



Regence BlueShield is an Independent Licensee of the Blue Cross and Blue Shield Association

Regence BlueShield  
1800 Ninth Avenue  
Seattle, WA 98101

## Employer Center Setup Form

Use this form when adding access to Employer Center outside of initial enrollment or at a group's renewal anniversary.

### PRIMARY GROUP ADMINISTRATOR INFORMATION

For access to Employer Center you will need to identify a Primary Group Administrator who will have access to all features available to your employer group. The Primary Group Administrator will also be responsible for granting and managing Secondary Group Administrator access for this employer.

<b>Employer Name</b>	
<b>Group ID(s)</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>E-mail Address</b>	
<b>Phone Number</b>	(       )