



CBA Blue

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

Secure Document Submission Portal

CBA Blue's **Secure Document Submission Portal** is a data encrypted system built to allow our members and participants a way to securely submit claims, required documents, correspondences, and other HIPAA related materials to CBA Blue.

This document serves as an overview of how to use this portal and how to submit claims.

Getting to Submission Page

The member/participant will visit <https://secure.cbabluevt.com>. Here, the user(s) will see the **Secure Document Submission Portal** page.

Once on this page, the user will click the applicable required link (**Medical & Dental** or **Reimbursement Accounts**) to submit their HIPAA or claim materials.

Completing Electronic Form

After clicking the required link, an electronic form will load and the member/participant will need to fill in the required fields. The required fields are as followed:

- Participant/Member Name
- Email Address
- Group/Employer Name
- File Upload – more to details to come on next steps “Submitting Forms”

Submitting Forms

Once all required information has been filled in, the member/participant will need to upload the required form, correspondence, and/or additional required documentation. *

You can do this by clicking the browse button and search for the desired files on your PC to upload. Once you have uploaded the desired files. **Click submit** to send the information to CBA Blue for processing.

Please note that you can upload up to 3 files for each submission, and upload file size cannot exceed 10MB in size.

***Important Note: All claims must be submitted with a fully completed and signed applicable form. If a form is not submitted with the correct form and accompanied with the necessary documentation, the claim will not be processed.**