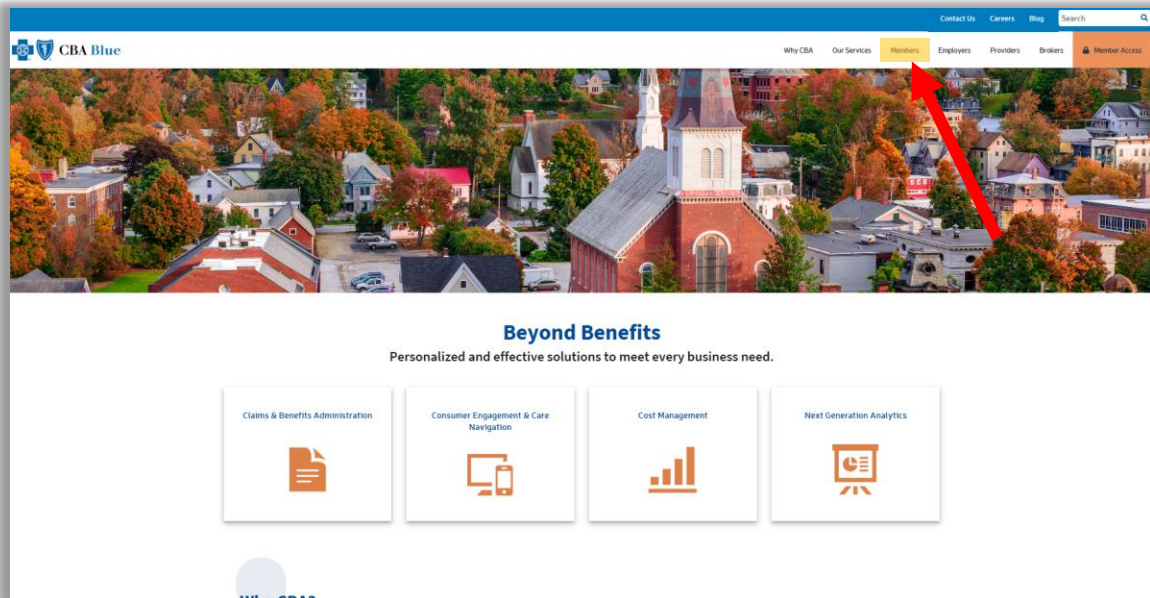# CBA Blue
An independent licensee of the Blue Cross and Blue Shield Association.

Member Portal Registration
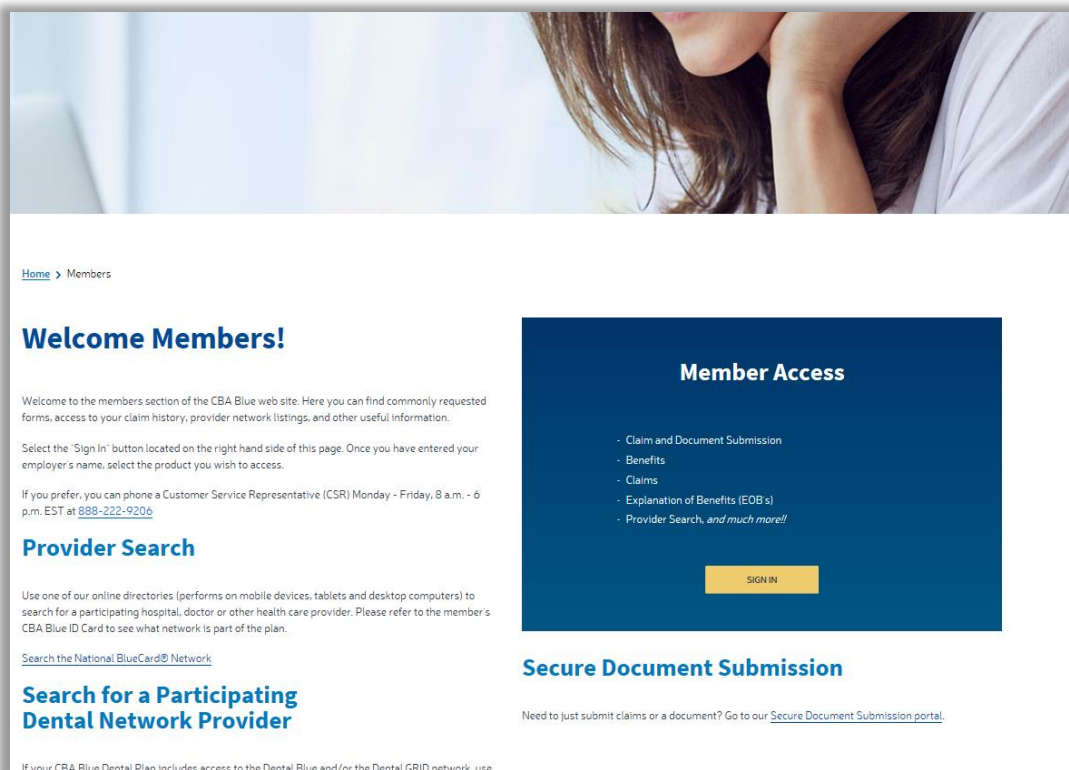
STEP 1

Visit *cbabluevt.com* on your laptop, tablet or mobile device. Once the site has loaded click the ***members*** *tab.*
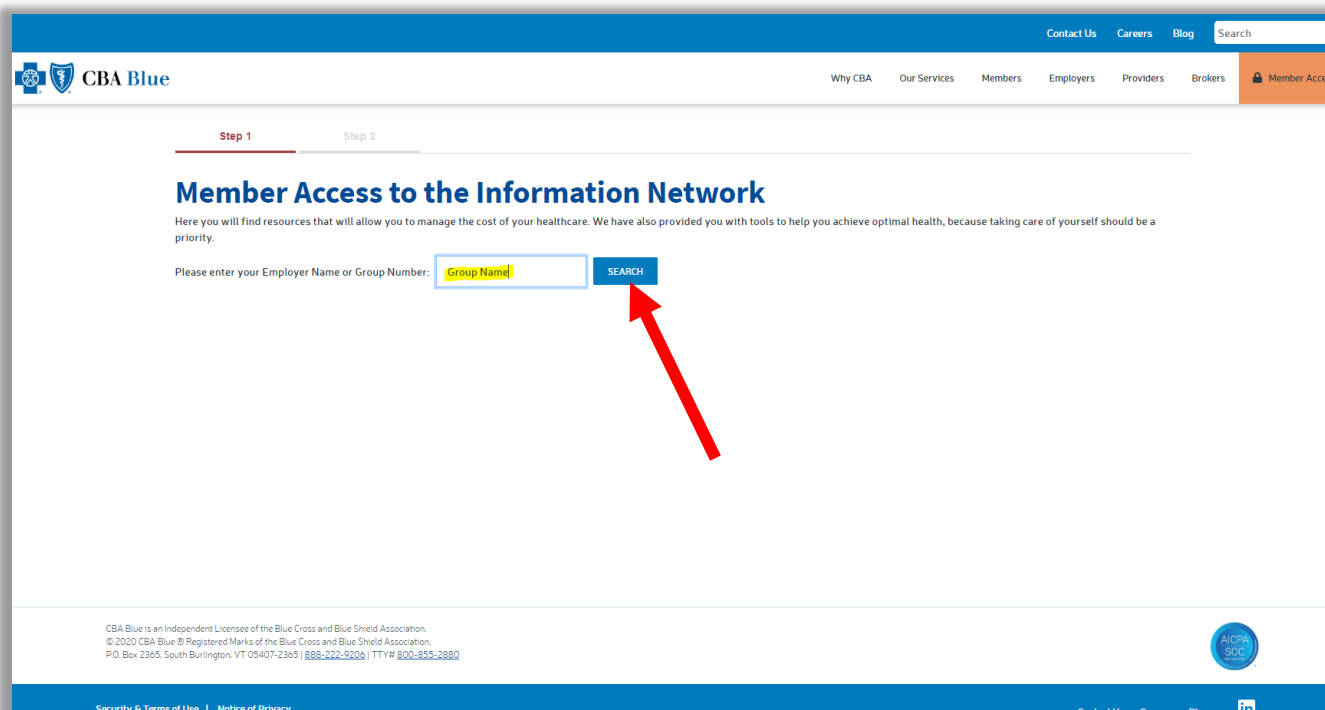

STEP 2

The members screen will then load. Once here, click the yellow *Sign In* button.

STEP 3

After clicking the Sign In button, you will be directed to the *member navigational wizard*. Here, enter your **company name** or **company group number** and hit the search button.
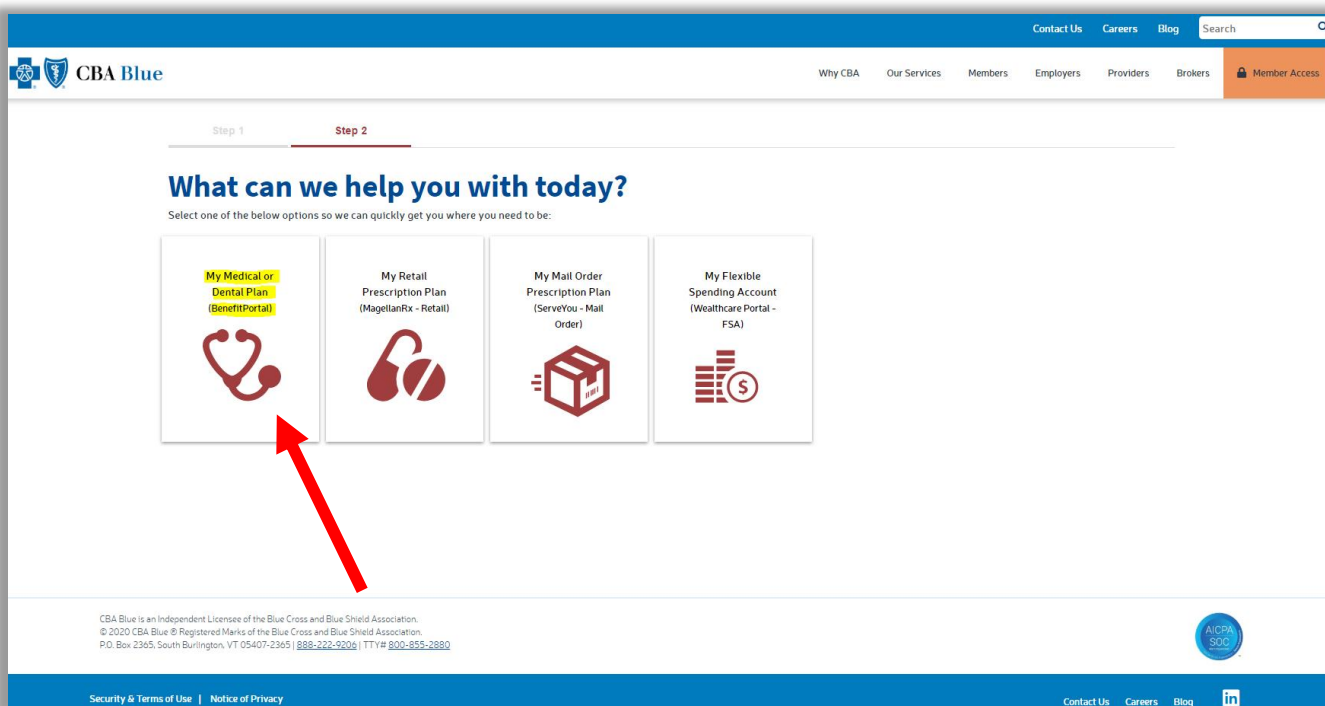
STEP 4

Once on the employer product navigational page has loaded, you will see all of your employers products thru CBA Blue. To register for the CBA Blue new member portal click the *My Medical or Dental Plan* Tile.

STEP 5

This will bring you to the *CBA Blue Welcome Speedbump*. Here it advises you that if you have not regsitered in the new member portal you will need to do so. **Please note: even if you have registered in the old portal, you will need to re-register to gain access to the NEW member portal.**

Click **continue** to register.
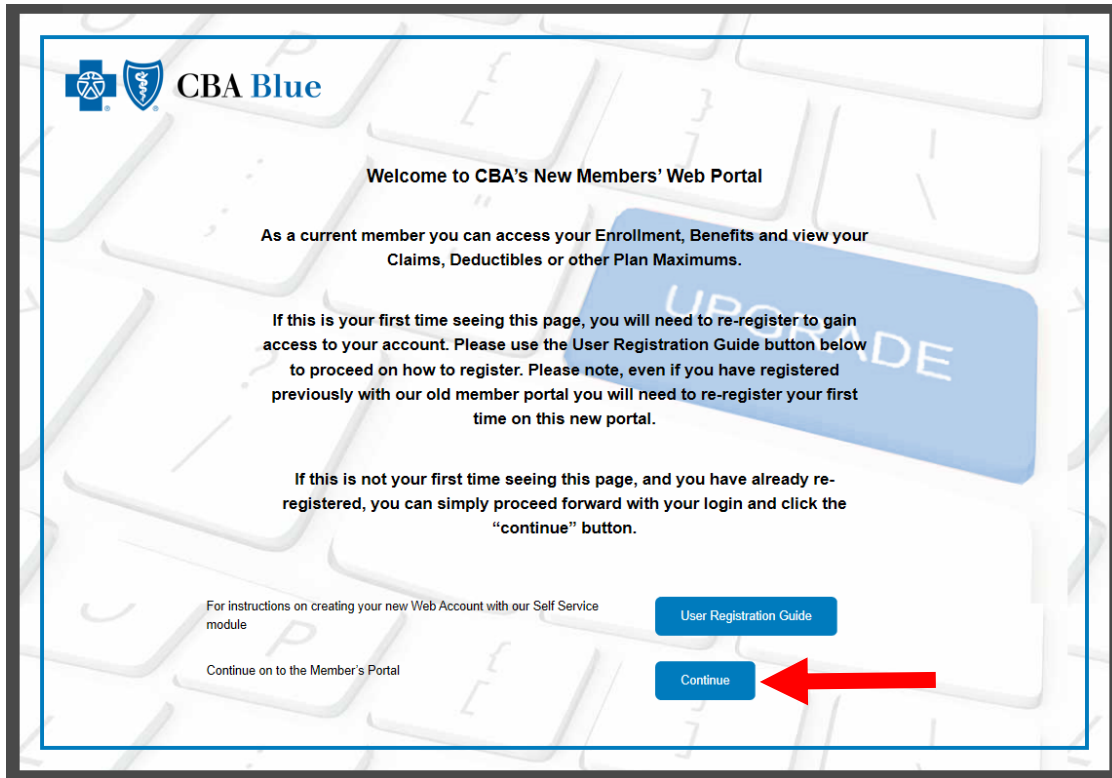
STEP 6

Next, on the Login screen, click the *Registration Now* link.

CBA Blue
An independent licensee of the Blue Cross and Blue Shield Association.
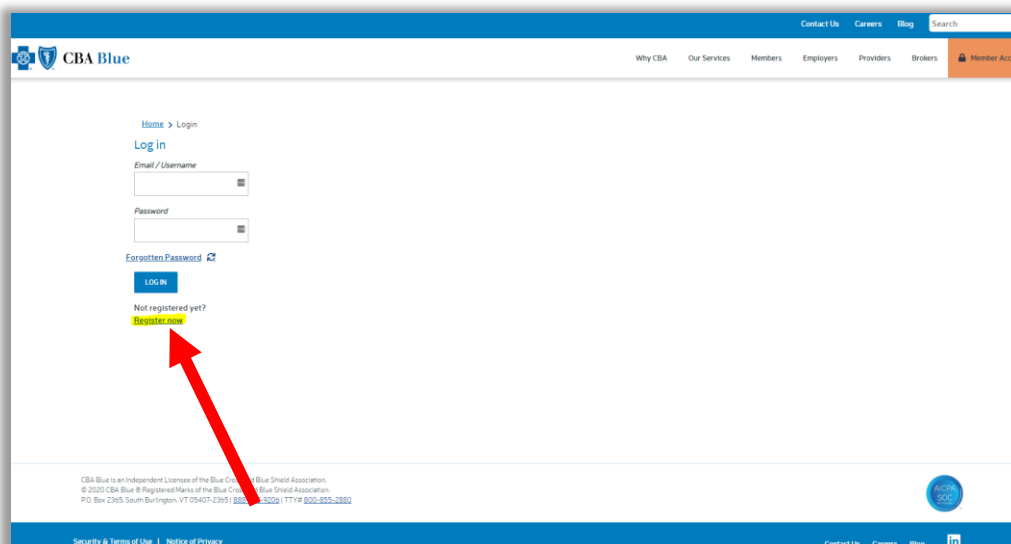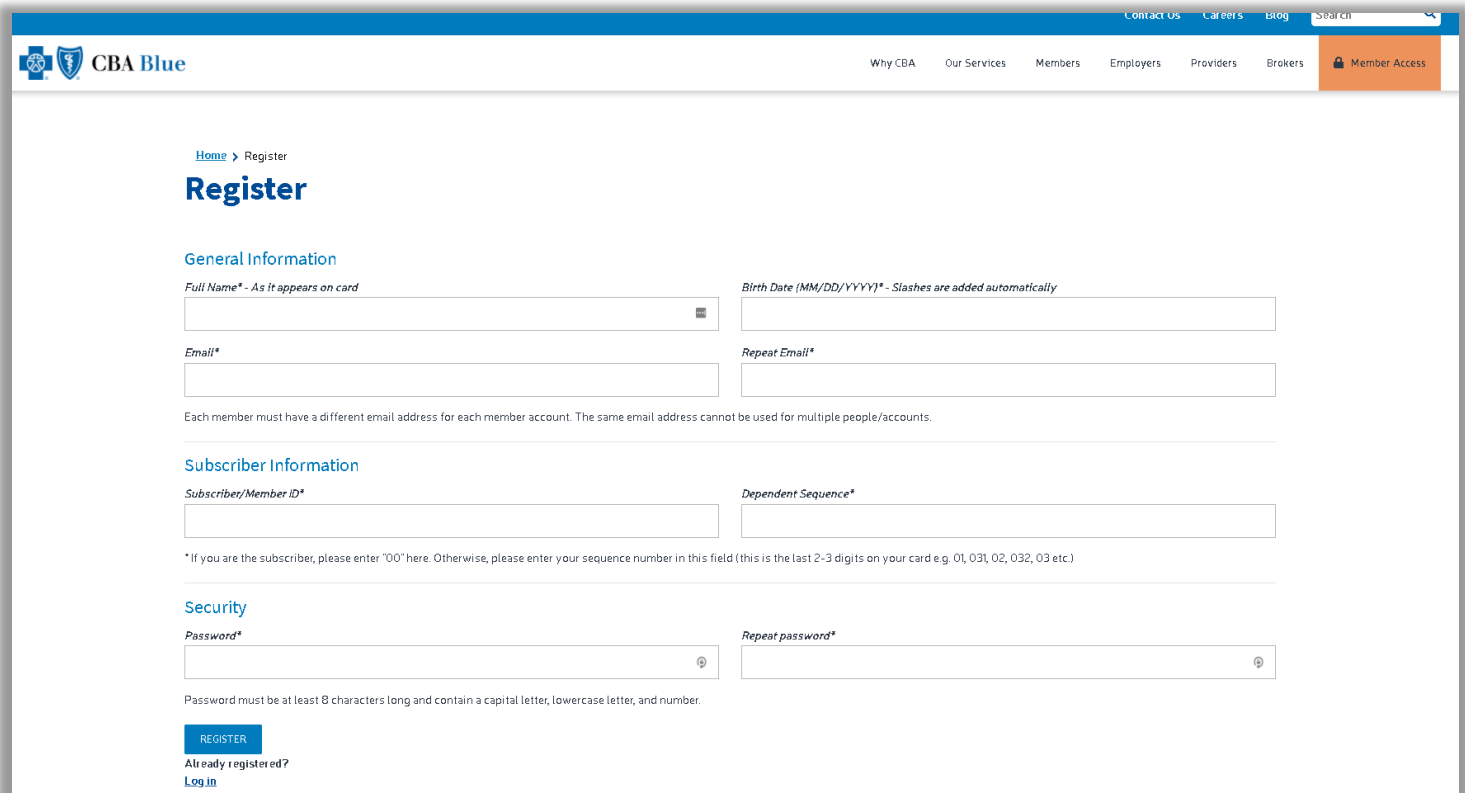
STEP 7

Finally, fill out **all** of the required fields and then press *register*.

*Please Note the following when filling out the E-Registration Form:

➢ Enter your first and last name **as it appears on your member ID card**.
➢ Enter your member ID which can be found on the front of your member ID card
➢ When typing in an email, please note that each user must have a separate email address for each account. For example, a mother can not use the same email address as her child.
➢ For your security, when creating a password be sure to include the following:
   o Passwords must be at least 8 characters long
   o 1 capital Letter
   o 1 lower case letter
   o 1 numeric character

How to Print EOB Information

1. After logging in to your secure member portal, scroll down to the **"Recent Claims"** area and click **"See All Claims."**

Recent Claims

Number	Date	For	Type	Doctor / Facility	Total	Status
219-0000455524-00	04/18/2019	JOHN	Medical	Springfield Medical Center	$949.00	Paid
219-0000450067-00	04/25/2019	JOHN	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid
219-0000435357-00	04/11/2019	JOHN	Medical	Springfield Medical Center	$112.00	Paid
219-0000399225-00	03/13/2019	JOHN	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid
219-0000350126-00	02/05/2019	JOHN	Medical	Springfield RX Pharmacy LLC	$5,022.09	Paid

SEE ALL CLAIMS

2. Once this page loads, scroll down to the desired claim or use the filters at the top of the page to find the needed claim.

My Dashboard

Edit Profile

Deductibles & Out of Pocket Maximums

JOHN's Utilization

LINDSAY's Utilization

MEKEILA's Utilization

KINZIE's Utilization

GIANA's Utilization

Claims

All Documents

Print your card

Claim Status

RESET ALL FILTERS

Date From	Date To	Filter By Person	Filter By Type	Search By Keyword
mm/dd/yyyy	mm/dd/yyyy	All Types	All Names	Search...

All Claims

Show 5 entries

Number	Date	For	Relationship	Type	Doctor / Facility	Total	Status
219-0000450067-00	04/25/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid
219-0000455524-00	04/18/2019	JOHN	Self	Medical	Springfield Health Services	$949.00	Paid
219-0000435357-00	04/11/2019	JOHN	Self	Medical	Springfield Health Services	$112.00	Paid
219-0000397550-00	03/14/2019	GIANA	Child	Medical	Springfield Health Services	$64.74	Paid
219-0000399225-00	03/13/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid

Showing 1 to 5 of 61 entries

Previous 1 2 3 4 5 ... 13 Next

3. Once you have found the desired claim, click the **blue claim number** link.

Number	Date	For	Relationship	Type	Doctor / Facility	Total	Status
219-0000450067-00	04/25/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid
219-0000455524-00	04/18/2019	JOHN	Self	Medical	Springfield Health Services	$949.00	Paid
219-0000435357-00	04/11/2019	JOHN	Self	Medical	Springfield Health Services	$112.00	Paid
219-0000397550-00	03/14/2019	GIANA	Child	Medical	Springfield Health Services	$64.74	Paid
219-0000399225-00	03/13/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	$5,333.45	Paid

howing 1 to 5 of 61 entries   Previous 1 2 3 4 5 … 13 Next

4. This will bring up the "**Claim Detail Screen**," which has all data on a normal Explanation of Benefits (EOB).

Claim Details

Claim Type:	Medical	Claim Number:	220-0000!
Incurred Date:	4/30/2020	Received Date:	5/11/2020
Patient Name:		Payment Date:	5/29/2020
Provider:	Physicians	Payment To:	Physicians
Paid To Provider:	$167.39	Paid to Patient:	$0.00
Adjustment to Claim Payment:	$0.00	Patient Responsibility:	$18.60
Total Charge:	$921.00	Total Payment:	$170.39

Service Line Details

From Date	Through Date	Procedure Code	Revenue Code	Charge	Ineligible	Discount	Copayment
⊖ 4/30/2020	4/30/2020	99284		$921.00		$735.01	$0.00

Deductible
$0.00

Coinsurance
$18.60

Total Paid
$167.39

| ⊕ Totals: | -- | -- | -- | $921.00 | $0.00 | $735.01 | $0.00 |

Code Descriptions & Messages

Procedure Code

5. To Print this information, use one of the following ways:

- **Print Screen**
  To capture your entire screen, tap the **Print Screen** (sometimes labeled **PrtScn**) key. Your screenshot will not be saved as a file, but it will be copied to the clipboard. You'll need to open an image editing tool (such as Microsoft Paint), paste the screenshot in the editor and save the file from there.
  You can also set the PrtScn button to open the Snip & Sketch tool by going to **Settings > Ease of Access > Keyboard** and toggling on **Use the PrtScn button to open screen snipping** under Print Screen Shortcut.

- **Windows key + Print Screen**
  To capture your entire screen *and* automatically save the screenshot, tap the **Windows key + Print Screen key**. Your screen will briefly go dim to indicate that you have just taken a screenshot, and the screenshot will be saved to the Pictures > Screenshots folder.

- **Windows key + shift-S**
  You can also use keyboard shortcut **Windows key + shift-S** (or the new **Screen snip** button in the Action Center) to capture a screenshot with Snip & Sketch. Your screen will dim and you'll see Snip & Sketch's small menu at the top of your screen that will let you choose with type of screenshot you want to capture.

- **Alt + Print Screen**
  To take a quick screenshot of the active window, use the keyboard shortcut **Alt + PrtScn**. This will snap your currently active window and copy the screenshot to the clipboard. You'll need to open the shot in an image editor to save it