



# BLUESENROLL INSTALLATION FORM

Welcome to BluesEnroll, Blue Cross Blue Shield of Massachusetts’ online enrollment management tool. We’ll use this questionnaire to confirm your account settings on BluesEnroll.

Please fill in the fields below, then email the completed form to [blue.enroll@bcbsma.com](mailto:blue.enroll@bcbsma.com).  
In the subject line of your email, please write “Installation” and your account number.  
We’ll then send you an email instructing you how to register for BluesEnroll.

Account information	
Account name	
Account number	Employer EIN (tax ID) number
Account contact name	
Account contact email address	

Group structure		
If you have more group numbers than the space allowed here, please attach a Word document with additional numbers.		
Group number	Plan name	Division/location (if applicable)

Eligibility and termination rules			
When an account is installed on BluesEnroll, we’ll install using certain default rules unless otherwise instructed:			
<ul style="list-style-type: none"><li>The eligibility default rule for each wait period is 0 days, and benefits become effective immediately upon satisfaction of the wait period (usually the date of hire). The termination default rule will cancel on the day of termination.</li><li>If your eligibility/termination rules are different than the default settings, please indicate the rules for the appropriate benefit type in the chart below:</li></ul>			
Benefit type	Wait period (days)	Benefit effective date rule	Benefits end on termination rule
All benefits			
Medical			
Dental			

Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity.

ATTENTION: If you don’t speak English, language assistance services, free of charge, are available to you. Call Member Service at the number on your ID card (TTY: 711).

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).