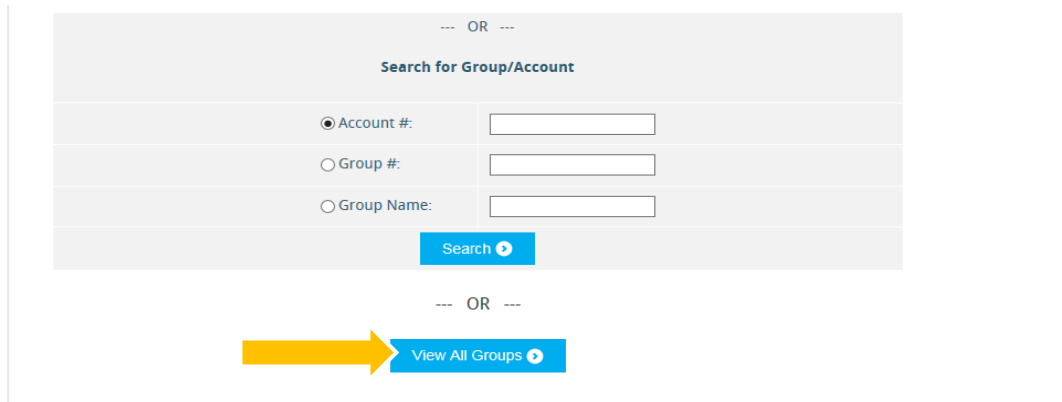


## How to download a census through the BCBSVT Employer Resource Center

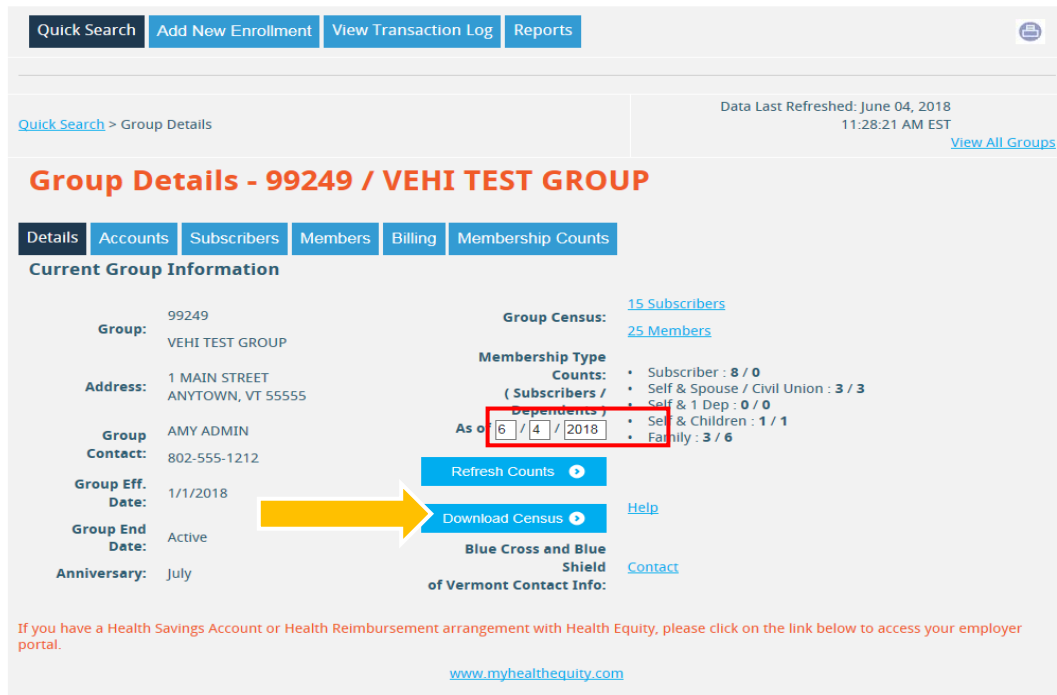
1. Log into the Employer Resource Center.
2. Then click on the “My Accounts” tab at the top left of the screen.



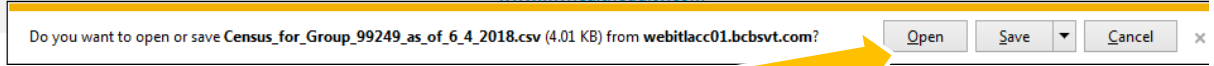
3. Scroll to the bottom of the page and select “View All Groups”.



4. The Group details page will appear. To download your census click on the “Download Census” button.



5. Once the download census button is clicked the below pop up will appear. Click open, and an excel spreadsheet will appear. Please note, the census details captured in this spreadsheet will be todays date. The date can be changed to any date desired within an 18 month period. You may change the "As of" date by adjusting the date in red box above.



For questions regarding the Employer Resource Center, please contact the BCBSVT Enrollment Services Team at 1-888-320-9798 or via email at [asinbox@bcbsvt.com](mailto:asinbox@bcbsvt.com).