

2020 OPEN ENROLLMENT

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 punctuation) followed by the last four (4) digits of your Social Security Number.

- Have your Primary Care Physician (PCP) Ten-Digit IDs — If you are enrolling in ActiveCare Primary or Primary + plan options, 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



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.MidTexBenefits.com

(Select your Employer from List)