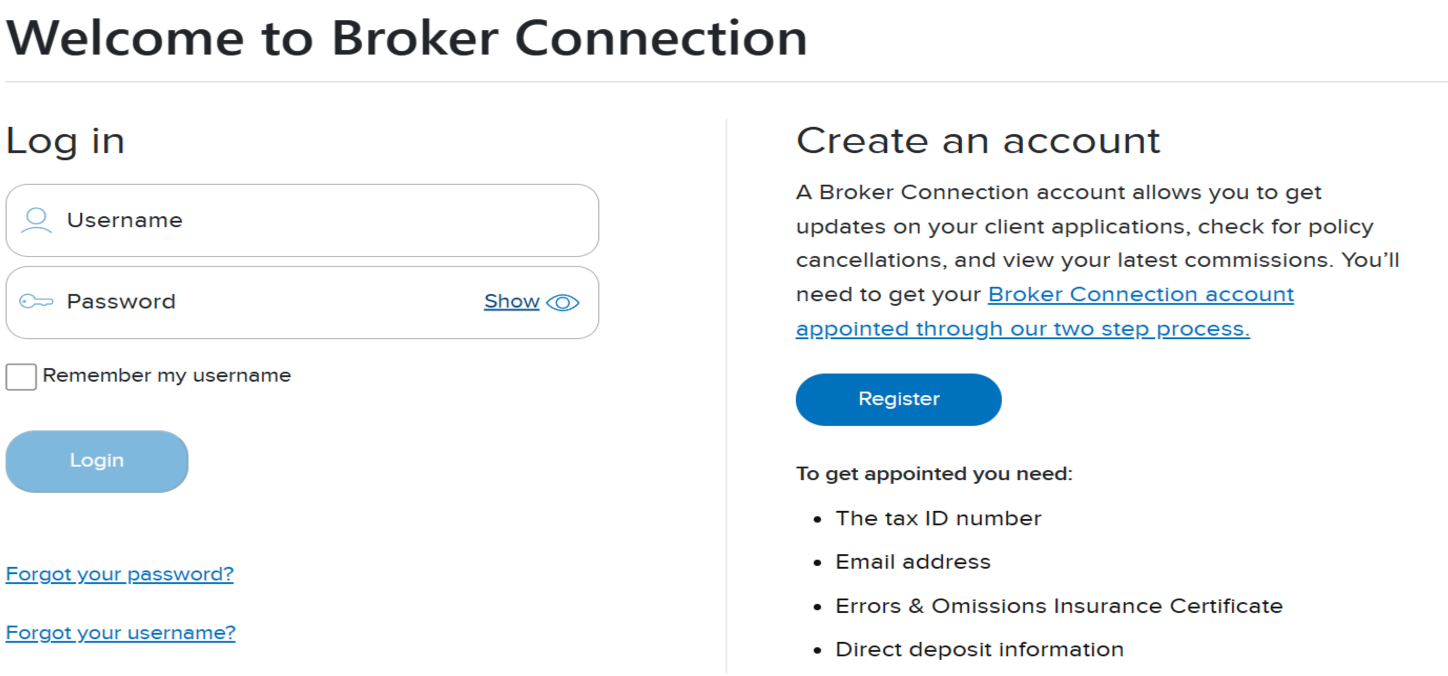
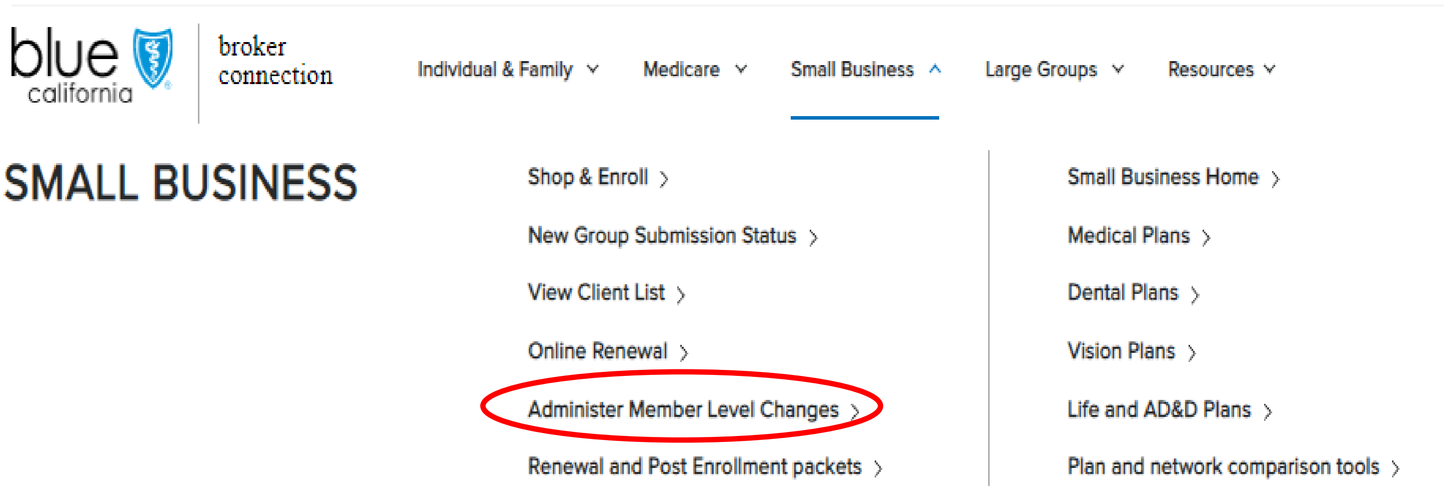
Blue Shield of CA - Access to Audit Report

- Login: blueshieldca.com/bsca/bsc/wcm/connect/broker/broker_content_unauth_en/broker/homepage
- Enter your Username and Password and click Login



- Select "**Small Business**" or "**Large Business**" then Select "**Administer Member Level Changes**"



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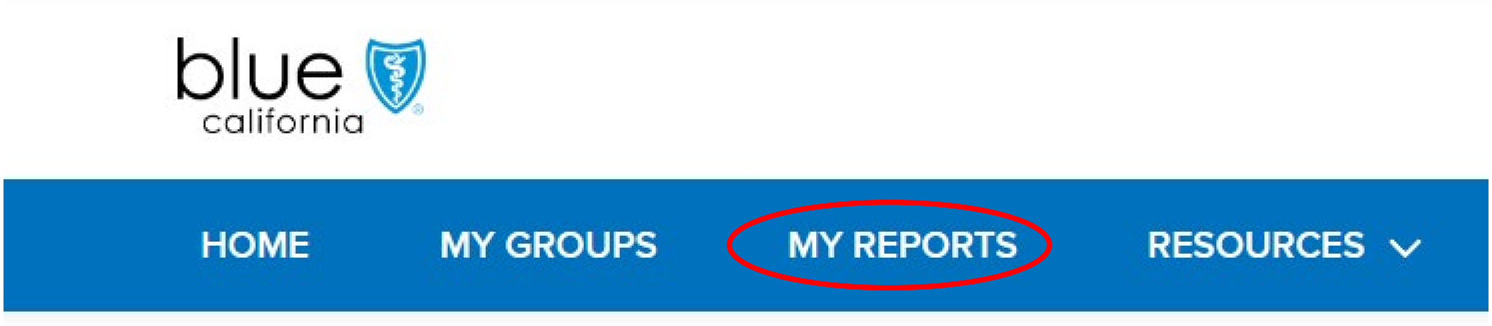
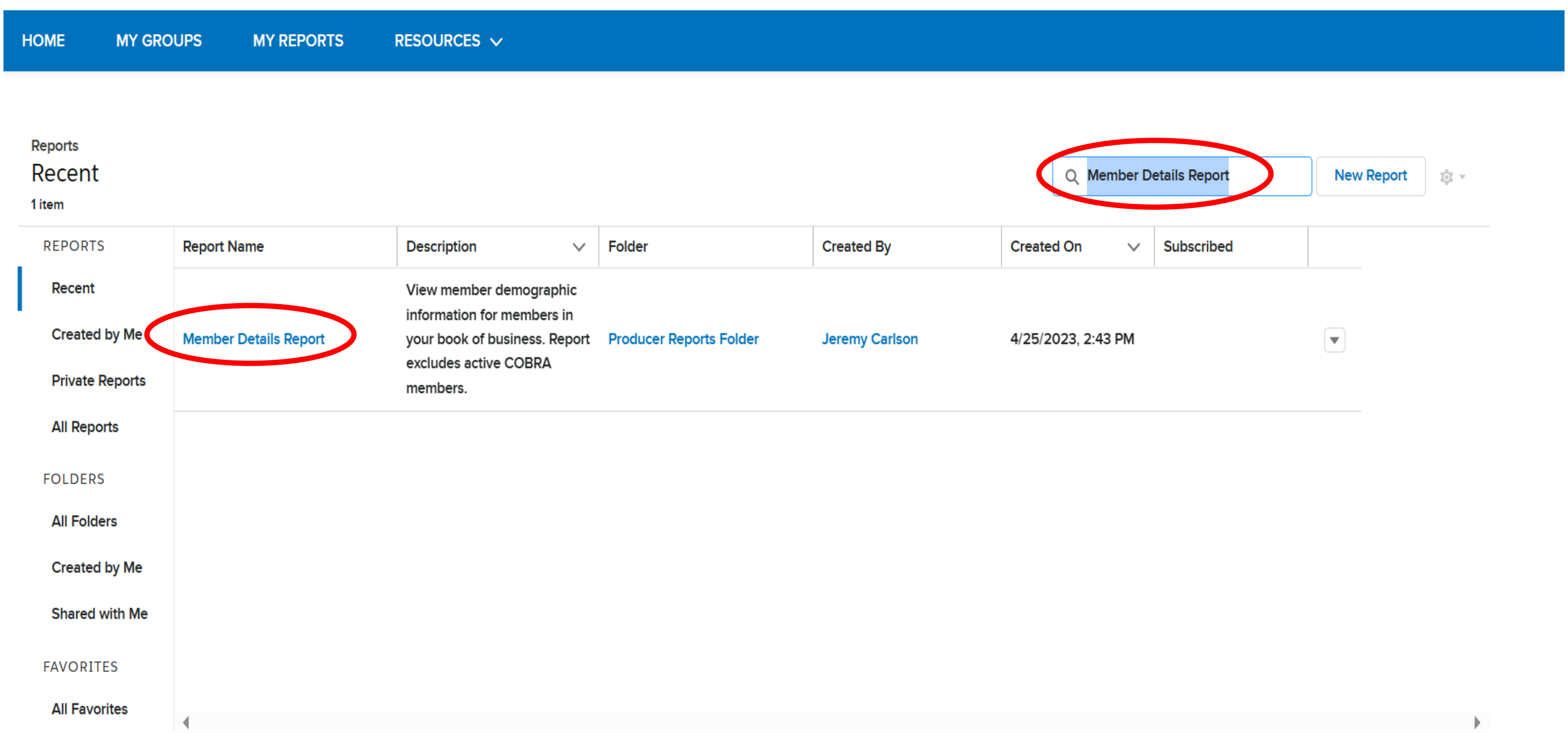
- Select "**My Reports**" then click go, in the middle of the page

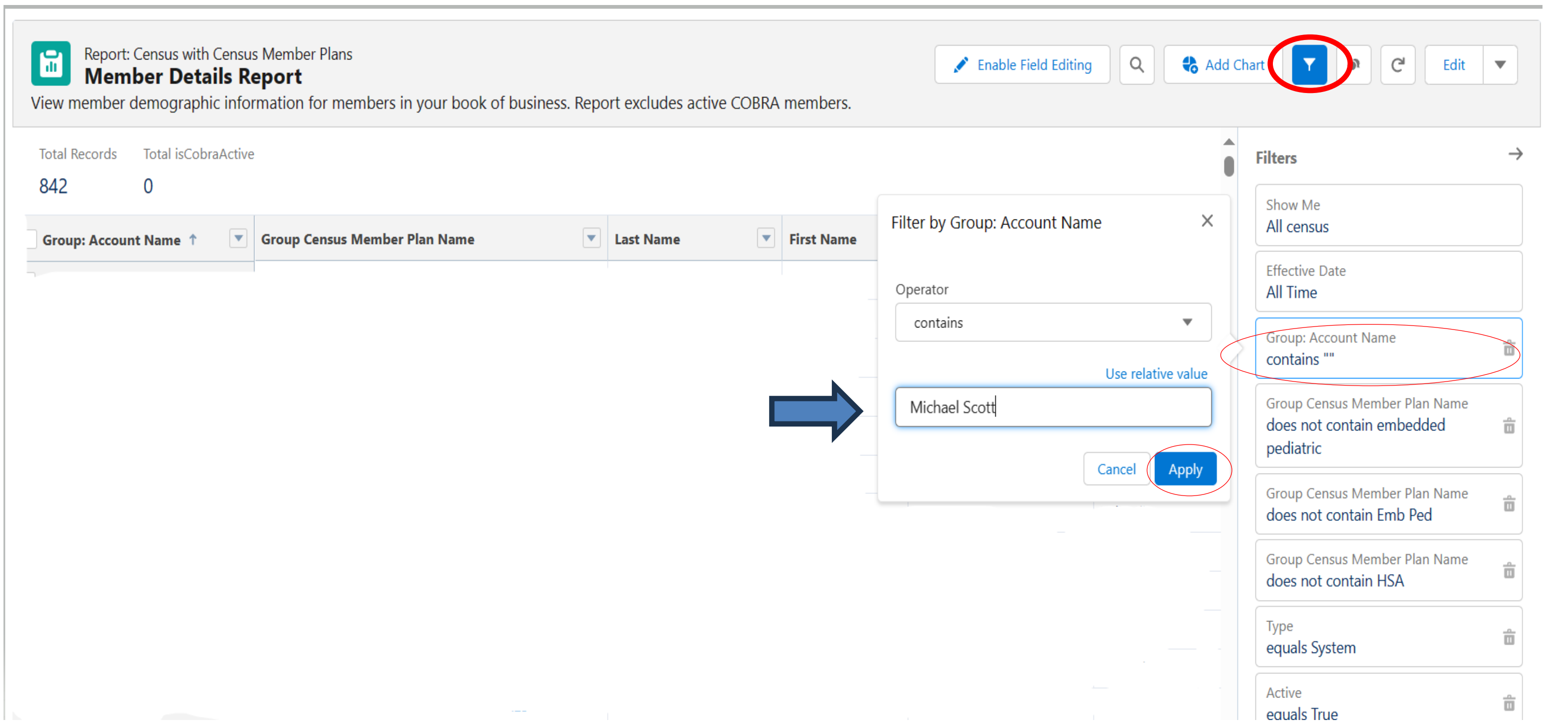


- In the search box on the right, Type "**Member Details**" and select "**Member Details Report**",

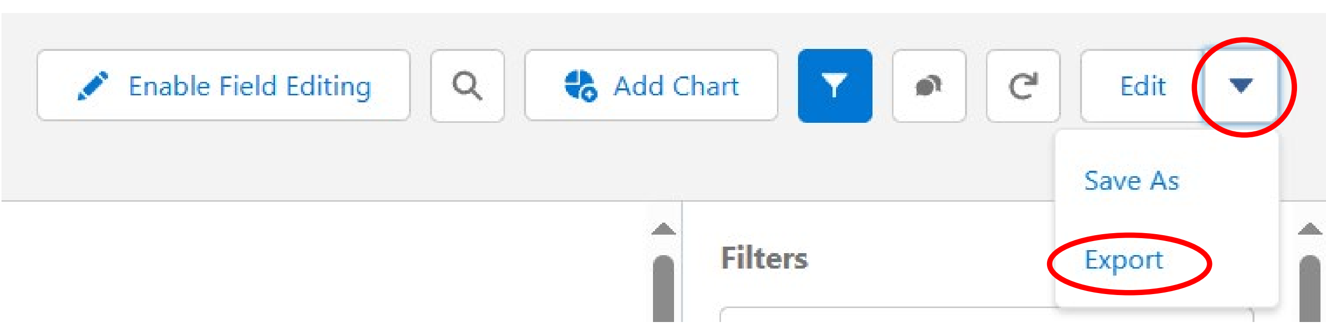


Note: If the report is not visible, Blue Shield Account Management can grant you access. Reach out to the CW team for further guidance.

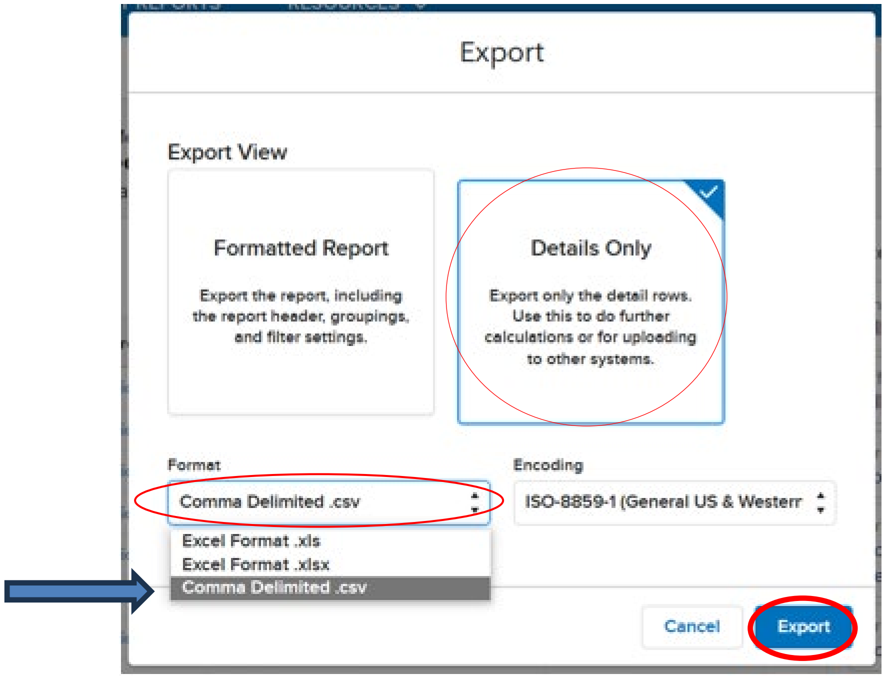
- Click on the "**Filter**" button and Select "**Group: Account Name**"
  Dialogue box appears (**Filter by Group: Account Name**) Type in few letters of the company you want to audit and select "apply



- Once the company appears, Click on down arrow, select "**Export**"



- Dialogue box appears (Export) select “**Details Only**” and in the drop-down menu select "**Comma Delimited.csv**” and select the “**Export**” Button.



- Open the file that states, “**report###(Excel)”.** Once the file is downloaded. Upload the .CSV file to Coverage Wizard!