



RBG Bulletin 9.15.16

Blue Shield 12/1 Renewal Packets Available for Downloading



12/1/16 Renewal Packets can be downloaded as of today! (9/15/16)

Log in to Producer Services: <https://www.blueshieldca.com/producer/home.sp>

>Click on "Renewal & Post-Enrollment packets"

>Search for your group, then download the renewal packet.

Requests for Emailed Copies of the Renewal

Requests to have the renewal packet emailed to the agent by Producer Services cannot be accommodated until the packet has been mailed to the group (on or after September 22, 2016). Until then, packets are only available by downloading via Producer Connection.

Renewal Training Resources

Visit the [Small Business Online Tools Resource Page](#) to access:

- [Online Renewals Quick Start Guide](#) for instructions on how to add/delete plans to the employer contract. In addition, once the renewal is submitted, you can enter employee level changes including adding and deleting dependents from coverage.
- [FAQ's for Small Group Online Renewal Tool](#)
- [Video - Access Online Renewals and Employer Connection Plus](#) (1:26)

Still Have Questions?

Contact Producer Services at 800-559-5905 for step-by-step assistance.

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