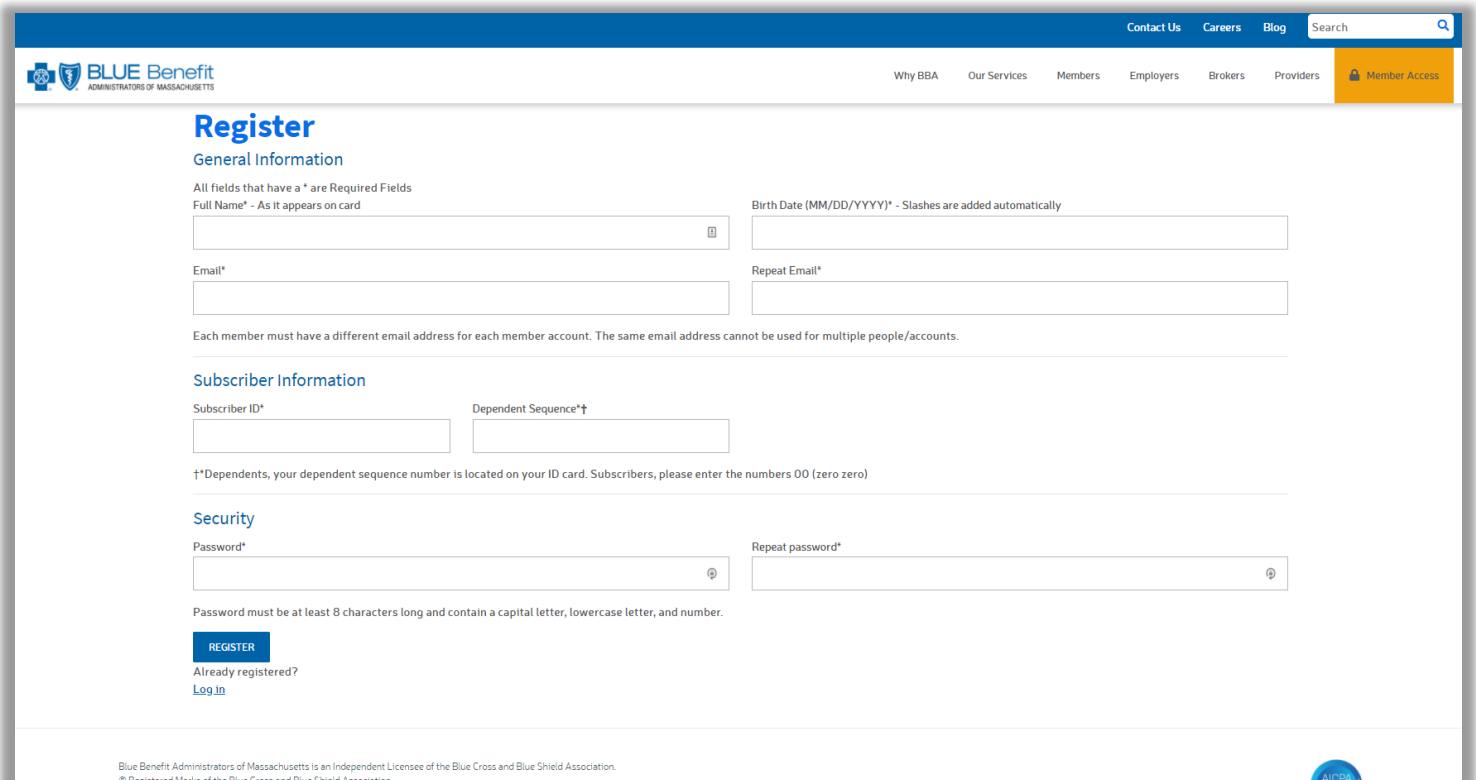
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STEP 7

Finally, fill out **all** of the required fields and then press **register**.

***Please Note the following when filling out the E-Registration Form:**

- Enter your first and last name **as it appears on your member ID card**.
- Enter your member ID which can be found on the front of your member ID card
- When typing in an email, please note that each user must have a separate email address for each account. For example, a mother can not use the same email address as her child.
- For your security, when creating a password be sure to include the following:
 - Passwords must be at least 8 characters long
 - 1 capital Letter
 - 1 lower case letter
 - 1 numeric character



The screenshot shows the registration page for BLUE Benefit Administrators of Massachusetts. The page has a blue header with navigation links: Contact Us, Careers, Blog, and a search bar. Below the header is a navigation menu with links for Why BBA, Our Services, Members, Employers, Brokers, Providers, and Member Access. The main content area is titled "Register" and includes a "General Information" section with fields for Full Name*, Birth Date (MM/DD/YYYY)*, Email*, and Repeat Email*. A note states: "Each member must have a different email address for each member account. The same email address cannot be used for multiple people/accounts." Below this is the "Subscriber Information" section with fields for Subscriber ID* and Dependent Sequence*†. A note explains: "†Dependents, your dependent sequence number is located on your ID card. Subscribers, please enter the numbers 00 (zero zero)". The "Security" section has fields for Password* and Repeat password*. A note specifies: "Password must be at least 8 characters long and contain a capital letter, lowercase letter, and number." At the bottom of the form is a blue "REGISTER" button, a link for "Already registered? Log In", and a small AICPA logo in the bottom right corner. The footer contains the text: "Blue Benefit Administrators of Massachusetts is an Independent Licensee of the Blue Cross and Blue Shield Association. ® Registered Marks of the Blue Cross and Blue Shield Association."