



BlueCross BlueShield of North Carolina

An independent licensee of the Blue Cross and Blue Shield Association

Registration Help for Providers

Providers

New User Registration:

1. In the upper left side of the screen, click the link that says New User Registration.
2. Under “**Sign Up for Your New Account**”, select Provider. Click the Next button.

Sign Up for Your New Account

I am a/an:

Next

Enter your personal information:

Personal Information

First Name:

Last Name:

Provider Information

Practice/Provider Name:

(For TIN - Enter only numbers, do not enter dashes, slashes etc.)

TIN:

NPI:

Phone:

Previous Next

1. For Tax Identification Number (TIN) – Enter your nine digit Tax Identification Number. Do not include dashes (-) or slashes (/).

Note: The Tax Identification Number that you enter should match the billing Tax Identification Number submitted on Claims.

2. For National Provider Identifier (NPI) – Enter your ten digit Type I National Provider Identifier number. Do not include dashes (-) or slashes (/).

Note: The Type I National Provider Identifier number that you enter should be your personal Type I National Provider Identifier. It should not be the practice/billing entity Type II National Provider Identifier.

3. Phone number – Enter phone number in the format of 999-999-9999.

4. Once all personal information has been entered, click the Next button.

Sign Up:

Sign Up

User Name:

(Password minimum length 8, with at least 1 letter, 1 number and 1 of the following: !@#\$%^&*)

Password:

Confirm Password:

E-mail:

(Will be displayed as a reminder when using "Forgot Password")

Security Question:

(When using "Forgot Password" you must enter the answer as defined here)

Security Answer:

Previous Create User

1. User Name – Create a unique User Name.
2. Password – Create a Password. Your Password should be a minimum length of eight characters, with at least one letter, one number and one of the following: ! @ # \$ % ^ & * ()
3. Enter your Email address.
4. Enter a Security Question and Security Answer.

Note: The Security Question will be displayed as a reminder if you click on “Forgot Your Password?”

When using “Forgot Your Password?”, you must enter your Security Answer.

5. Click the Create User button.

6. Please make a record of your User Name, Password, Security Question and Security Answer. You will use the User Name and Password to access the web site. If you forget your User Name and Password, you can answer the Security Question, to request a new password.

For Customer Service, please call 1-800-305-6638.

Log in:

1. Once you have successfully created your User Name and Password, click the Continue button.

2. Log in using the User Name and Password that you just created.

Returning Users Log In

User Name:

Password:

(Password minimum length 8, with at least 1 letter, 1 number and 1 of the following: !@#\$%^&*)

Log In