



Horizon Blue Cross Blue Shield of New Jersey

Making Healthcare Work[®]

Horizon BCBSNJ Internet Service Application Form Instructions

www.horizonblue.com

In order to receive access to Horizon's Broker Online Services, this application in its entirety must be submitted for each individual user. If you have further questions regarding this application, please contact your Horizon Sales Consultant. After you have completed this application, please fax on your company's letter head to your Horizon Sales Consultant at the appropriate fax number below:

<p><u>NORTHERN NJ:</u> Attention: Sales Consultant Fax#: 1- 973-466-7076</p>	<p><u>SOUTHERN NJ:</u> Attention: Sales Consultant Fax#: 1-856-638-3163</p>
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Broker Information Section: This section must be completed for your Agency Information.

Broker Name: Name of the Master Broker Organization.

Horizon Broker ID: Horizon assigns a unique identifier for each Broker Agency to restrict access. If you do not have a Horizon Broker ID, please contact your Horizon Sales Consultant.

Active Horizon Group Number: If you are requesting access to Member Maintenance to support your small group customer, then the Horizon assigned Group number is required. If you do not know if you need access or which Group you service, please leave it blank. Horizon will verify that you have access rights to service the group number requested. You need to provide at least ONE group number.

User Information Section: This section must be completed for the user needing the access.

First Name: First name of the person.

Last Name: Last name of the person.

Email Address: Individual's email address. Please note that email address is required to communicate User account information, such as changed password.

Telephone Number: Individual's telephone number.

Application Access Section: This section is required to grant access rights to the user for Horizon's Broker Online Services. Leaving this section blank will result in an incomplete application and no account will be created. You can use this section to identify if you would like to setup a new user account, modify an existing user account for additional access, or would like to terminate or remove access to an existing user account.

Quotes/Proposals/Renewals/PQS for Master Broker: Access Horizon Quotes/Proposals, Online Renewals and Download PQS application as a Master Broker. You must be setup as a Master Broker with Horizon.

Quotes/Proposals/Renewals/PQS for Sub Producer: Access Horizon Quotes/Proposals, Online Renewals and download PQS application as Sub Producer. Master Broker must be setup prior to requesting this access.

Internet Group Enrollment: Access Horizon Internet Group Enrollment application

Member Maintenance: Access Horizon Member Maintenance application to service your small groups. Active Horizon Group Number (Broker Information Section) must be supplied.

Existing User ID: If you are modifying or terminating access for existing user, please supply user's User ID, if known.

Broker Approval Section: This section is required to be completed by Master Broker. It is required for all applications. Incomplete applications will not be processed.

Master Broker Name: Name of the Master Broker

Signature: Signature of the Master Broker

Date: Date of Signature

Telephone Number: Telephone number of Master Broker



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Broker Portal User Security Request (Small Employer Brokers only)

Please note that all fields are required and that this form **MUST** be submitted on you company letterhead. Please submit this form to your account representative.

Broker Information:

Broker Name: _____

Horizon Broker ID Number: _____

Active Horizon Group Number*: _____

User Information:

First Name: _____ Last Name: _____

E-mail: _____ Telephone: _____

****Please note that all requests take one to five business days to process. You will receive notification via e-mail when the request for on-line access has been completed.****

New User – Request Access:

- Quotes/Proposals/Renewals/PQS – Master Broker/Broker
- Quotes/Proposals/Renewals/PQS – Sub Producer
- Internet Group Enrollment
- Member Maintenance

Existing User – Update/Add Access:

- Quotes/Proposals/Renewals/PQS – Master Broker/Broker
- Quotes/Proposals/Renewals/PQS – Sub Producer
- Internet Group Enrollment
- Member Maintenance

Existing User – Terminate Access:

- Quotes/Proposals/Renewals/PQS – Master Broker/Broker
- Quotes/Proposals/Renewals/PQS – Sub Producer
- Internet Group Enrollment
- Member Maintenance – User ID: _____

Broker Approval:

By registering for Portal access, I acknowledge that I will only use the information contained therein in a lawful manner and that my actions will be subject to existing agreements and contracts.

Print Name: _____ Sign Name: _____

Date: _____ Telephone No.: _____

Horizon BCBSNJ Use Only:

Date Received: _____ Active Group No.*: _____

Date Completed: _____ Initials: _____

* Required for Member Maintenance access.

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