



BBP Admin
BENEFITS ADMINISTRATION

COBRA, FMLA, FSA, HRA, HSA, TRANSIT

info@bbpadmin.com

www.bbpadmin.com

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Insurance Carrier Linking Process

Linking your insurance carrier feed to BBP is available for both debit and non-debit card clients. *Please see your employer or call BBP to see if this is an option for your employer.

If you have a debit card: Insurance carrier linkage will be used for auto-substantiating debit card charges. To avoid being asked to send in your receipts after you use the Benefits Card, you can sign up for the EasySystem to have your insurance carriers send in the information. If you have any manual claims, you will have to submit those separately via email, mail or fax or our online portal/mobile app.

If you do not have a debit card: All claims will be processed for manual reimbursement for the participant automatically. As the claim is processed with the insurance carrier and fed over to BBP, the claim will be reimbursed to the participant.

***Please note: Claims will only be automatically substantiated /processed for service dates moving forward from the date you sign up. Any claims incurred prior to the date you sign up will need to be submitted by the participant.*

In order to get started, you will first need to have an account created with your insurance carrier. After an account is created with your insurance carrier you will need to follow this link and follow the instructions below:

<https://www.easyenrollment.net/enroll/easysystem>

Step 1: Click this URL: <https://www.easyenrollment.net/enroll/easysystem>

Step 2: Click Start



Easy System Employer Signup

Sign up to have your claims automatically sent to Better Business Planning.



AES 256-bit
Encrypted

1. Enter Personal Information
2. Verify Email
3. Enter VSP, Kaiser Permanente, Blue Cross Blue Shield of Illinois, UnitedHealthCare, Guardian, Priority Health, Delta Dental of Michigan, Anthem, Excellus BlueCross BlueShield, SelectHealth, Cigna, Aetna, MVP Health Care, Highmark Blue Cross Blue Shield, Blue Shield of California, Anthem Blue Cross Blue Shield of Missouri, Coventry Health Care, Regence, Superior Vision, Opticare, Ameritas, MetLife, EyeMed Vision Care, Health Plan of Nevada, Delta Dental of Missouri, Humana, Empire Blue Cross Blue Shield, AmeriHealth New Jersey, Independence Blue Cross, Sun Life Financial - Assurant, Wellmark Blue Cross and Blue Shield, Harvard Pilgrim Health Care, Highmark Delaware, and Highmark Blue Shield Credentials

Start



Step 3: Complete the first page of information and click verify e-mail:

Easy System Employer Signup

Step 1 - Personal Information

First Name

Last Name

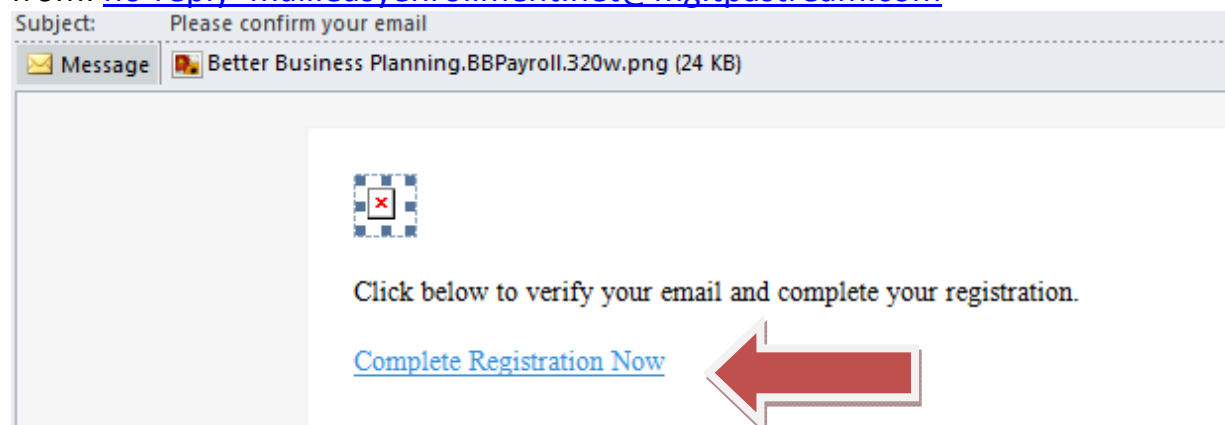
Social Security Number

Show Social Security Number


Email

Verify Email

Step 4: You will be sent an e-mail, click the link to verify. The e-mail will come from: no-reply@mail.easyenrollment.net@mg.tpastream.com




Step 5: Select your insurance carrier from the list. If you do not see your insurance carrier on the list, send an e-mail to support@bbpadmin.com.



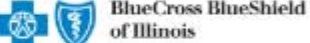











[Logout](#)

Easy System Employer Signup



Choose an Account to add Below:


Step 6: Complete the credentials from your insurance carrier portal. Please keep in mind, if you have not set-up your online account with your insurance carrier, the link is at the top of the page. Please click it and set-up your account with your insurance carrier first. When done click submit.

Easy System Employer Signup

Enter Credentials for www.bcbsil.com below:


If you've not yet made an account with www.bcbsil.com, make one here:

csc.net/wps/PA_BAMLogin/bamGateway?corpEntCode=IL1&cmdAction=doRegister




**BlueCross BlueShield
of Illinois**

Blue Cross Blue Shield Username





Blue Cross Blue Shield Password




Terms of Use

As a user of EasyEnrollment.net and/or TPAStream LLC ("TPA Stream") Services (as further defined below) you agree to the following Terms of use, including any Additional Terms, as defined below, and other terms, conditions, and policies that are incorporated by reference (collectively the "Terms"). By accessing or using the Services in any way, including accessing TPA Stream's web sites or networks, you agree to be bound by the Terms. If you do not agree to the Terms, you may not access or use the Services. If you are agreeing to these Terms on behalf of a company or

I have read and I agree to the above Terms of Use 

I acknowledge that my claims will be automatically sent to **BBPAdmin** 

Submit Credentials 

Step 7: You will get a green check mark that it is successful:

Easy System Employer Signup



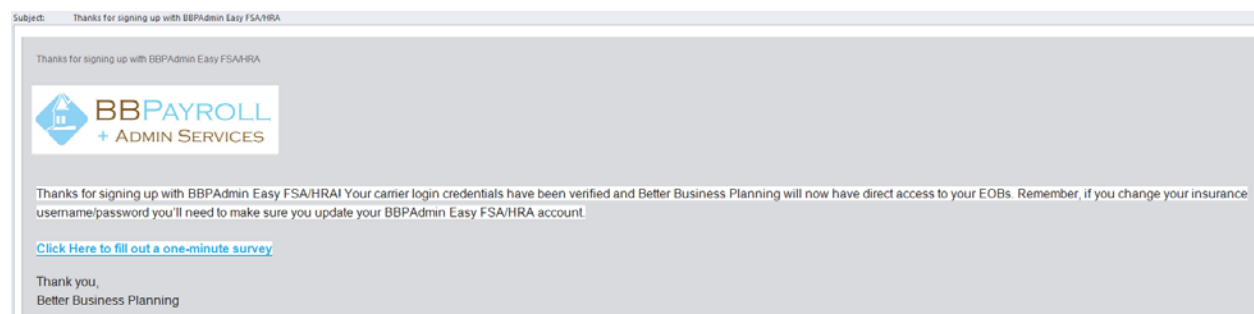
Choose an Account to add Below:



+ Add Blue Cross Blue
Shield of Illinois
Dependant Login

Step 8: Please click to add any dependent accounts if necessary. Some insurance carriers require separate logins for all Spouse and Dependents over age 18 due to HIPAA.

Step 9: You should also receive a confirmation e-mail.



Step 10: Repeat with any additional medical, dental and vision insurance carriers you would like to add.

Remember if you change your online login and/or password you will have to login into the Easy System and update your login and/or password or no claims will be sent to us.

Any questions: Please e-mail support@bbpadmin.com or call 630-773-2337.