

How to Set Up Your Coverage Account on HighmarkBCBS.com

Coverage information and many other resources regarding Guidestone medical coverage are available on the Highmark website. Other resources are available on the Guidestone website. See this Solomon page for details on using that website: [MyGuideStone](#).

Which website should I use?

HighmarkBCBS.com	My.GuideStone.org
Claim details	1095-B Tax Documents
Deductible information	Detailed Plan Documents
Set up and monitor your HSA	
Find a provider	
Access discounts and cost-savings benefits	

Set up your Highmark account:

1

Follow this link for the registration page: [HighmarkBCBS.com](#)

2

Enter the required information so that Highmark can locate your account.

- If you have not received your ID card yet, you can use your Social Security number.

REGISTER

1 Member ID

CREATE YOUR ONLINE ACCOUNT

Enter your information exactly as it appears on your member ID card.

Member ID/SSN _____

First name _____

Last name _____

Date of birth _____



Wait, I don't have my ID card!
If you're the main policyholder, you can use your SSN to register. If your insurance is through another family member, you'll need their SSN to register.

Answer the following questions to verify your identity.

3

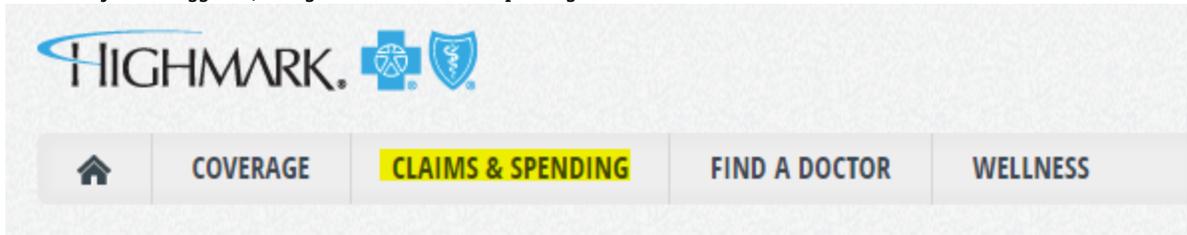
 If the address on your driver's license **does not** match what is registered with Guidestone, you will not pass the security check.
If this occurs, you will receive an e-mail and a letter in the mail with instructions you must follow to open your account in order to receive HSA contributions and use your debit card.

4

Set up your log-in information in order to access your account in the future.

5

Make sure you are logged in, then go to the "Claims and Spending" tab



You may see a page that says, "**Check Back Later To View Your HSA.**"
If you see this, then you'll want to check back in a few days-- usually by the end of the week. Then you will see the Access Spending Account button needed for step 6.

6

Select Access Spending Account (this will open a new window)

Access your current plan year to pay claims, submit reimbursements and more.

ACCESS SPENDING ACCOUNT 

 If you don't see the "Access Spending Account" button, then you may need to reload the page at another date.

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Look on the left side to see "Your Account."

If your account requires additional steps to open, then look for Alerts, and submit additional documentation as needed.

If you have no additional alerts, then the account is ready to receive funds.

The screenshot displays the Highmark Personal Dashboard. At the top left is the Highmark logo and a menu icon. The page title is "Personal Dashboard". On the top right, there is a yellow "Alerts" button with a bell icon. The main content area is divided into several sections:

- My Accounts:** Shows a "Health Savings Account" with a balance of "\$0.00". It includes options for "Plan years to show" (Previous, Current, Future) and a "Go Green! Opt In" button. A red arrow points to a yellow banner that says "Complete your HSA application - submit the requested documentation now." with a "Submit Documentation" button.
- My Recent Transactions:** A section with a "See All" button.
- Direct Deposit Options:** A section with an "ADD" button to add a bank account for direct deposit reimbursement.
- Download our free Highmark Blue Shield Spending mobile app for on-the-go account access from your smart phone or tablet.**
- To register you'll need:** A section with instructions for "Employee ID" and "Registration ID".
- My Alerts:** A section with a "Sign Up" button and a notification for "Oct 6, 2020 10:15 am" regarding a "CIP/LetterAlert" and an "Important Request - Additional Information Needed to Open your HGA".

8

Screenshot this entire screen with no alerts and send it to benefits@reliant.org, so we know the account is active and ready to receive funds.

Unable to render {include}

The included page could not be found.