

# How to Access BlueFlex Reports

Through the Broker Business Portal (BBP)

Effective May 1, 2021, BlueFlex Aggregate Reports will be delivered through the BBP.\* This will provide an easier experience for our brokers and agencies. Now we will be able to share reporting at the General Agency (GA) level as well as the individual writing agent level. The reports will remain on the portal for six months after the contract end date. Annually, we will deliver enrollment reports for 1095 tax purposes via the portal as well.

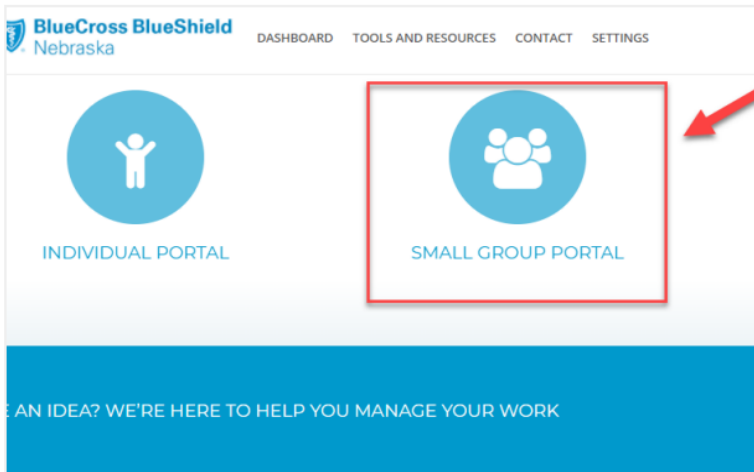
If you have never used the BBP or Small Group Portal (SGP), please email [Broker\\_Appointment@NebraskaBlue.com](mailto:Broker_Appointment@NebraskaBlue.com) to gain credentials. If your agency is not set up as a GA with Blue Cross and Blue Shield of Nebraska (BCBSNE), then you will only be able to see the groups for which you are the Agent of Record (AOR).

Please use this guide to learn how to access the reports. **If you have any questions, please reach out to your account management team.**

\*To ensure visibility, we will continue to notify you about reports through Tumbleweed (email notification) until July 1, 2021. If you currently access BlueFlex reports via the BBP, you may disregard the Tumbleweed notifications.

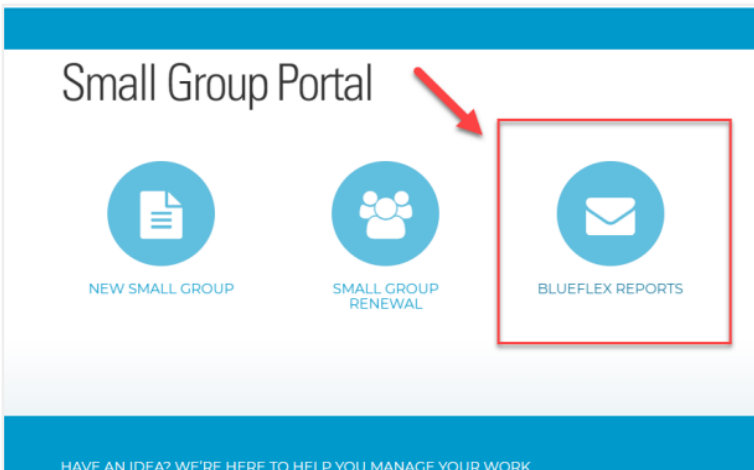
## SIGN IN:

- Visit [Brokers.NebraskaBlue.com](https://Brokers.NebraskaBlue.com)  
Save this site to your Favorites for future use. It is also linked on [NebraskaBlue.com](https://NebraskaBlue.com).
- Reminder: If you have never used the BBP or SGP, please email [Broker\\_Appointment@NebraskaBlue.com](mailto:Broker_Appointment@NebraskaBlue.com) to gain credentials.
- Once you sign in with your email and password, please use the steps on the following pages to navigate the BBP and access BlueFlex reports.



1

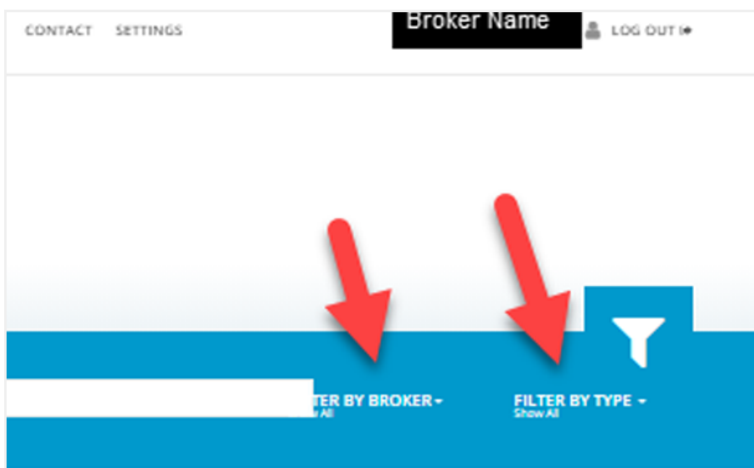
Once you sign into the BBP, you will see two large buttons. Select *SMALL GROUP PORTAL*.



2

Select *BLUEFLEX REPORTS*.

Note: The New Small Group or Small Group Renewal buttons are for the BluePride ACA product only.



3

Now you should have access to groups which you are the AOR. For General Agencies (GA) will see all groups underneath their account. Individual agents will also see their groups, even if the group is written under a GA.

You are able to *Filter by Broker* (GA only) and *Filter by Type* (Tax reports for 1095 filing or aggregate reports).

# Blue Flex Reports

Current Blue Flex Reports  FILTER BY BROKER  FILTER BY TYPE

**4** ★ Tax Reports (1)

Group A			Publish Date: 2020-12-31	Tax Report <b>7</b>
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**5** ★ Aggregate Reports (56)

Group A			Publish Date: 2021-04-01	Aggregate Report <b>6</b>
Group B			Publish Date: 2021-04-01	Aggregate Report <b>6</b>
Group C			Publish Date: 2021-02-01	Aggregate Report <b>6</b>
Group D			Publish Date: 2021-04-01	Aggregate Report <b>6</b>

**Annotations:**

- This column will show the group specific agent and their writing number (points to the third column in the Tax Reports row).
- This columns will show the group name and account number (points to the first and second columns in the Aggregate Reports row).

**4** This section is where any reporting used for tax purposes will be stored. Tax Reports (enrollment lists) for IRS 1095 filing purposes will be shared here annually and stored for 90 days.

**5** This section is where the monthly aggregate reports will populate. They will be released within the first 10 days following month end (January report will be added by February 10th). These will be available for 6 months after the contract period.

**6** The Publish Date is the date on the report. For the aggregate report, it is not the date the report was added to the BBP, but instead, the date the report was run. We run the reports the first few days in the month following. A 2021-02-01 publish date would show group data for January.

**7** You can click the [blue](#) report label to download the PDF copy. Please save a copy for future use.

8

BROKER PORTAL  
NEW SMALL GROUP  
SMALL GROUP RENEWAL  
BLUEFLEX REPORTS

# Blue Flex Rep

9

Current Blue Flex Reports

Type to filter

FILTER BY BROKER  
Show All

FILTER BY TYPE  
Show All

8

Once you login to the BBP, you can navigate to any of the pages using this *DASHBOARD* menu. You may also use this button and click *BLUEFLEX REPORTS* to clear out any searches and filters and return to the initial report page.

9

You can search by broker, group name, agent of record and account number. As soon as you clear the search bar, the previous search is also reset.