



Agent Guidelines

As of March 31, 2010

APPOINTMENT CRITERIA

Here's what you need to know about becoming an approved agent representing Blue Cross Blue Shield of Georgia (BCBSGa) and affiliates:

- Before you may represent BCBSGa and/or its affiliates, you must be licensed by the Georgia Department of Insurance and have an active license in life, accident and health in order to apply.
- All agents and subagents must maintain E&O coverage (\$1 million).
- All applications for appointment undergo a comprehensive screening process.
- All forms listed on Broker portal www.bcbsga.com under Learn more about becoming an appointed Agent/Broker with BCBSGa must be completed
 - Agent Appointment Application.** This is a three-page application. All pages must be completed. Each agent within your agency to be listed with us must complete an Agent Application for Appointment.
 - Agent Agreement.** Please fill in "AGENT NAME" on the first page, agreement date, signature, signature date, SSN and address on the last page. Entire Agent Agreement needs to be submitted.
 - Medicare Advantage and Part D Broker Contract Addendum.** Please complete all information requested on page 8, sign and date. The entire addendum needs to be submitted.
 - Business Associate Agreement.** Please provide name, signature, printed name, title, and signature date on the last page.
 - W-9.** Please complete this form, making sure to specify to whom commissions will be payable in Part One, sign and date.
 - EFT Direct Deposit Form.** Please fully complete the form and attach a voided check. Electronic funds transfer (EFT) is required for all newly appointed agents.
 - Copy of Valid Georgia License.** License must be active in life, accident, and sickness.
 - Copy of Current Errors & Omissions coverage.** Certificate or declarations page only. E&O is required and must be maintained. Minimum \$1 Million loss/\$1 Million aggregate. Name or agency affiliation must be on the certificate/declarations page.
 - \$90.00 Appointment Fee.** The appointment fee must be received before appointment paperwork can be processed. Please make checks payable to: BCBSGa

Return all of the above required appointment forms to the following address or you may fax all documents to (877) 455-4097 or email in PDF to agentappointments@bcbsga.com.

BCBS of Georgia - Licensing
233 S Wacker Dr Suite 3900
Mailpoint ILR 38-001
Chicago, IL 60606

LICENSE LAPSE

Agent must apply to be re-appointed meeting all requirements listed above

TERMINATIONS

Referenced in Agent / Agency Agreement

Loss of Georgia License