BCBSRI Enrollment Process

Congratulations! You've gone into benefitbay and selected a Blue Cross Blue Shield of Rhode Island (BCBSRI) plan for **2027.** This chart will guide you through your next steps.

Did you have a BCBSRI plan in 2026?

No, I'm new to BCBSRI

Yes, I had a BCBSRI plan in 2026.

Did you make **changes** to your plan, dependents or residential address during enrollment?

Yes, I made changes to my plan and/or my information.

No, my plan and all of my information stayed the same.

Thank you! No further action is needed from you at this time.

Benefitbay will pre-fill an **application form*** and send it directly to your email along with an along with an **Enrollment Delegate form+** and an **EFT form++**

Benefitbay will pre-fill a **change request form*** and send it directly to your email along with an **Enrollment Delegate form+**

1. **Print**, **review**, and **sign** the forms. (If there are any errors, please respond and let us know ASAP.)
2. Take **clear & legible scans** of the signed forms. Send them back using 1 of the 2 methods below.

Upload Scans to benefitbay Profile **(Preferred)**

3a. Login to your benefitbay account

4a. Navigate to 'Documents' tab on the lefthand side.

5a. Click 'Add new'

6a. Select the file you'd like to upload & add a brief description of it.

7a. Click upload. (Repeat for multiple files.)

8a. Respond to the original email to make us aware of the newly uploaded signature pages.

Respond to Original Email with Scans

3a. Locate the original email that contained your pre-filled application or change request form.

4a. Draft a new response to the original email, attaching the clear & legible scan(s) of the signature pages.

5a. Make sure to cc the following emails:
- support@benefitbay.com
- Your Company's Human Resources Department

6a. If possible, **please encrypt this email** as it contains your protected health information.

(If you're unable to encrypt the email, please upload your scans to your benefitbay profile instead.)

Thank you! No further action is needed from you at this time.

*Please review the forms carefully. If anything looks incorrect, contact benefitbay at support@benefitbay.com.
+The Enrollment Delegate form authorizes benefitbay to check on the status of your application.
++The Electronic Funds Transfer form allows benefitbay to set up autopay on your behalf.