Registration

BlueCrossNC.com/Employer

If you are already using the Blue Cross and Blue Shield of North Carolina (Blue Cross NC) Employer Services portal, just log in and start working. No new registration is required.

If your group is not yet using the portal, no worries – registration is easy. Just have your primary administrator select Register Your Group – complete one simple form and you’re in!

Your Primary Admin should be the person who is principally responsible for managing your group’s insurance and benefit programs.
Get your routine work done in Administration; scan the News; find a Report; search for materials to help explain your Benefits; or launch a Health & Wellness campaign for your employees – it’s all here and easy to find from the Home screen.

Your view and access privileges may vary based on your group set-up and your user role.
Administration

The nerve center for your day-to-day work

Click directly into the tool you want to use to find clear paths into Member Maintenance, Billing & Payment and more.

Access your group’s invoices and make payments in Billing & Payment. Find and download ID cards for your members quickly and easily in Forms, Documents & ID Cards. You can find benefit booklets, forms and a handy member onboarding kit here, too.

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Portal Administration

Clear and easy to navigate

Starting with a complete roster that allows administrators to see all portal users at a glance, you can easily create new Admins and general Users, set and manage permissions and reset passwords. Admins can also approve any pending requests from new users here, and all users can manage their own profiles.
You can find information easily for your group’s specific members and their dependents, including plan details, claims, PCP and COB information.

Administrator level users of 51+ ASO and Balanced Funding Groups can access their members’ Benefits and Claims information.
You can complete the renewal eligibility verification audit (REVA) online form to make sure your group continues to meet enrollment and eligibility guidelines for group coverage. If your group has access to REVA, you can complete the renewal eligibility online form during your renewal period.

Only Groups 1-50 can access Renewal Eligibility Verification Audit (REVA) through Employer Services.
Reporting & Analytics

The insights you need

Get instant access to utilization reports, population health data and other trends in your health care spending – the data you need to gain deeper insights into your plan and what’s driving your costs.

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Only Groups with 100+ enrolled medical subscribers are eligible for Insights360 Performance Analytics and Standard Reports.
Benefit Promotions

Need a way to explain complicated benefits to your employees?

Brochures, flyers, posters and other materials are arranged by topic so you can print out quick posters for the breakroom or generate an insert for your newsletter to help employees understand the valuable benefits you provide for them.
Health & Wellness

Find a program that fits your workplace

Health & Wellness programs and campaigns are organized by topic so you can quickly find what you need, from smoking cessation to flu clinics.

There’s a Cost Control video series designed to help employees make the right choices to keep health care costs down. And you can highlight any rewards or discount programs your group participates in to encourage better health behaviors and more cost-effective shopping for services.
Finally, you can scan our latest News articles from the Home screen, or go to the News Archives to catch up on your reading. And you can select the Contact Us link at the bottom of the screen if you need help or need to reach out to us.
Please tell us what you think and what we can do to improve your Employer Services portal experience further. There are three ways to contact us:

- For groups with 1–99 enrolled employees, call 1-877-237-6275
- For groups of 100+ enrolled employees, reach out to your Blue Cross NC account team
- Or use our online Feedback prompt located on each page of the portal

We hope you enjoy your Employer Services portal experience!