

Individual General Agency (Two-Digit) Code Change Request – Agent Portal



This document is intended to provide a comprehensive guide to submitting a General Agency (Two-Digit) request using Agent Portal

Step 1. “Create A New Agent Support Request”

Summary of Your Agent Administration Support Requests

REQUESTS CLOSED IN THE LAST 7 DAYS: 0

OF OPEN REQUESTS: 0

For most support requests for an agent, such as re-assignment, updating banking information, resolving errors, processing name changes, or handling terminations.

Request No.	Submitted By	Subject	Request Type	Status	Opened Date
No data available					

Submit a request to view details here.

[VIEW ALL AGENT SUPPORT REQUESTS](#)

[CREATE A NEW AGENT SUPPORT REQUEST](#)

Step 2. Support Request Type

- Click the Support Request Type drop down arrow > Select “Individual/ Medicare (Two-Digit) Code Change”

New Agent Support Request

Support Information

* Support Request Type

Select Support Request Type

- Agent Banking
- Agent Commission Payable Designation Form
- Agent Errors and Omissions
- Agent Name Change
- Agent Reassignment
- Agent Terminations/Dis-association from an Agency
- General Agency (Two-Digit) Code Change

Step 3. General Agency Name

- **General Agency Name** field: This field will automatically populate with the agents current Individual General Agency 2-Digit Name

New Agent Support Request

Support Information

*Support Request Type

General Agency (Two-Digit) Code Change

*General Agency Name

HEALTH PLAN ADVISORS

Requestor Name: JESSICA KROLL

Step 4. Line of Business - Select the Line of Business you would like to update:

- **Under 65** – Select Individual Under 65 if only the U65 line of business needs to be updated
- **Over 65** – Select Individual Medicare if only O65 line of business needs to be updated
- **Both U65 and O65** – Select both Individual Under 65 and Individual Medicare if you require both lines of business to be updated

Next, type in the “NEW” General Agency Name or their 2-digit code (Ex. XYZ Insurance Agency 2-digit code: 14)

New Agent Support Request

Support Information

*Support Request Type

General Agency (Two-Digit) Code Change

*General Agency Name

HEALTH PLAN ADVISORS

Requestor Name: JESSICA KROLL

Select line of business you would like to update with below check box options:

☒ Individual Under 65

☒ Individual Medicare

☐ Individual Under 65 General Agency Name and Code

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Step 5. Description Information - Complete the following sections:

- **Subject** – include a brief subject in the subject line
- **Description** – include any additional information Agent Admin may need to know in order to process your request
- Select “Submit Support Request”

Description Information

Subject

Please enter a short title for your request

Description

Please enter any additional information Agent Administration may need to process your request

If applicable, any of your existing book of business written under your former general agency will remain under the former general agency's Two Digit. If you would like to move your existing book to the General Agency named above, a letter of release from your former general agency will need to be sent to BCBSM.

Any under 65 business written directly through BCBSM cannot be moved to a General Agency. This would include under 65 business written under two-digit codes 11, 12, 13, 14 and 15.

If you are also completing a Commission Payment Designation (CPD) form and assigning your payable to a new agency, please note that your existing book of business and future commissions associated with such business will remain with your former agency and be reassigned to another agent unless a letter of release is issued from the agency to BCBSM.

BCBSM has an agent change blackout period between September 1st and January 31st of each year. During this time period, agents cannot change their two-digit General Agency. However, February 1st through August 31st of each year, agents are able to change the GA two digit as needed.

Attach Files

Submit Support Request

Save For Later

Cancel