



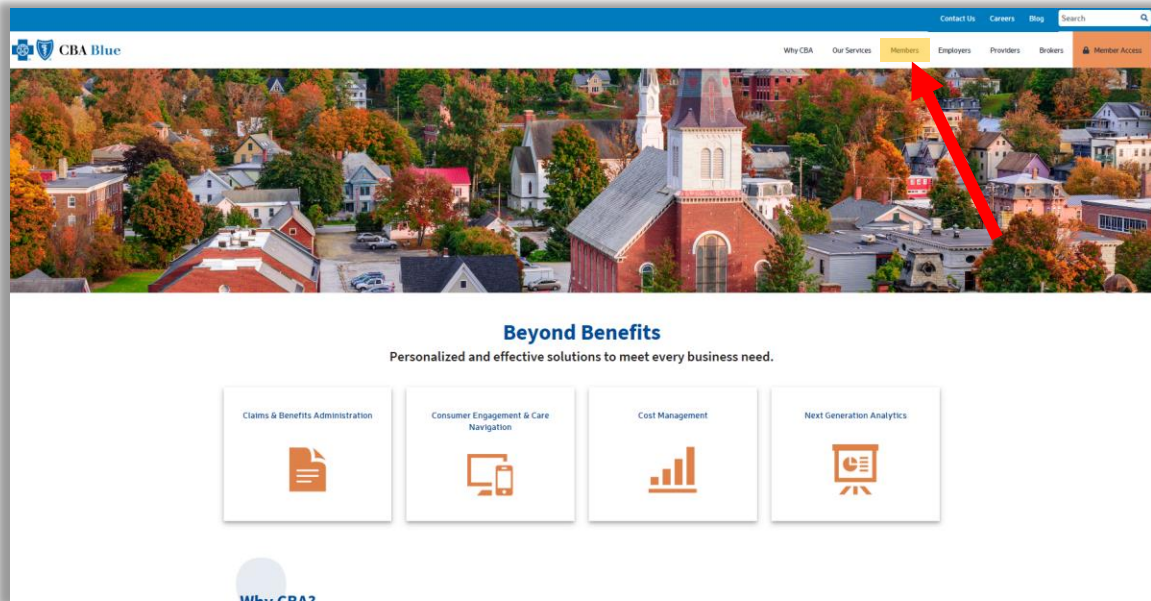
# CBA Blue

An independent licensee of the Blue Cross and Blue Shield Association.

## Member Portal Registration

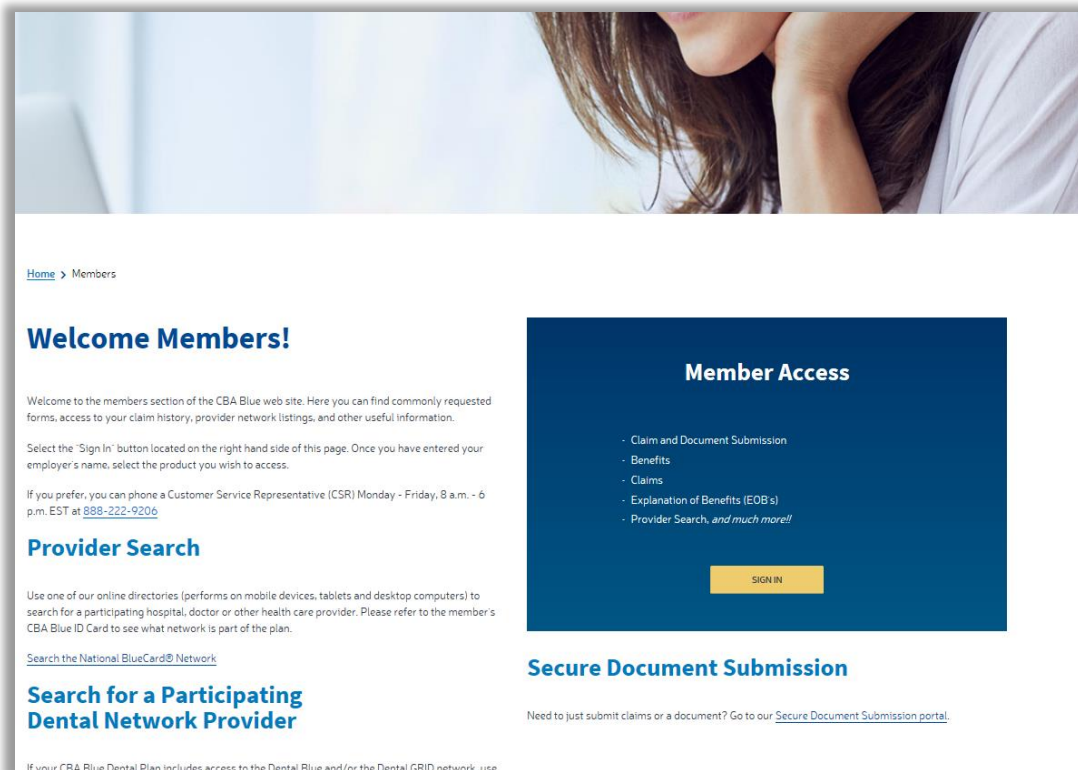
### STEP 1

Visit [cbabluevt.com](http://cbabluevt.com) on your laptop, tablet or mobile device. Once the site has loaded click the **members** tab.



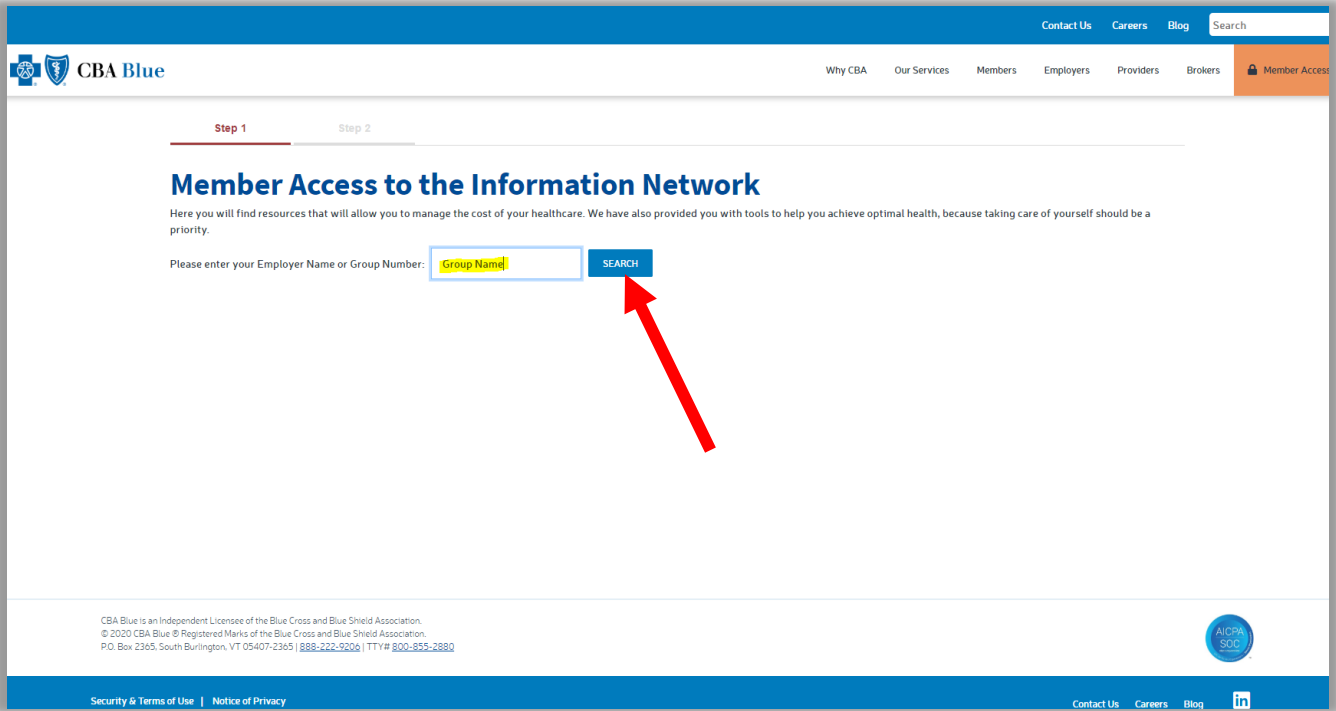
### STEP 2

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



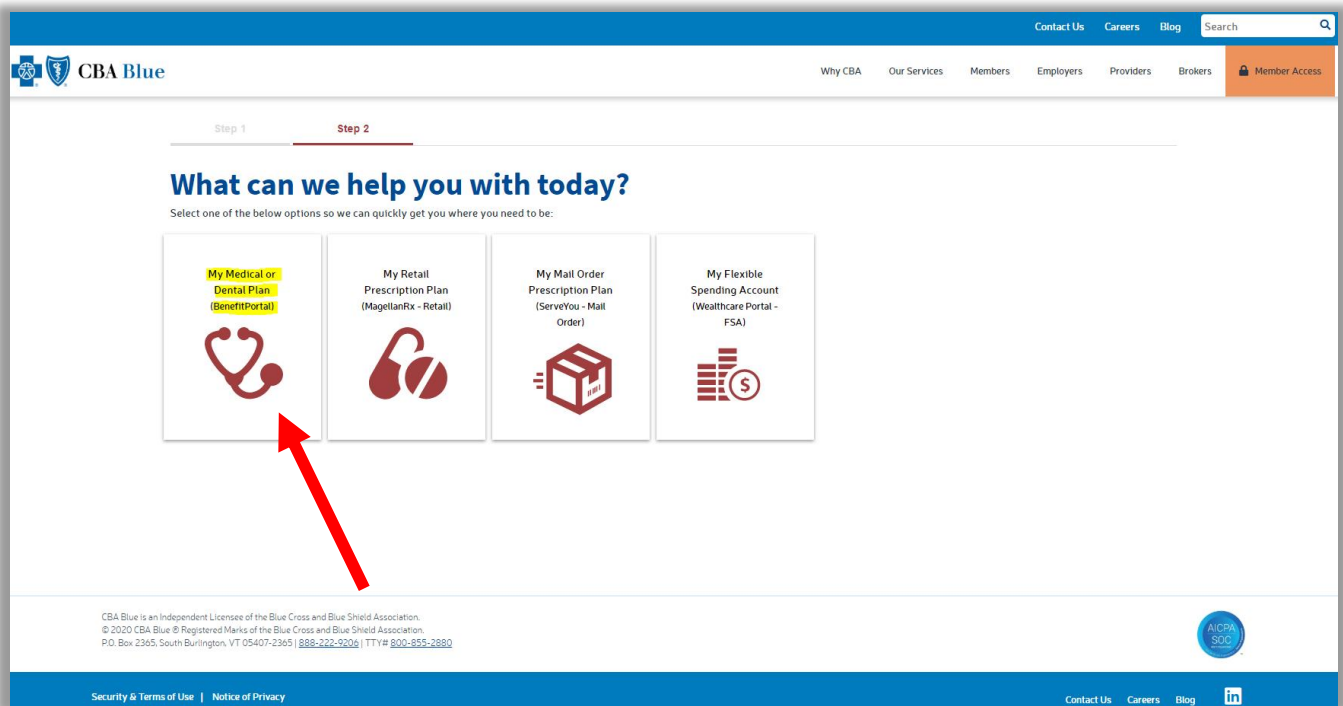
### STEP 3

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

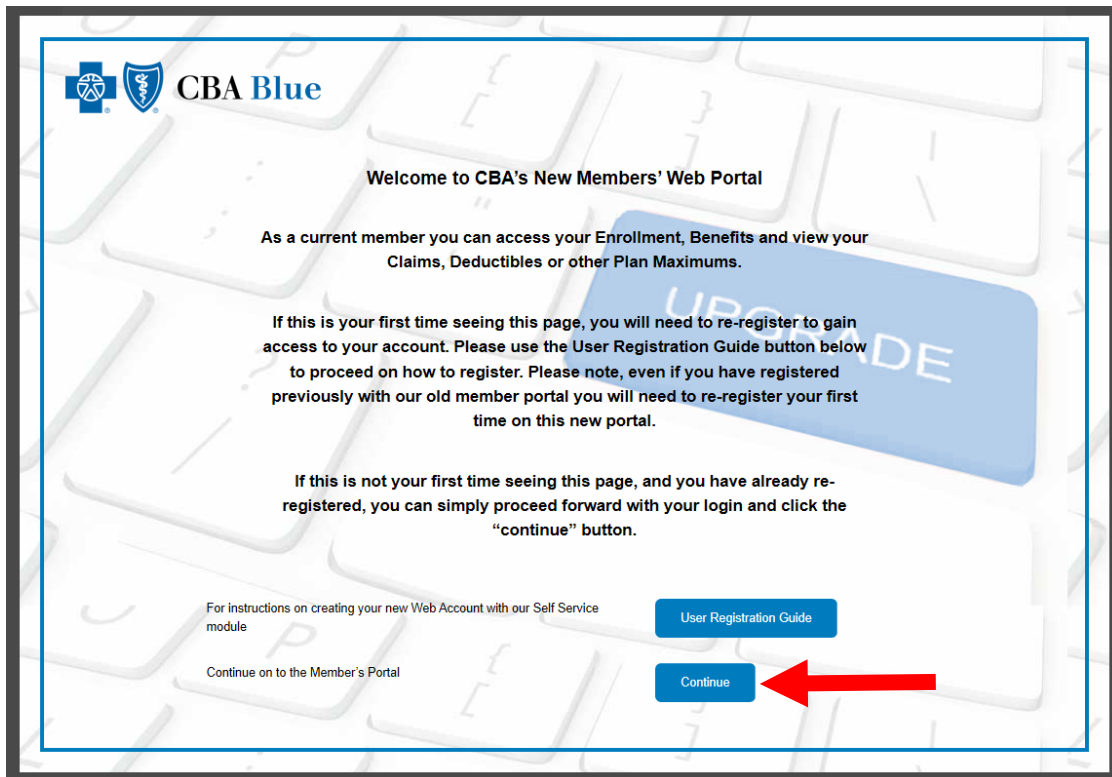
Once on the employer product navigational page has loaded, you will see all of your employers products thru CBA Blue. To register for the CBA Blue new member portal click the **My Medical or Dental Plan** Tile.



## STEP 5

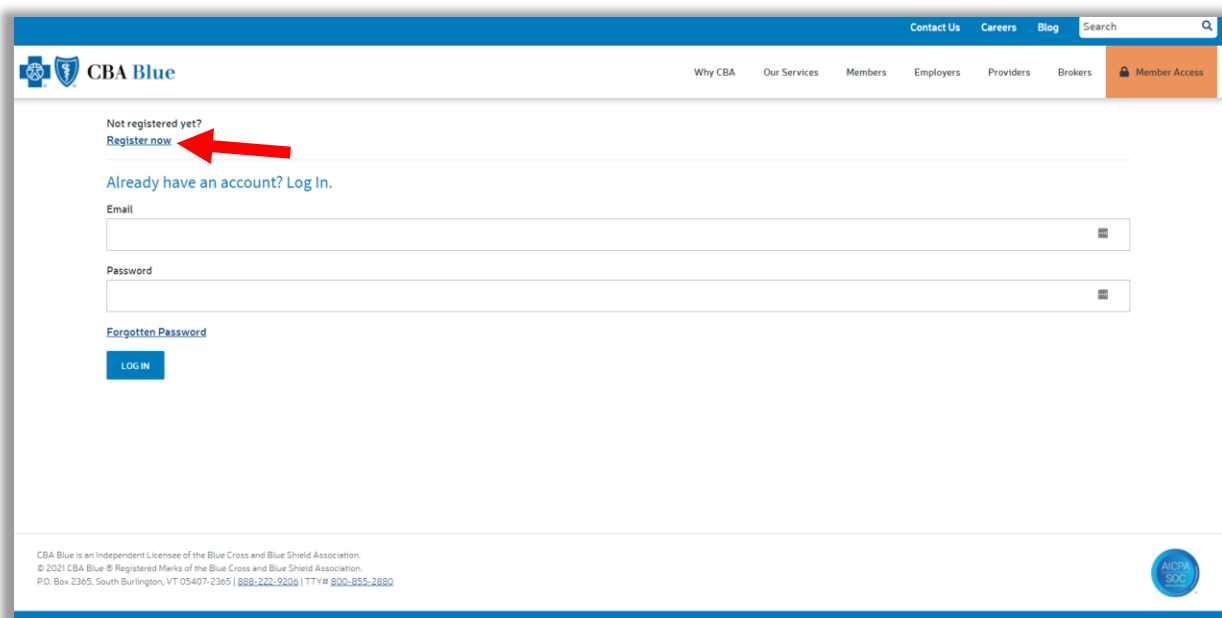
This will bring you to the *CBA Blue Welcome Speedbump*. Here it advises you that if you have not registered in the new member portal you will need to do so. **Please note: even if you have registered in the old portal, you will need to re-register to gain access to the NEW member portal.**

Click **continue** to register.



## STEP 6

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

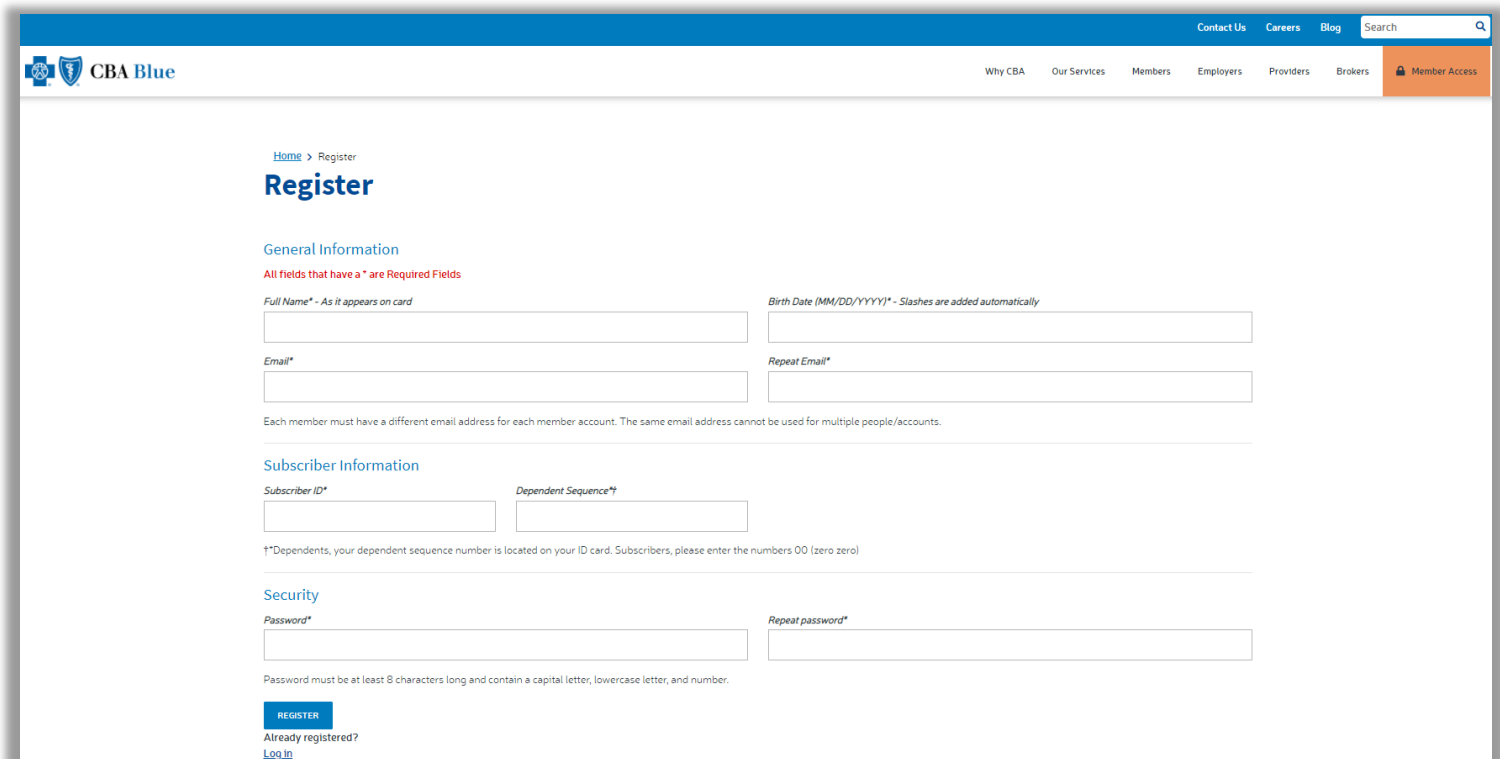


**STEP 7**

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 CBA Blue registration page. At the top, there is a navigation bar with links for Contact Us, Careers, Blog, and a search bar. Below the navigation bar, the CBA Blue logo is on the left, and a menu with links for Why CBA, Our Services, Members, Employers, Providers, Brokers, and Member Access is on the right. The main content area is titled "Register" and includes a breadcrumb "Home > Register". Under "General Information", there are four required fields: Full Name (with a note "As it appears on card"), Birth Date (with a note "MM/DD/YYYY" and "Slashes are added automatically"), 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." Under "Subscriber Information", there are two required fields: Subscriber ID and Dependent Sequence (with a note: "Dependents, your dependent sequence number is located on your ID card. Subscribers, please enter the numbers 00 (zero zero)"). Under "Security", there are two required fields: Password and Repeat password. A note states: "Password must be at least 8 characters long and contain a capital letter, lowercase letter, and number." At the bottom, there is a blue "REGISTER" button, a link for "Already registered? Log in", and a copyright notice: "© CBA Blue ® Registered Marks of the Blue Cross and Blue Shield Association."