



Regence BlueShield of Idaho is an Independent Licensee of the Blue Cross and Blue Shield Association

Employer Center Setup Form

Use this form when adding access to Employer Center outside of initial enrollment or at a group's renewal anniversary.

PRIMARY GROUP ADMINISTRATOR INFORMATION

For access to Employer Center you will need to identify a Primary Group Administrator who will have access to all features available to your employer group. The Primary Group Administrator will also be responsible for granting and managing Secondary Group Administrator access for this employer.

Employer Name	
Group ID(s)	
First Name	
Last Name	
E-mail Address	
Phone Number	

ONLINE ENROLLMENT CHOICES

Employee Self Enrollment: Will you allow employees to enroll themselves and update family information online through myRegence.com, our secure site for members? If you select this option you will have the ability to review and approve select transactions. You will also have the flexibility of performing enrollment transactions for those employees who are unable to do them.

- Allow employees to enroll themselves and update family information online.
- Do not allow employees to enroll themselves online and update family information online.