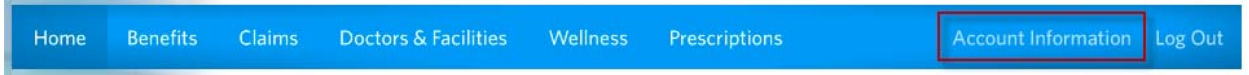


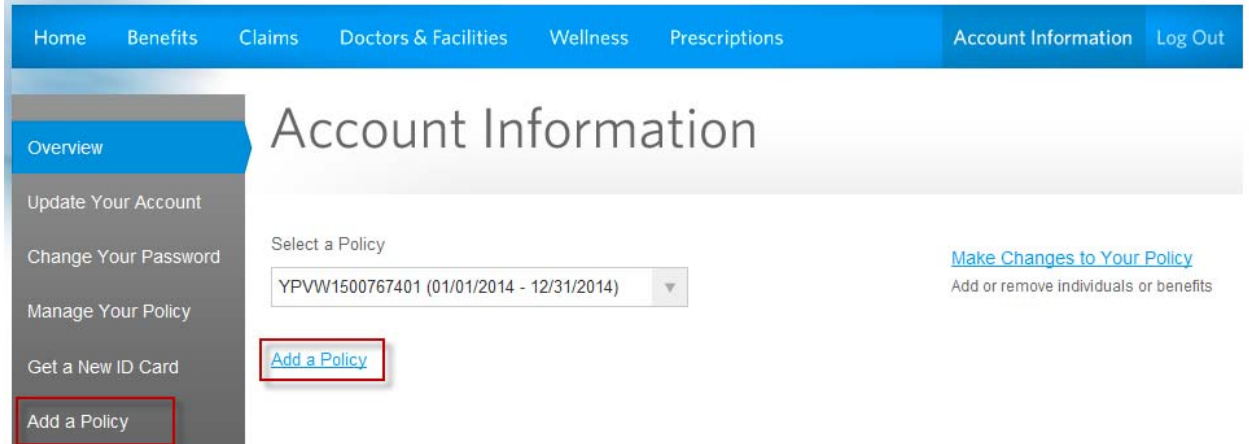
## Add Policy Process

Process to link additional BCBSNC policies to an existing Member Services account.

1. Log into Member Services, and Click on "Account Information"



2. Click on "Add a Policy"



- Enter the Subscriber ID number for the policy you want to add to your Member Services account, including both the letters (e.g., YPPW) and the numbers (e.g., 12345678), as well as the ZIP Code for the mailing address associated with that policy, then click Next.

Home
Benefits
Claims
Doctors & Facilities
Wellness
Prescriptions
Account Information
Log Out

Overview
Update Your Account
Change Your Password
Manage Your Policy
Get a New ID Card
Add a Policy
Member's Authorization Form
Update Contact Information
Manage Billing & Payments
Provide Social Security Number
Site Help

## Add A Policy

Have a new or additional BCBSNC policy? To add a policy to your account, please provide the following information *for the policy you want to add*.

If you have additional BCBSNC or other carrier health coverage, you may need to [provide other coverage details](#) to ensure accuracy in processing your claims.


**1. Enter the Subscriber # as it appears on your ID card**

Letters:   
 (Should include 0-4 letters)

Numbers:   
 (Should include 8-11 numbers)

**2. Enter the ZIP code where you receive policy information**

ZIP Code:



Sample card -- your card may be different

BlueCross BlueShield		BlueOptions	
Subscriber Name:	01	ANC123 COMPANY	
Subscriber ID:	02	123456	
Subscriber Group:	03	12345678901234567890	
Subscriber Plan:	04	12345678901234567890	
Member's Health and Dental:	05		
Member ID:	06	Primary	\$10
Member ID:	07	Secondary	\$20
Member ID:	08	Light Care	\$50
Member ID:	09	Light Care	\$100
Member ID:	10	Prescription Drug	12345678901234567890
Member ID:	11	Same as out of network	
Member ID:	12		

NEXT >

- Enter your Member number for this policy (e.g., 01, 02, etc. – the number that appears next to your name on the card), then click Next.

If all data entered matches the data in our systems, this policy should now be linked to your Member Services account.

All policies associated with your Member Services account will be listed in the drop-down menus on the Account Information, Benefits and Claims pages. To view information for a specific policy, simply select that policy from the drop-down menu.