



How to Provide SBCs to Members

Health insurers and group health plans are required to provide consumers with a Summary of Benefits and Coverage (SBC). Brokers and Group Administrators can use the SBC Tool to search, download and email standard plan SBCs. See the instructions below to create an SBC.

Reminder – always create a new SBC for each request to ensure the most current material is being distributed.

To create an SBC, you can access the Standard Plan SBC Tool in three ways:

1. Visit this link directly: <https://ben-sum-mgr.rrd.com//secure/login/?custName=HCSC>
2. Find the link at Blue Access for EmployersSM (BAESM)
 - a. Click the “Account Summary” on the left to expand
 - b. Select “Health Plans”
 - c. Click “Display” and select “View Standard Plan SBC Tool”
 - d. Log in to the Tool by following the steps below
3. Or, find the link at Blue Access for ProducersSM (BAPSM)
 - a. Click “Products & Forms” on the left
 - b. Click “Summary of Benefits and Coverage” on the right
 - c. Select the “View Standard Plan SBC Tool”
 - d. Log in to the Tool by following the steps below

Log in to the Standard Plan SBC Tool with these credentials:

- Customer Name = HCSC
- Username = HCSCgenID
- Password = BlueSBC2017! (Don’t forget the exclamation point “!” at the end.)

Note: Group SBCs is preselected, so just click “Next Step”.

Find and create an SBC:

- a. Select the appropriate “Plan Year” (required)
- b. Select the desired state for “Corporate Entity” (required)
- c. Enter the plan ID in ALL CAPS in the “Plan Name” section
- d. Select Language **Note:** Leave all other fields blank
- e. Click “Search” (Searching without the plan name will give you all available SBCs)
- f. Select your plan, scroll to the bottom of the page and click “Next Step”
- g. Plan Effective Date defaults to Jan 01, if another date is needed, edit date range, then click “Generate Proof” to review your SBC
 - If needed, click “Make Changes” to return to the Customize SBC screen
 - If no changes, click “Generate Final Copy”
- h. For the final SBC, there are two options for distribution:
 - For a single recipient - email directly from the system (remember to change the default email address to your recipient’s before sending)
 - For multiple recipients - download and email

To generate a different SBC, if needed, click “Create Another”.

When finished, log out by clicking the red X at the top of the browser window.

Note: If a group wants to make a plan change, an updated SBC can be created using the same process.

Technical Assistance: If you need assistance while using the SBC Tool, please call 855-756-4448.