



Broker Authorization Letter Guidelines

1. Effective Date - All effective dates must take effect on the 1st of month.
2. Authorization Expiration - Date the authorization to receive Account information expires.
3. BCBSRI Group Line of Business- This specifies which Line(s) of Business the Account is authorizing information be released on.
4. BCBSRI Broker ID Number- Broker ID Numbers start with an alpha-prefix followed by unique numbers. This number is assigned by BCBSRI.
5. Company Officer Name: Below is a list of the acceptable titles allowed to sign a Broker Authorization form. No other titles are acceptable.
 - a. President
 - b. Chief Executive Officer (CEO)
 - c. Vice President
 - d. Chief Operating Officer (COO)
 - e. Treasurer
 - f. Chief Financial Officer
 - g. Owner

Authorized Broker will receive information in regards to rates, enrollment and plan information. The form ***will not*** be processed if submitted with incomplete information.