

EMPLOYEE CHECKLIST FOR OPEN ENROLLMENT

Use this checklist as your guide to help make sure you're ready
for your annual open enrollment!

- Know your Login Username and Password**— This is required to login and complete your annual open enrollment.

Username: (i.e. **smithj1234**)

The first six (6) characters of your last name,
the first letter of your first name, and the last
four (4) digits of your Social Security Number.

**If you have six (6) or less characters in your last
name, use your full last name, the first letter of your
first name, and the last four (4) digits of your Social
Security Number.*

Password: (i.e. **smith1234**)

Last Name (lowercase, excluding punctua-
tion) followed by the last four (4) digits of
your Social Security Number.

- Have your Primary Care Physician (PCP) Ten-Digit IDs** — If you are a **new enrollee** in the ActiveCare plans **Primary** or **Primary+** you must select a PCP for yourself and each covered dependent (spouse and children).

Provider Search: <https://www.bcbstx.com/trsactivecare/doctors-and-hospitals>

BCBSTX Number: 866-355-5999

PCP ID: _____ PCP ID: _____ PCP ID: _____

- Have your Spouse and Dependent Information Ready**— Social Security Number and Date of Birth.

- Have your Designated Beneficiary Information Ready**— Date of Birth, Phone Number, State of Residence.



CALL CENTER INFORMATION

Number: (888) 600-4534

Hours: Monday - Friday 8:00 A.M. - 7:00 P.M. CST

Se Habla Español

LOGIN TO ENROLL

www.ctxebc.com

