1

VISIT FHCP.COM AND CLICK THE "PORTAL LOG IN" BUTTON ON THE TOP, THEN CHOOSE "EMPLOYER LOG IN" FROM THE DROP DOWN MENU.
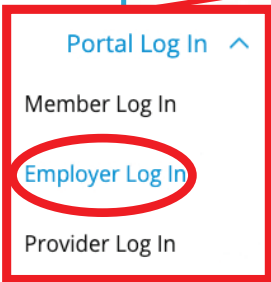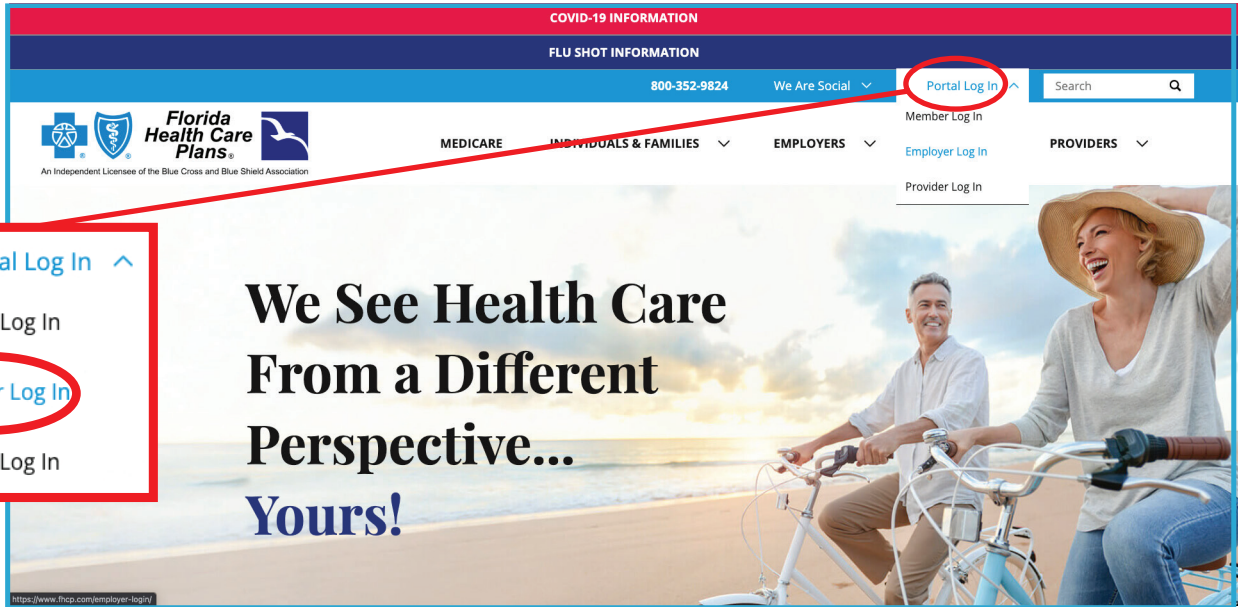
OR YOU CAN LOOK FOR THIS BUTTON UNDER **EMPLOYERS**: **Portal Log In**

2

Employer Group Log In

NEXT, YOU WILL COME TO THIS PAGE. BE SURE TO CLICK "**NEW GROUP REGISTRATION**" TO CREATE YOUR NEW ACCOUNT. ALL EMPLOYERS WILL NEED TO CREATE AN ACCOUNT WITH FHCP TO LOGIN.

YOU WILL NEED YOUR GROUP TAX ID NUMBER TO REGISTER FOR YOUR ACCOUNT.
ONCE YOU FOLLOW THE STEPS, FHCP WILL CONFIRM YOUR REGISTRATION.
YOU WILL NOW BE ACTIVATED AND ABLE TO USE YOUR ACCOUNT!

TIPS

• USE ONLY SUPPORTED BROWSERS
(UPDATED FIREFOX, CHROME, SAFARI AND EDGE)

• JOT YOUR USER NAME AND PASSWORD DOWN AND KEEP IT IN A SAFE LOCATION
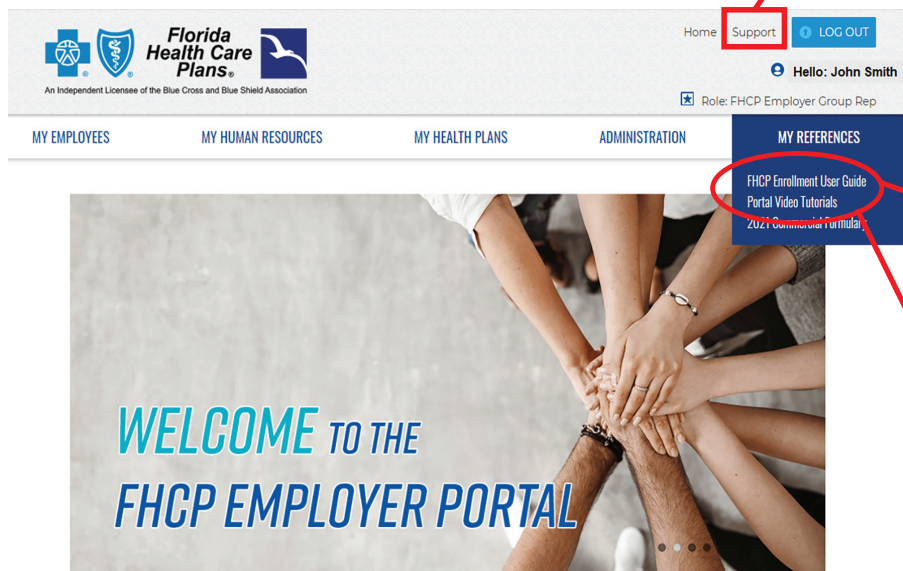
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3

FEATURES AVAILABLE IN THE **EMPLOYER PORTAL**

- SELECT AN EMPLOYEE AND VIEW THEIR DEMOGRAPHICS
- VERIFY BENEFITS AND ELIGIBILITY COVERAGE AND DEDUCTIBLE AND OUT-OF-POCKET ACCUMULATORS FOR AN EMPLOYEE AND/OR DEPENDENTS
- REQUEST REPLACEMENT OR TEMPORARY ID CARDS FOR EMPLOYEE AND/OR DEPENDENTS
- VIEW/ACCESS BENEFIT DOCUMENTS FOR SELECTED EMPLOYEE
- SUBMIT ELECTRONIC "CHANGE ENROLLMENT" TRANSACTIONS TO FHCP
- SUBMIT ELECTRONIC "TERMINATE ENROLLMENT" TRANSACTIONS TO FHCP
- SUBMIT ELECTRONIC "INITIAL ENROLLMENT (ADD)" TRANSACTIONS TO FHCP
- REQUEST/VIEW/DOWNLOAD AN EMPLOYEE ROSTER REPORT

THREE WAYS TO GET SUPPORT:

4

Florida Health Care Plans®

An Independent Licensee of the Blue Cross and Blue Shield Association

Home   Support   LOG OUT

Hello: John Smith

Role: FHCP Employer Group Rep

MY EMPLOYEES   MY HUMAN RESOURCES   MY HEALTH PLANS   ADMINISTRATION   MY REFERENCES

FHCP Enrollment User Guide
Portal Video Tutorials
2021 Commercial Formulary

WELCOME TO THE
FHCP EMPLOYER PORTAL

1- CLICK **SUPPORT** TO FIND IMPORTANT FHCP PHONE NUMBERS

2- **ACCESS** THE ENROLLMENT USER GUIDE FOR INSTRUCTIONS ON EACH FUNCTION

3- **ACCESS** VIDEO TUTORIALS FOR INSTRUCTIONS ON EACH FUNCTION

PLEASE NOTE: After you have registered for the portal, you will be sent a confirmation email informing you of available resources and how to register for training. **FHCP** Strongly recommends that you attend training before submitting enrollment changes.