



BlueCross BlueShield
of New Mexico

Need to Submit a Group Producer of Record or Make Changes in Blue Access for ProducersSM?



- 1 Log into **Blue Access for Producers** and click the **Producer Services** link:

Producer Login

[Log In to Your Account](#)

- 2 Click on **Producer Services**:

- 3 Select **Request Assistance**
- 4 **Update my Group Producer of Record**

Blue Cross and Blue Shield of New Mexico,
a Division of Health Care Service Corporation,
a Mutual Legal Reserve Company, an Independent Licensee
of the Blue Cross and Blue Shield Association



5 Supply information about the group

6 Upload your Group POR letter by selecting

Choose File then
Submit!

A Service Request ticket number will be created and will display under your Existing Requested Tickets.

This feature allows you to track the status of all open service requests assigned to your Producer ID number.

Home > Request Assistance > Group Producer of Record Change

5  **Request Assistance**

Group Producer of Record Change

At this time, there is a hold on under 65 Producer of Record transfer requests. Download the **Group POR Transfer Form**.

Line of Business: *

Account Number: *
Account Name: *

6 Submit the Group POR Transfer Form.
POR Documentation: *
 No file chosen

Existing Request Tickets			
Below is a list of your request tickets that are still open. Request tickets that have been resolved are considered closed and will no longer be displayed.			
Date ▾	Ticket Number ▾	Request Type ▾	Status ▾
Showing 0 - 0 of 0			