Getting started

Use this quick reference guide to keep track of where you are in the account setup process. As you progress through each step, please don't hesitate to contact us if you have any questions.

STEP 1 Complete Plan Design Guide: DONE

The PDG includes important details about you and how you want your spending account set up and managed for your team.

STEP 2 Register your account online

Activate your account on the Blue Cross and Blue Shield of Vermont Group portal: **mymoneybcbsvt-group.hellofurther.com**. You received your Group ID and PIN numbers in two secure emails. Check your spam folder if you did not receive these, or give us a call at (866) 999-2605.

STEP 3 Enroll account holders

Enroll your employees who have chosen an account option. Add them on the group portal or upload a file.

STEP 4 Review member communications

Look over the communications that will be sent to your associates who have chosen an account.

STEP 5 Confirm payroll/ contribution information

Review payroll method (wire, check, ACH), contribution file formats and/or employer funding amounts.

STEP 6 Review invoices, reports and billing cycle

Review fee billing, confirm fees, and review your billing cycle to ensure everything is correct and reflects the information on your PDG.

STEP 7 Review plan documents

Take one last look over your plan documents and if needed, make any changes. If you have questions, you can reach out to **mymoneybcbsvt.Advocate@HelloFurther.com**.

STEP 8 Renew your plan annually!

Your plan will renew automatically unless you contact us. If you don't have changes, you don't have to do anything.

Congratulations!

You're all set up. You and your team are ready to help your employees make the most of their spending accounts.

Learn more. Talk to a health care spending administration expert.

Your Blue Cross and Blue Shield of Vermont sales representative can provide you with more information.

Need help?

Call Blue Cross and Blue Shield of Vermont at **1-866-999-2605**.

BlueCross BlueShield of Vermont

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